

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, April 6, 2023  
Municipal Complex  
Approved Minutes**

**I. Preliminaries**

Call the Meeting to Order  
Roll Call  
Pledge of Allegiance  
Chairman’s Additions or Deletions  
Public Comment (10 minutes)  
Stowe Road: Dubay Group  
Impact Fees: Rob Brown  
Building Inspector Mutual Aid Contract with Auburn  
Website Updates  
Consent Agenda  
Chairman’s Announcements  
Roundtable  
TA Report  
Action Items  
Potential Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Myette called the meeting of the Chester Board of Selectmen to order at 6:00pm.

*1.2 Roll Call*

Selectmen Present:

Chuck Myette  
Steve Couture  
Dana Theokas  
Dick Trask

Selectmen Absent:

Stephen Landau

Debra Doda, Town Administrator

Members of the Public Present at various times:

Aaron Berube, Police Chief  
Rob Brown  
Myrick Bunker, Building Inspector  
Ephraim Dobbins  
Doug MacGuire, Dubay Group

Nancy Myette  
Corinna Reishus, Recreation Director  
Jacob Rutledge  
Kevin Scott

and other persons unknown to the Recording Secretary.

### *1.3 Pledge of Allegiance*

Chairman Myette led the attendees in the Pledge of Allegiance.

### *1.4 Chairman’s Additions or Deletions*

*None*

### *1.5 Public Comment*

Chairman Myette opened the meeting to public comment at 6:01pm.

As no Members of the Public wished to be heard, Public Comment was closed at 6:02pm.

Chairman Myette introduced Ms. Theokas and Mr. Trask as the newly elected officials on the Board.

## **II. Appointments**

### *2.1 Stowe Road: Dubay Group*

Mr. MacGuire is representing the Garabedians. The Dubay Group has been working with the Planning Board for a little over six months.

Chairman Myette has recused himself as an abutter to the property. Vice Chairman Couture will lead the discussion.

Mr. MacGuire is asking permission from the Board to allow the use of Stowe Road for access to the Garabedian property. Selectwoman Theokas mentioned past concerns with the upgrades to the road. Mr. MacGuire explained gravel was added to Stowe Road and the size of the rock was concerning. This issue has been rectified. Mr. MacGuire added, if possible, the Garabedians would like to pave a small portion of Stowe Road where it meets Fremont Road. Less damage to Fremont Road would be incurred with an apron.

Vice Chairman Couture asked for the requests to be put in writing and continue the discussion to a future meeting.

Mr. Scott mentioned that he has spoken at the Planning Board meetings and felt that Stowe Road, a Class VI Road, should not be opened. Selectwoman Theokas reiterated the request is to use Stowe Road to gain access to their property not open the entire length of Stowe Road. Mr. Scott emphasized that Stowe Road is not a thru way for vehicles.

It was requested the Dubay Group contact Mr. Piper, Supervisor of Roads, (not present) and Mr. Bunker, Building Inspector, to clarify exactly what the Board would be approving.

Chairman Myette suggested a presentation might also help with understanding.

## *2.2 Impact Fees: Rob Brown*

Mr. Brown, 501 Fremont Road, explained the history with the ADU above the garage. Because the project sat for too long, he had to meet with the ZBA and get a variance and pay impact fees as if it were new. Mr. Brown did not agree with the fees but paid them so he could get the permit.

Chairman Myette inquired how the property was taxed during the timeframe when it was a shell, and why Mr. Brown is coming now and not when he had to pay. Mr. Brown stated he was busy. Chairman Myette mentioned a definition of if it is new or not and the appeal time will need to be looked at further. All questions will be funneled to Town Administrator Doda, and she will contact Town Counsel.

Building Inspector Bunker pointed out the project took longer than expected and was taken down to the deck. Once the 2<sup>nd</sup> floor was removed and sat for over a year, the current zoning applies. Selectman Trask asked when the ADU requirements changed. Building Inspector Bunker stated the state changed the requirements in either 2017 or 2018.

The Board will look into this further before making a decision.

## **III. New Business**

### *3.1.1 Building Inspector Mutual Aid Contract with Auburn*

Town Administrator Doda mentioned the only change made was adding wording clarifying that the agreement will expire two years from execution.

***Chairman Myette motioned to approve signing the Building Inspector Mutual Aid Contract with Auburn. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask – aye, Theokas – aye, Couture – aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

### *3.2 Website Updates*

Selectman Trask congratulated Town Administrator Doda on all she has accomplished with the Town website. He would like to change the format on the school page to match the rest of the website and add links; an example of one link to add would be the Department of Education. Vice Chairman Couture suggested asking the School Board what they would want for links.

Town Administrator Doda will ask what the school might want on the page.

## **IV. Consent Agenda**

### *4.1 Granite State Communications Contract*

Town Administrator Doda is working on revisions and will have a contract for the Board at an upcoming meeting.

**V. Selectmen’s Business**

*4.4 Action Items (moved from later in the meeting)*

The new oaths of office for Deputy Town Clerk/ Tax Collector and Deputy Treasurer are in the folder to be signed. Due to the newly elected and reelected officials, the Deputies needed to be reappointed.

***Selectman Trask motioned to reappoint Barbara Cannon as Deputy Town Clerk/ Tax Collector. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

***Selectman Trask motioned to reappoint Christine Cue as Deputy Treasurer. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

Town Administrator Doda mentioned the appointment paperwork for Brian Sullivan was never signed last year.

***Selectwoman Theokas motioned to reappoint Brian Sullivan to the Planning Board as a regular member with a term to expire of May 31<sup>st</sup>, 2025. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

Chairman Myette asked for a change to the document before the Board will sign.

*4.1 Chairman’s Announcements*

Chairman Myette announced the following meetings and upcoming events:

Friday April 7, 2023	Conservation Commission Meeting at 6:00pm
Monday April 10, 2023	Budget Committee Meeting at 7:00pm
Tuesday April 11, 2023	Conservation Commission Meeting at 7:00pm
Wednesday April 12, 2023	Planning Board Meeting at 7:00pm
Thursday April 13, 2023	Board of Selectmen Meeting at 6:00pm
Saturday April 15, 2023	Rabies Clinic from 9am to 12pm in the Town Hall Parking Lot. Must sign up by calling Ark Animal Homecare. More details on ChesterNH.org

*4.2 Roundtable*

Chairman Myette explained the purpose of round table.

Selectwoman Theokas appreciates being newly elected to the Board of Selectmen and is honored to work with everyone.

Selectwoman Theokas is looking forward to moving forward with maintenance on the fields with the Recreation Department. Vice Chairman Couture mentioned the School Board, leagues and Recreation Director Reishus worked together last year and figured out who is responsible for things at the fields. Vice Chairman Couture suggested Recreation Director Reishus reshare the meeting notes and discussion about what everyone’s responsibility is for the fields.

Recreation Director Reishus advised the fields are not ready and are still soaked according to Groundskeeper Dalrymple. The Town is responsible for the mowing and other than that the fields are provided as-is. Once the discrepancy with impact fees is resolved, Recreation Director Reishus will be working on getting the fences fixed. At this point, Recreation Director Reishus has received very few usage forms for the fields.

Selectwoman Theokas mentioned an issue with the mounds on the fields. Recreation Director Reishus reiterated that the fields are as-is, and she has not been notified of any issues with the mounds.

Vice Chairman Couture inquired if there were responses for the solar committee or if the posting was put up on the website. Town Administrator Doda reported it has not happened yet.

Vice Chairman Couture will be proposing to change the meeting schedule. The proposal will be to have fewer meetings but be more efficient. Selectwoman Theokas asked if there was a policy to vote to extend the meeting if it went too late. The meetings have no time limit.

Selectman Trask mentioned attending Exit 4A committee meetings and would like to attend again. Chairman Myette stated Selectman Landau (not present) has been attending the meetings. He mentioned the Department of Transportation (DOT) has a plan for the center of town but has not presented it. Selectwoman Theokas pointed out the SAU would like to be involved too. Traffic is bad and school has been delayed due to the traffic. Vice Chairman Couture inquired if a request in writing for a status update on DOT’s plan for the center of town has been submitted. Town Administrator Doda mentioned Town Planner Hadik (not present) is working with Southern NH Planning Commission on this.

Selectman Trask inquired how the Town Administrator is being utilized. In the past Selectmen would take charge of an issue. This alleviates too many Selectmen calling on the same issue. Chairman Myette advised at the next meeting liaisons would be discussed. The Town Administrator’s position is to funnel information to the Board of Selectmen. The Board still has ultimate responsibility for managing the Town and making decisions. Town Administrator Doda has been given authority on some of the day-to-day items. This discussion will resume at the next meeting.

Selectman Trask mentioned he would like to work on economic development and bringing additional businesses into town. Chairman Myette advised there is not a plan for economic development in town and it depends on what the business is if we want to encourage them to come to town. Chairman Myette suggested a proposal be brought to the Board if Selectman Trask would like to form an economic development group or committee.

An economic development plan would be in conjunction with the Master Plan which is due for an update. Chairman Myette mentioned Town Planner Hadik has started to talk about getting the update done.

Chairman Myette:  
*Nothing to report*

#### *4.3 Town Administrator’s Report*

Vice Chairman Couture believes number 14 should be discussed with Maintenance Director Cavanaugh (not present) and Transfer Station Foreman Manfrates (not present) and a proposal should be submitted to the Board. Chairman Myette mentioned in the past the Transfer Station was opened at different times. Town Administrator Doda mentioned Transfer Station Forman Manfrates works 28 hours doing clean up, reset, and general maintenance and wondered if there was a possibility of opening the gates to the public during some of those hours. Chairman Myette advised it should be very clear how it would work so it is not being abused. He also mentioned the intent is not to have a full-time position at the Transfer Station.

#### *4.4 Action Items (moved to earlier in meeting)*

#### *4.5 Non-Public Session(s)*

Chairman Myette announced two additional non-public sessions.

***Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II) (a) public employees and (c) reputation. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

The meeting was closed to the public at 7:24 PM.

***Vice Chairman Couture motioned to come out of non-public session. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

The meeting was reopened to the public at 7:48 PM.

***Vice Chairman Couture motioned to seal the minutes of the first non-public session, on Public Employees. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

***Vice Chairman Couture motioned to seal the minutes of the second non-public session, on Reputation. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – absent. With four in favor, the motion passed with Landau absent.***

***Vice Chairman Couture motioned to seal the minutes of the third non-public session, on Reputation. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye,***

*Trask- aye, Theokas -aye, Couture -aye, Landau - absent. With four in favor, the motion passed with Landau absent.*

**VI. Adjournment**

*Vice Chairman Couture moved to adjourn the meeting. Selectman Trask seconded the motion. A roll call vote was taken Myette - aye, Trask- aye, Theokas -aye, Couture -aye, Landau - absent. With four in favor, the motion passed with Landau absent.*

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Janis A. Jalbert

Recording Secretary