

**Town of Chester
Board of Selectmen Meeting
Thursday, December 19, 2019
Municipal Complex
Approved Minutes**

I. Preliminaries

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Additions and Deletions
- Public Comment
- Approval of Minutes
- Items for Signature
- Highway Department
- Non-Public Session
- Appointment to Wason Pond Commission
- Appointment to Recreation Commission
- CIP Projects for Warrant
- Budget Review
- Roundtable
- Non-Public Sessions
- Adjournment

1.1 Call to Order

Chairman Owens called the meeting of the Town of Chester Board of Selectmen to order at 7:00 PM.

1.2 Roll Call

Selectmen present:

- Stephen Landau
- Steve D’Angelo
- Chuck Myette
- Jeremy Owens

Selectmen absent:

- Joseph Hagan

Staff present:

- Debra Doda, Town Administrator

Members of the Public present at various times:

- Aaron Berube, Police Chief
- Greg Bolduc, Fire Chief

48 Ben Clark, Deputy Fire Chief
Michael Oleson, Road Agent
50 Jack Myers
Nancy Myette
52 Corinna Reishus
Maria Oakley
54 Leslie Hammond
Penny Williams, Tri-Town Times
56 And other persons unknown to the Recording Secretary

58 1.3 *Pledge of Allegiance*

60 Chairman Owens led the attendees with the Pledge of Allegiance.

62 1.4 *Chairman’s Additions and Deletions*

64 There were neither additions nor deletions.

66 1.5 *Public Comment*

68 As no Members of the Public wished to be heard, Public Comment was closed at 7:02 PM.

70 **II. Old Business**

72 2.1 *Approval of Minutes*

74 Chairman Owens urged the Selectmen to sign the unapproved minutes in the Signature Folder and indicate changes or approval.

76

2.2 *Items for Signature*

78

Chairman Owens urged the Selectmen to sign the items in the Signature Folder.

80

III. New Business

82

3.1 *Highway Department: Mike Oleson, Jack Myers*

84

Road Agent Oleson introduced Jack Myers as a potential employee for the Highway Department. Mr. Myers has 34 years of experience in the field and has received all positive references. Mr. Myers noted he is interested in a full-time position with the Town and has experience plowing, running equipment, excavating, grading, drainage, cold patch, experience with road projects and culverts, has been through all his classes holding a master. Mr. Myers just received his 40-year pin at the Nottingham Fire Department where he is the pump operator. While Mr. Myers would be hired to replace the Highway Employee who will be retiring at the end of the Fiscal Year, he would be available to start tomorrow and assist Maintenance Man Paul Cavanaugh for now.

92

94 Selectman D’Angelo emphasized that Town Administrator Doda would be vetting all new employees who
should fill out their application and interview with her. Town Administrator Doda asked Mr. Myers if he
96 had his CDL and medical card and Mr. Myers noted that he did.

98 ***By Roll Call Vote Vice-Chairman Myette motioned to go into non-public session under 91-A:3(II)(a)(c).
Selectman D’Angelo seconded the motion. A vote was taken: Landau – yes, D’Angelo – yes, Myette –
100 yes and Owens – yes. Motion carried.***

102 The meeting room was closed to the public at 7:12 PM.

104 The meeting room was reopened to the public at 7:31 PM.

106 ***Selectman Landau motioned to come out of non-public session; Selectman D’Angelo seconded the
motion. The vote was four in favor with Selectman Hagan absent; motion carried.***

108
110 ***Selectman Landau motioned to seal the minutes of the first non-public session, on Employment, for a
period of thirty (30) days; Selectman D’Angelo seconded the motion. The vote was four in favor with
Selectman Hagan absent; motion carried.***

112
114 ***Selectman Landau motioned to hire Jack Myers on a probationary schedule to work with the
Maintenance Department and Highway Department contingent upon a satisfactory background check
by the Police Department; Vice-Chairman Myette seconded the motion. The vote was four in favor with
116 Selectman Hagan absent; motion carried.***

118 ***3.2 Appointment to Wason Pond Commission: Leslie Hammond, Corinna Reishus***

120 Mrs. Reishus noted she was asked to be appointed to the Commission by Recreation at their last meeting.
Ms. Hammond has been on the Recreation Commission for three years and took over initially for Mr. Kistler
122 as the Wason Pond Liaison.

124 ***Vice-Chairman Myette motioned to appoint Corinna Reishus to the Wason Pond Conservation &
Recreation Commission for a three-year term to expire May 31st, 2022; Selectman D’Angelo seconded
126 the motion. The vote was four in favor with Selectman Hagan absent; motion carried.***

128 ***Selectman D’Angelo motioned to appoint Leslie Hammond to the Wason Pond Conservation &
Recreation Commission for a three-year term to expire May 31st, 2022; Vice-Chairman Myette seconded
130 the motion. The vote was four in favor with Selectman Hagan absent; motion carried.***

132 ***3.3 Appointment to Recreation Commission: Melinda Mafera, Maria Oakley***

134 Mrs. Oakley has been a volunteer for three years and also volunteers on Spring Hill Farm Advisory
Committee. Selectman D’Angelo thanked her for her service to the community on that Committee as well
136 as Recreation.

138 ***Selectman D’Angelo motioned to appoint Maria Oakley for a three-year term to the Recreation
Department to expire May 31st, 2022; Vice-Chairman Myette seconded the motion. The vote was four in
140 favor with Selectman Hagan absent; motion carried.***

142 Ms. Mafera was not present.

144 *3.4 CIP Projects for Warrant:*

146 3.4.1 Library – Tabled

148 Chairman Owens noted this would be tabled until the Library Director could be present. Town
Administrator Doda noted the ramp and walkway project could be done for \$7,500 as opposed to
150 the \$21,000 initially estimated.

152 3.4.2 Recreation

154 Mrs. Reishus updated the status of the Recreation CIP items. Selectman D’Angelo noted the
20’x40’ Pavilion is the only thing on the list for this year. Mrs. Reishus noted Wason Pond
156 Conservation & Recreation Commission went to the Recreation Commission in August to express
their desire to move forward with the engineering plans so they could get design plans and a
158 materials list to help better prepare the estimated cost, location and time table for the work. Initially
the project was for a prefabricated model and has changed to model the Timber Frame project
160 completed by volunteers in cooperation with the Timber Framers Guild. Vice-Chairman Myette
noted Mr. Lewis would cut the lumber in exchange for the boards supplied. Mrs. Reishus expressed
162 concerns with security and parking and noted Recreation met last week and discussed the project
and were okay with putting it out to 2021-2022.

164 Mrs. Reishus noted other projects coming up were the ballfield and parking at the Spring Hill Farm
166 property on Lane Road (which was pushed out to 2023-2024). The ballfields were estimated at
\$15,000.

168 ***Selectman Landau motioned to move the Recreation CIP Pavilion Project out to 2021-2022;
170 Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan
absent; motion carried.***

172
174 3.4.3 PACT

176 Bob Grimm from PACT discussed his \$45,990 CIP requests for Equipment Upgrades and
explained Articles M & N in the Warrant. M establishes a revolving fund so that funds can be
178 utilized from franchised fees up to the requested amount rather than requesting these annually from
the Board of Selectmen. This would allow items to be serviced without having to wait up to a year
180 to request a certain dollar amount for funding. In the event M does not pass, then Article N would
be the amount requested annually. Franchise fees are in litigation and everything is on hold. Mr.
Grimm noted they base the figures on the assumption everything will stay status quo.

182 Selectman Landau expressed concerns about the burden on the taxpayers this year which coupled
184 with the revaluation could have serious impacts on residents on fixed incomes who have lived in
Town for a long time.

186

188 Mr. Grimm noted he could take \$21,000 from the franchise fees and bring that number down to
190 \$24,590; keep the CIP and drop the budget line from \$6,000. Town Administrator Doda noted as
long as the CIP stays at \$24,590 can bring down to \$36,925 and keep Article N in the event M
doesn’t pass.

192 ***Selectman D’Angelo motioned to reduce PACT funds for 2020-2021 from \$45,990 to \$24,590;***
194 ***Vice-Chairman Myette seconded the motion. The vote was four in favor with Selectman Hagan***
absent; motion carried.

196 Selectman D’Angelo noted that while not voting on Warrants tonight Article N to receive fees from
198 cable could be reduced from \$61,515 to \$36,925.

Mr. Grimm noted a second camera would be set up in the meeting room, the livestream is up and
there is a tab marked “watch” on the demand website. Selectman D’Angelo requested that
something be put on Front Porch to alert people to the tab.

3.4.4 Police Department

Chief Berube advised the Department would like to move out the cruiser to 2021 as Ford has not
been able to fill the order, now anticipated for delivery in March or April of next year.

Chief Berube discussed the request for Evidence Room Ventilation. The proposed system would
eliminate all dangerous spores, uses UV light/heat with fresh air intake and exhaust, diffusing into
a less concentrated area. It would be placed in the ceiling above the evidence room and ducted out
the side of the building. Chief Berube explained that while systems in Fireproof rooms are more
permanent this unit would be modular which would allow it to be moved into a new police station.

Chief Berube discussed the request for the Protective Equipment noting the Planning Board decided
to use their impact fees to pay for the PPEs at \$10,000 annually. The Department has \$12,000 and
needs to retain \$1,800 for the leasing Taser/50 program.

3.4.5 Fire Department

Fire Chief Bolduc and Deputy Chief Clark discussed the Fire Department’s four CIP requests
totaling \$306,000 for radios, \$69,000, Protective Gear, the Parking Lot and Roof.

The request for the radios is the second half of the project to replace the old radios from 2000
purchased with the grant for inter-operability. Currently there are enough radios for all seats but
the Department is still using 12 of those early radios which are seeing the end of their life as parts
are no longer available.

Chief Bolduc offered the Department would be comfortable amending the request to five sets of
protective gear at \$16,450. Some members of the Department are strictly EMTs or Firefighters and
some are both. EMTs need to be protected at accidents from flash and abrasions but don’t enter
burning buildings. Active members go through eight glove sets per year. Gear has a ten-year life
span and if damaged they go out to repair but don’t return for a year. Gear is washed after every
fire and takes 2-3 days to dry which requires members to have primary and backup gear sets.

234 Backup sets are used in training for this reason. Gear damaged in a Hazmat situation is the only
236 reimbursed by the responsible party.

238 Chief Bolduc noted the parking lot is starting to fail but the roof is a priority over the parking lot
240 and had an ice dam last week which resulted in quite a bit of water coming in. Selectman Landau
242 questioned whether the parking lot could be piggy backed with the help of the Road Agent after
244 one of the upcoming road jobs such as was done with the Access Road which resulted in a savings
246 being done in-house. Additionally Maintenance Man Kavanaugh could assist with obtaining quotes
248 for the roof. Vice-Chairman Myette questioned whether the Trustees could assist with the roof.
Town Administrator Doda is waiting to hear from Primex to see whether the water damage from
the ice dam can be covered. Insulation could be an issue. The roof is the same age as the School’s,
and they are looking to do theirs as well.

***Selectman D’Angelo motioned to move the Fire Department parking lot and roof upgrade out
another year; Selectman Landau seconded the motion. The vote was four in favor with
Selectman Hagan absent; motion carried.***

250 Deputy Chief Clark noted the \$250,000 refurbishment request in the CIP for Engine 2 does not
252 reflect what the Department would be requesting and will meet with the Planning Board in June or
254 July to get more information to determine what an accurate number would be.

3.4.6 Highway Department

256 Selectman Landau noted \$40,000 from the Pavilion project and \$55,630 from the Police
258 Department could put \$95,000 into road work. With the projections from the Fire Department
260 \$210,000 could be put toward roadwork.

262 Road Agent Oleson noted the Fire Department Access Road saved \$30,000. The quote was
264 \$82,000, with \$90,000 budgeted, \$53,000 was spent by doing it in-house. The final coat still needs
to be done. The same thing could be done for the Fire Department repaving.

266 Road Agent Oleson did not think he would have any additional funds after completing the projects
268 which include Reed Road and Mulberry but believes there are still funds unspent in the CIP for
270 other projects. The unfinished projects should not be taken out of the CIP until they are finished.
Town Administrator Doda provided the balances however questioned if there were any pending
items in the balance provided by the Planning Board. A Warrant Article would be needed to move
those funds.

272 Road Agent Oleson noted a tree came down, there has been a lot of snow already and a lot of rain
274 caused problems on Candia Road and North Pond. Culverts are too small, full of debris by the
276 Villages and North Pond has a sinkhole between the two Orcutt Drives and the road had to be
closed and machinery brought in to open it back up. It then ices up at night.

278 Road Agent Oleson provided estimates from the engineer for North Pond Road to rebuild to the
280 second Orcutt Drive from 102 or from Orcutt to Candia, those together would reflect the price for
the whole project which could be done at once with a reclaim and gravel and get a twenty-year
lifespan or get a ten year road out of it and save 20% or the project could be done over two years.

282 The work will require guardrails and DOT would like to see widening for a turn lane and there
would be rip rap for the slope. The road would be raised from 18” to 24” which would cause
284 driveways to have work. 8-9 culverts would need to be done regardless of whether the road is done.

Road Agent Oleson noted the request for the hotbox relates to the cold patch which is not getting
286 any decent patching out of it otherwise. Hot material keeps the potholes filled longer and he can’t
do any decent patching of roads without it. The quotes are for 30 days and if he has to buy it a year
288 and a half later you have to plan for inflation. \$40,000 was requested and if cut back to \$35,000 it
has to be purchased this year.

Selectman Landau noted when Town Meeting was in May you only had to wait six weeks to buy
292 something. Road Agent Oleson noted having Town Meeting in March allows you go not be the
last on the list to get vendors to work with you. Selectman D’Angelo asked if there would be any
294 advantage to taking what is had to get bids and Road Agent Oleson noted the engineering is needed
so they have the drawings to bid on.

The CIP request for road work was cut back to \$400,000. With \$210,000 out of the present plan
298 added to the roadwork and the hotbox put out a year and past savings in the CIP. Selectman Landau
asked Finance to get the exact figure but believes it is approximately \$600,000. Selectman Landau
300 added there is Highway Block Grant money as well.

Road Agent Oleson reminded that while only \$10,000 in the CIP of the \$100,000 engineering cost
302 was approved, the rest had to come from the projects themselves. D&K is getting the numbers
304 together for the project. Engineering for CIP projects is not in the budget only the costs for DuBois
& King for maintenance related issues.

Road Agent Oleson added that Lane Road has gone 13 years with no wear course.

Selectman D’Angelo proposed having Town Administrator Doda put together the proposal and
310 bring it back to us at the next meeting.

312 3.5 Budget Review - Tabled

314 **IV. Roundtable**

Selectman Landau noted he met with the architect, Harriman, concerning the proposal for the Police
316 Department building and discussed having a portion of the building sit on a pad and a portion of the building
318 be two story. The holding area and interview area would be downstairs where the Sally Port would be and
instead of using any portion of the Junior High wing moved above the Sally Port. Selectman Landau is not
320 convinced the septic tanks need to be moved as they are under the parking lot and designed for a building
suitable for 450 children. The second story shown in the design would be an elevated tower for the Police
322 Department sign making it easier for the public to find. Selectman Landau noted he would have one non-
public session with that.

Selectman D’Angelo discussed an email he received from Planning Board Coordinator Hadik concerning
324 his request for information about charging fees for utility structures such as were put in by Eversource
326 recently. The consensus was that the charges would be flipped around and charged to the rate payers and

328 taxpayers. Selectman Landau supported Selectman D’Angelo’s position that the fees charged for cable
330 utilities are spread out amongst the entire state and don’t get applied only to the Town of Chester. Town
332 Administrator Doda referenced the fee schedule charged by the Building Inspector which is for inspecting
334 the new structure and that needs to take place whether it be contracted out to an inspector qualified to
inspect an electrical substation for example. Otherwise a different reason would be needed to charge for
the permit. Selectman D’Angelo questioned whether utilities were exempt from building permits. Town
Administrator Doda will check on that with the Public Utilities Commission.

336 Vice-Chairman Myette reported that NH Pollinators of Kingston are putting on a Public Meeting to get
towns in Rockingham County to talk to townsfolk about creating habitats for birds, bees, and bats which
338 have experienced a significant reduction. The presentation is January 15th at 7 PM in Kingston. Chester
Conservation is a co-host. The Chester Herb Society has shown some interest. Conservation may put on
340 another workshop in the Spring.

342 Chairman Owens reviewed the upcoming meeting schedule noting there were no meetings scheduled prior
to the week of January 6th.

344 Selectman Landau added one non-public under reputation. Chairman Owens indicated he had one under
346 employment, two under legal and an additional under reputation.

348 **V. Non-Public Sessions under 91-A:3(II)(a)(c) and (i)**

350 *By Roll Call Vote Selectman D’Angelo motioned to go into non-public session under 91-A:3(II)(a)(c)(i).
352 Vice-Chairman Myette seconded the motion. A vote was taken: Landau – yes, D’Angelo – yes, Myette
– yes and Owens – yes. Motion carried.*

354 The meeting room was closed to the public at 9:48 PM.

356 Fire Chief Bolduc remained in the meeting room and departed at 10:00 PM.

358 Dick Lewis entered the meeting room at 10:04pm and departed at 10:25 PM.

360 The meeting room was reopened to the public at 10:38 PM.

362 *Selectman Landau motioned to come out of non-public session; Selectman D’Angelo seconded the
364 motion. The vote was four in favor with Selectman Hagan absent; motion carried.*

366 *Selectman Landau motioned to seal the minutes of the second non-public session, on Public Employees,
368 for a period of thirty (30) days; Chairman Owens seconded the motion. The vote was four in favor with
Selectman Hagan absent; motion carried.*

370 *Selectman Landau motioned to seal the minutes of the third non-public session, on Reputation, for a
372 period of thirty (30) days; Chairman Owens seconded the motion. The vote was four in favor with
Selectman Hagan absent; motion carried.*

374 *Selectman D’Angelo motioned to seal the minutes of the fourth non-public session, on Reputation, for*
an indefinite period; Selectman Landau seconded the motion. The vote was four in favor with Selectman
Hagan absent; motion carried.

376
378 *Selectman Landau motioned to seal the minutes of the fifth non-public session, on Pending Litigation,*
for a period of thirty (30) days; Selectman D’Angelo seconded the motion. The vote was four in favor
with Selectman Hagan absent; motion carried.

380
382 *Vice-Chairman Myette motioned to seal the minutes of the sixth non-public session, on Public*
Employees, for an indefinite period; Selectman Landau seconded the motion. The vote was four in favor
with Selectman Hagan absent; motion carried.

384
386 *Selectman Landau motioned to seal the minutes of the third non-public session, on Pending Litigation,*
for an indefinite period; Chairman Owens seconded the motion. The vote was four in favor with
Selectman Hagan absent; motion carried.

388
390 **VI. Adjournment**

392 *Selectman Landau motioned to adjourn the meeting at 10:40 PM; Selectman D’Angelo seconded the*
motion. The vote was four in favor with Selectman Hagan absent; motion carried.

394 Respectfully submitted,

396
398 Nancy J. Hoijer,
Recording Secretary