

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, September 22, 2022  
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)
- Approval of Minutes
- Items for Signature
- Fire Department Business
- Policies and Procedures
- 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 7:00pm.

*1.2 Roll Call*

Selectmen Present:

- Chuck Myette
- Steve D’Angelo
- Steve Couture
- Jeremy Owens

Selectmen Absent:

- Stephen Landau

Members of the Public Present at various times:

- Aaron Berube, Police Chief
- Phil Gladu, Fire Chief
- Nancy Myette

and other persons unknown to the Recording Secretary.

*1.3 Pledge of Allegiance*

51 Chairman Myette led the attendees in the Pledge of Allegiance.

52

53 *1.4 Chairman’s Additions or Deletions*

54

55 Chairman Myette added policies and procedures to the agenda.

56

57 *1.5 Public Comment*

58

59 Chairman Myette opened the meeting to public comment at 7:02pm.

60

61 As no Members of the Public wished to be heard, Public Comment was closed at 7:03pm.

62

63 **II. Old Business**

64

65 *2.1 Approval of Minutes*

66

67 An approval sheet for the previous meeting’s minutes was sent electronically.

68

69 *2.2 Items for Signature*

70

71 All members reviewed and signed the items in the signature folder.

72

73 **III. New Business**

74

75 *3.1 Fire Department Business*

76

77 Chief Gladu pointed out the rate increase for Office Manager Ingalls (not present) has not been  
78 signed by a majority of the Board. He would like to know what is needed in order to get the  
79 paperwork signed.

80

81 Chairman Myette questioned if this was an annual review, and the increase is for date of hire or July  
82 when the budget is in effect. He questioned why the increase is for two steps when a normal  
83 increase is one step a year. Chief Gladu mentioned the increase is the normal increase and the 3<sup>rd</sup>  
84 year extra increase.

85

86 Chairman Myette asked if the review was submitted. Chief Gladu advised all his reviews have been  
87 submitted to Town Administrator Doda (not present). It was suggested to add a box on the rate  
88 sheets to indicate the review has been submitted to the Town Administrator.

89

90 Chairman Myette summarized the increases and annual reviews received.

91

92 Chairman Myette questioned how she keeps track of office hours and calls for service. Chief Gladu  
93 stated calls during work hours are considered work hours and anything after 3pm is at the call rate.  
94 A discussion ensued about overtime and Chief Gladu advised the overtime is not an issue as it is  
95 very little.

96

97 Selectman Owens feels the job description needs to be modified. Chief Gladu mentioned there is a  
98 clear definition for an on call and an office manager.

99

100 Chief Gladu was requested to work with the Town Administrator on what the correct grade and  
101 step should be for the year. Should it be adjusted for the certification or recognize it as an addition  
102 on the current job. A clear job description of the position would be Office Manager/ EMT.

103  
104 Chairman Myette advised Chief Gladu to recognize what the compensation is. If the job is combined,  
105 she will be getting time and a half for anything over 40 hours using the Office Manager rate and if  
106 the jobs are separate any calls after hours will be time and a half at the on-call rate.

107  
108 Chief Gladu will meet with Town Administrator Doda upon her return and has requested a  
109 nonpublic after the meeting.

110  
111 *3.2 Policies and Procedures*

112  
113 Chairman Myette mentioned there are no policies or procedures for hiring contractors. The  
114 Recreation Commission established a procedure when hiring for recreation positions and  
115 volunteers working with children. He suggested a small committee to help gather the information  
116 needed for the policies.

117  
118 Vice Chairman Couture will work with Town Administrator Doda on the polices. He would like to  
119 see a policy on acquisitions, hiring, reviews, and Board of Selectmen policies and procedures.  
120 Chairman Myette mentioned most policies and procedures for the Board of Selectmen are RSA  
121 driven. He mentioned “A guide to open government” can be purchased for all Selectmen with RSAs  
122 for the Selectboard members to follow.

123  
124 **IV. Selectmen’s Business**

125  
126 *4.1 Chairman’s Announcements*

127  
128 Chairman Myette announced the following meetings and upcoming events:

129  
130 Monday September 26, 2022                      Spring Hill Farm Advisory Committee Meeting at 7:00pm  
131    Chester Historical Society Meeting at 7:00pm

132  
133 Wednesday, September 28, 2022                      Planning Board Meeting at 7:00pm

134  
135 Thursday, September 29, 2022                      Board of Selectman Meeting 7:00pm

136  
137 Saturday, September 24, 2022                      300<sup>th</sup> Anniversary Grand Finale. Please come to the event.  
138    Everyone has worked hard to make it a wonderful event for  
139    Chester. Fairgrounds open at 12:00pm and the parade is at  
140    2:00pm.

141  
142 Chairman Myette reiterated that there would be no animals (service animals excluded) allowed on  
143 the fields during the celebration events.

144  
145 Saturday, September 24, 2022                      Transfer Station hours will be 7:00am to 12:00pm.

146  
147 *4.2 Roundtable*

148

149 Vice Chairman Couture mentioned if ReVision plans on utilizing space at the Transfer Station the  
150 burn pit will need to be relocated. Selectman D’Angelo will mention it to Maintenance Director  
151 Cavanaugh (not present) during their CIP conversation tomorrow.

152  
153 Selectman D’Angelo questioned the coverage during the 300<sup>th</sup> celebration events and parade. Chief  
154 Gladu advised there would be 8-9 fire members available during the day. Chief Berube briefly  
155 walked out of the meeting prior to this question. Chairman Myette advised the Police Chief has State  
156 Police, Sheriffs, and other agencies helping with the events on Saturday.

157  
158 Selectman Owens:  
159 *Nothing to report*

160  
161 Chairman Myette mentioned the Spring Hill Farm Trust has purchased an ADA ramp for the  
162 building from Vermont. This will be installed soon at the farm by volunteers.

163  
164 Chairman Myette updated the Board on the repairs for Carkin Street. Road Agent Oleson will be  
165 digging a ditch along the side of the road to move the water off the road. This is a short-term fix  
166 until the road is scheduled for repaving.

167  
168 *4.3 Town Administrator’s Report*  
169 *Nothing to report*

170  
171 *4.4 Action Items*  
172 *Nothing to report*

173  
174 *4.5 Non-Public Session(s)*

175  
176 Chairman Myette announced one non-public session on reputation.

177  
178 ***Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II), (c)***  
179 ***reputation. Selectman Owens seconded the motion. A roll call vote was taken Myette – aye,***  
180 ***D’Angelo – aye, Owens –aye, Couture –aye, Landau – absent. With four in favor, the motion***  
181 ***passed with Landau absent.***

182  
183 The meeting was closed to the public at 8:02 PM

184  
185 Recording Secretary Jalbert left the room and Chief Gladu remained in the room.

186  
187 ***Vice Chairman Couture motioned to come out of non-public session. Selectman Owens seconded***  
188 ***the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –aye, Couture –aye,***  
189 ***Landau – absent. With four in favor, the motion passed with Landau absent.***

190  
191 The meeting was reopened to the public at 9:05 PM.

192  
193 ***Vice Chairman Couture motioned to seal the minutes of the first non-public session, on***  
194 ***Reputation, for an indefinite period. Selectman Owens seconded the motion. A roll call vote was***  
195 ***taken Myette – aye, D’Angelo – aye, Owens –aye, Couture –aye, Landau – absent. With four in***  
196 ***favor, the motion passed with Landau absent.***

197  
198 **V. Adjournment**

199  
200 ***Vice Chairman Couture moved to adjourn the meeting. Selectman Owens seconded the motion.***  
201 ***A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –aye, Couture –aye, Landau –***  
202 ***absent. With four in favor, the motion passed with Landau absent.***

203  
204 The meeting was adjourned at 9:09 PM.

205  
206 Respectfully submitted,

207  
208 Janis A. Jalbert  
209 Recording Secretary