

**Town of Chesterfield
Board of Selectmen
MINUTES
January 3, 2018**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:02 p.m. Others in attendance were Brad Roscoe and Norman VanCor.

McKeon opened the meeting by welcoming those in attendance and requested that they raise their hand for questions or comments.

FOR SIGNATURE

- Manifest #52A & 1
- Selectmen Minutes

APPOINTMENTS

• **6:15 p.m. Barbara Girs – Assistant Town Clerk’s Wages**

Girs noted that her deputy clerk is making less money than another recently hired employee in the Town Office. McKeon noted that the Town Office employee has been hired, on a temporary basis, at an entry-level position as an executive secretary. He also noted that the Board will be reviewing pay scales for all Town employees.

• **7:00 p.m. David Marazoff – Nonpublic RSA 91-A:3 II (c)**

Roscoe moved to go into Nonpublic RSA 91-A:3 II (c) Reputation. VanCor seconded the motion, which passed unanimously.

Roscoe moved to come out of Nonpublic. VanCor seconded the motion

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes– Motion passed unanimously.

Roscoe moved to seal the Nonpublic minutes. VanCor seconded the motion.

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes – Motion passed unanimously.

• **7:30 p.m. Peter Zampella – Parks & Rec Director**

Present: Peter Zampella and Dewey Auger

Zampella announced that he is resigning as the P&R director, effective January 31. He will provide the P&R Commission and the BOS with a job description update, the program process and contact information for all aspects of the director’s position. Zampella will also attend all P&R meetings prior to January 31.

FOR DISCUSSION

• **Suggestion Box**

The suggestion box key has not be found to open the box.

• **Public Comment**

Jeff Scott asked if members from the public could speak during the Planning Board meetings.

McKeon noted that the question should be asked of the Planning Board chairperson.

Barbara Girs noted that there was a petition submitted to force a vote on the former town office building.

- **Selectmen Minutes Review – December 20, 2017**

VanCor moved to approve the December 20, 2017 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.

- **Code Enforcement Reports**

The Code Enforcement activity report was reviewed for the week ending December 30. The report included permits issued, field inspections, inhabitable living conditions, complaints and violations. The Board noted that there was no information of the log pile on Mill Road.

- **Town Report Update**

Reports are being submitted for the Annual Town Report. Roscoe and Grace will be working on the Town Report.

- **DK East Condo Development Bonding**

McKeon will contact the Gateway Drive developer regarding the reduction of the bond. .

- **Budgets**

There have been no changes made to the budgets. Budgets will be on the agenda at the January 10 BOS meeting.

- **Former Town Office Building Septic**

Septicpro will provide more information on the condition of the former town office leach field before the end of the week from his recent inspection performed on that property. McKeon will contact the contractor (Hoag) who worked on the installation on the existing leach field.

- **Boards/Committees Appreciation**

A list of board and committee members who served the Town of Chesterfield in 2017 will be available to the Lion's Club for their Pancake Breakfast being held on February 4, 2018 at the Chesterfield School. The BOS has agreed to pay for their breakfast in appreciation of their service to the Town.

- **McKenna Way Resident Correspondence**

Chris Lord, Highway Supervisor, reported that he has looked at the road condition on McKenna Way. The Board will hold a Public Hearing on January 24 to accept the road.

- **Records Retention**

The Town Clerk has not started the records retention process. The Board has asked Girs to keep them informed of when and where she will be in the process and to provide the BOS with an outline within the next couple of weeks. The Board will also need to know if there will be any monetary impacts for records retention.

- **HVAC Freeze Up Issue**

The estimate should be available from the adjuster by January 9 for the damage caused by frozen pipes in the Town Office building. The plumbing contractor will also provide information on the damage. In the meantime, the building inspector will be working from the Records room and the Planning Board secretary will be working out of the Welfare office. VanCor reported that the Chesterfield Fire Department building has been without water since the Town Office pipe froze. A local contractor has been contacted to try to thaw the underground pipes to the firehouse.

OTHER BUSINESS

VanCor reported that the firm of Fuss and O'Neill have changed their scope of services to lower their fees from \$44,300 to \$37,300 for the Wares Grove and North Shore Beach erosion issues. The Board will sign the Fuss and O'Neill agreement at the January 10 BOS meeting.

VanCor announced that Dept. of Revenue Administrator Rick Evans will be in the Town Office on January 11 from 10:00 a.m. to noon to discuss timber tax with VanCor and Grace. VanCor will be involved in a webinar session on January 17 for the 2018 legislative preview.

BMSI will be working with the tax collector on BMSI training.

Roscoe moved to allow Jon McKeon to contact legal counsel to draft an agreement to include restrictions for the old town office building. VanCor seconded the motion, which passed unanimously.

A public hearing will be scheduled for January 24 for that building.

Roscoe has been working on a template for legal agreement for requirements between the Town and the Solar group. Those documents will be forwarded for legal counsel to review. Governor Sununu opts to join First Net for broadband.

Roscoe drew up plans on his CAD system for the Town Hall Annex project.

Roscoe noted that computer accounts have been set up for the office temp and two other office staffers on both Town Office computers. Roscoe has a list of tasks that he will monitor to for coverage and completion. He suggested setting up another administrator account set up to be monitored for the email accounts.

Roscoe moved to pay Jerry Palmer 40 hours of vacation under the 2018 budget. VanCor seconded the motion, which passed unanimously.

McKeon moved that unpaid sick time does not get paid out until the last pay period of the year. VanCor seconded the motion, which passed unanimously.

The Board noted that sick time will not be borrowed from the next year.

The first fireworks permit was requested over the January 1 weekend. The fireworks process will be posted on the website.

McKeon provided documents from the NHMA website for employee wage scale, benefits, etc. of other towns, similar in size of Chesterfield and within a 50-mile radius of Chesterfield.

McKeon reported of a resident claiming to have fallen at the Transfer Station. McKeon will contact the Town's insurance company.

Roscoe noted that extra wires, cables and connectors will require an additional \$1,325.93 over the original quote for the security system in the Town Office building.

Roscoe moved to pay the increase of \$1,325.93 for the security access from the Building Capital Maintenance fund. VanCor seconded the motion, which passed unanimously.

Roscoe will get a quote from Powers Generator for necessary maintenance of the generator behind the Town Office.

The Board agreed to pay the M&N Assessing bill for their assessing services.

McKeon will file an application to the ZBA for a variance on the former town office building.

- **Public Comment**

Jeff Scott presented a rough sketch drawing of potential rework to the current meeting room table. The change would be to open the table from hinges at the center to improve better seating during meetings.

- **Nonpublic RSA 91-A:3 II (a&c) – Personnel**

McKeon moved to go into Nonpublic RSA 91-A:3 II (a&c) Personnel. Roscoe seconded the motion, which passed unanimously.

Roscoe moved to come out of Nonpublic. VanCor seconded the motion

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes– Motion passed unanimously.

Roscoe moved to seal the Nonpublic minutes. VanCor seconded the motion.

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes – Motion passed unanimously.

- **Nonpublic RSA 91-A:3 II (e) – Legal**

McKeon moved to go into Nonpublic RSA 91-A:3 II (a&c) Personnel. Roscoe seconded the motion, which passed unanimously.

Roscoe moved to come out of Nonpublic. VanCor seconded the motion

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes – Motion passed unanimously.

Roscoe moved to seal the Nonpublic minutes. VanCor seconded the motion.

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes Motion passed unanimously.

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McKeon moved to go into Nonpublic RSA 91-A:3 II (e) Legal. Roscoe seconded the motion, which passed unanimously.

Roscoe moved to come out of Nonpublic. VanCor seconded the motion

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes– Motion passed unanimously.

Roscoe moved to seal the Nonpublic minutes. VanCor seconded the motion.

Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes. Motion passed unanimously.

With no other business to conduct, the meeting adjourned at 10:17 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date