

**Town of Chesterfield
Board of Selectmen
MINUTES
March 21, 2018**

CALL TO ORDER

Chairman John McKeon called the meeting to order at 6:05 p.m. Also in attendance was Norman VanCor, Jeanny Aldrich and Alissa Fox, Town Administrator.

McKeon welcomed everyone to the meeting. He requested that anyone wishing to speak should raise your hand to be called on and to state your name for the record. He welcomed Jeanny to the Board.

VanCor nominated Jon McKeon as Chairman of the Board. Aldrich seconded the motion which passed by majority vote.

Aldrich nominated Norm VanCor as Vice Chair to the Board. McKeon seconded the motion which passed by majority vote.

WEEKLY REVIEW

- **Suggestion Box**

Nothing submitted.

- **Code Enforcement Report**

VanCor noted that the property at 29 Wildwood Road was discussed at the March 11 meeting in that the transfer was not recorded in the Registry of Deeds of the purchase and sales agreement. That has been clarified. McKeon noted that demolition and capping of the well needs to take place by June. The Code Enforcement activity report for week ending March 16 was reviewed by the Board. The report included permits issued, field inspections, complaints and follow ups. The Code Enforcement officer will meet with the Board at the March 28 meeting.

- **Committee Representatives 2018-2019**

<u>Position/Representative</u>	<u>Selectman</u>
Planning Board	Jon McKeon
Chesterfield Fire Precinct	Jeanny Aldrich
Spofford Fire Precinct	Norman VanCor
Park & Rec Commission	Norman VanCor
Conservation Commission	Jeanny Aldrich
Zoning Board of Adjustment	Jeanny Aldrich
Budget Committee	Jon McKeon
Cemetery Commission	Norman VanCor
Library	Jon McKeon
Economic Development Com.	Jeanny Aldrich
OEM	Norman VanCor

Aldrich moved to allow VanCor to fill in as alternate to the Planning Board for McKeon when he is not able to attend. McKeon seconded the motion, which passed unanimously.

- **Selectmen Minutes Review – March 11, 2018 and March 14, 2018**

VanCor moved to approve the March 11 meeting minutes as amended. McKeon seconded the motion which passed unanimously.

McKeon moved to approve the March 14 meeting minutes as amended. VanCor seconded the motion which passed unanimously.

- **6:30 Chief Duane Chickering - Audio/Visual Security Systems**

Chickering presented quotes he received from Arcomm Communications and First Choice for video monitoring systems for inside and outside the Town Offices and the Police Department. The current system was installed in 2015 by Nuvico and are no longer in business and do not support their products or provide parts for their systems. Chickering noted that the PD is mandated by the attorney general to keep recorded (video and audio) certain in station arrests, interrogations and interviews for life.

Chickering will come back to the Board meeting on March 28 to discuss options for funding a new system.

- **Public Comment**

Ron Rzasa requested that the Solar group be allowed to use a town owned property to hold meetings. Aldrich will research into a non-town governmental group in using town facilities. The Board will get back to Rzasa.

Brad Roscoe noted that he will attend a hearing in Concord for broadband bonding as a representative for the town. The Board agreed to allow Roscoe in use town letterhead for submitting a written testimony from the town.

The town clerk announced that her office will be closed on Wednesday, April 4.

- **Former Town Office Plans**

McKeon noted that the draft Sales Agreement should include required restrictions on the building. Defining where the boundary lines are for the former town office building must also be determined and how the Board will work on an application for the ZBA for moving forward. Contract negotiations fall on the Board's ability to enter into a nonpublic session with the potential buyers.

VanCor moved to allow Jon McKeon to be the spokesperson for the Board of contract negotiations for RSA 91-A:3 II (d) acquisition of sales. Aldrich seconded the motion, which passed unanimously.

- **Town Hall Annex Building**

The Board discussed putting out a RFP to contractors for a design/build. McKeon will have a written RFP at the next meeting for design/build construction firms to look at the project. He will include a proposed schedule for the project with a deadline date for receiving the proposals. The general contractor will be responsible for the drawings and the owners will be responsible for what goes into the design.

- **Renovation of CEO Space**

VanCor stated that there is nothing new to report.

- **Progress on Erosion Issue with Roads to Town Owned Beaches**

VanCor reported that Brian Vincent is working on the mapping for this project. The test pits will be dug for testing water table by mid-April at both beaches.

- **Microphone and Recording Software**

McKeon stated that a 30-day trial period comes with the recording equipment and a laptop will be purchased next week. A webinar will be available for training to use the equipment. The town administrator will have a list of individuals using the equipment.

- **Copier**

McKeon moved to purchase the Canon ImageRunner Advance C3530i II copier for \$4995. Aldrich seconded the motion, which passed unanimously.

- **Lighting Inventory**

VanCor will be not be able to get the information for a couple of weeks.

- **P&R Cottage Condition**

VanCor stated that the boat and car remain at Wares Grove. VanCor will discuss the need to remove them with the Police Chief. The town administrator will review the contract for the P&R director. McKeon will contact the plumbing contractor for an estimate to repair the plumbing, which causes water damage at the cottage.

- **AED**

The town administrator will look into the purchase of a defibulator to be located in the Town Hall.

- **Bond for the Town Hall Annex Plans**

McKeon will provide a copy of the application for the bond for the Annex Plans to the town administrator.

NEW BUSINESS

Agenda Cut-Off Times: Tuesday at noon, including appointments.

Tax Map & Lot: The Board approved changing the property files over from owner's names to map and lot numbers.

Town Credit Card: Fox will get more information.

QuickBooks Upgrade: Needs to be upgraded before May 31. Payroll will not operate on 2015 software. Upgrade is required every three years. New credit card needed to order the upgrade.

Meeting with Assessors and DRA in April: Sam Green wants to have a meeting with assessor and one or two BOS members in April to go over the reevaluation of properties at end of the assessment.

Purchase Phone for Meeting Room: No new phone will be required. Continue sharing the Welfare phone during the evening hours for conference calls.

Phone Call from Dan Scully: Re: Annex – No further discussion

Rich Holschuh of Austin Design Email RE RFP List for Annex: No further discussion

ARS Inc. Abatement: Nonprofit – RE: Ann Stokes property. Aldrich will look into similar projects, including housing and use. A tour of the property will be scheduled to help determine an abatement.

Greater Keene Chamber of Commerce Invoice: Not to renew the membership

Fairpoint Abatement: BOS agreed to deny the application for abatement and signed the request. The request was received on March 8, it was due March 1.

Fire Warden: Ranger Matt Apgar would like to have recommendations from the BOS to appoint a fire warden. BOS would like a job description for that position.

OTHER BUSINESS

VanCor reported that he attended an OEM planning session for a possible hostage situation and active shooter on school property. There will be another planning session in a couple of weeks to plan for a mock event.

VanCor reported that the fire departments will provide written documentation to the BOS on whether or not they want to be authorized to issue summons as part of the fireworks ordinance.

McKeon reported that the Planning Board reviewed documents of completeness for a boundary line adjustment for the Lanoue application. It is on their PB agenda for approval or not approval at their next meeting.

Another topic of discussion at the PB meeting was change of zones on the Town ballots. There should have been information on the ballot as to whether the Planning Board recommended or didn't recommend the items on the ballot. McKeon will talk with the Town Clerk on the error. In the future, a Selectboard member will attend a Budget Committee public meeting and explain the ballot items and handouts can be provided at that time.

Jeanny Aldrich's Selectman email will be set up.

- **Public Comment**

Jeff Scott offered to meet workers at the Wares Grove cottage if there are no available Selectmen to get into the cottage.

With no other business to conduct, the meeting adjourned at 10:12 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date