

**Town of Chesterfield
Board of Selectmen
MINUTES
June 6, 2018**

CALL TO ORDER

Vice Chairman Norman VanCor called the meeting to order at 6:00 p.m. Also in attendance were Jeanny Aldrich and Alissa Fox, Town Administrator.

Selectman Jon McKeon requested to join the meeting via Skype. McKeon is at the job site in Baltimore and was not able to get a flight out in time for the meeting. No one was in the room with him.

VanCor moved to allow McKeon to join the Selectmen's meeting. Aldrich seconded the motion, which passed unanimously.

VanCor welcomed everyone attending the meeting. He requested those speaking to state their name for the minutes and that all comments be directed to the Board.

WEEKLY REVIEW

- **Suggestion Box**

Bob Brockmann wrote: "What happened to the monthly meeting schedule in Chesterfield Happenings?" The schedule will be included in the July newsletter.

Bob wrote: "Why is Rick still answering the phone?" A telephone technician is scheduled to change the main incoming recording.

Letters were sent to the Selectmen in response to a questionnaire that was sent to them by an anonymous person. There was no further discussion.

- **Selectmen Minutes Review**

VanCor moved to approve the minutes of May 23, 2018 as amended. Aldrich seconded the motion, which passed unanimously.

- **Code Enforcement Report**

The Code Enforcement activity reports were reviewed by the Board for weeks ending May 26 and June 2. The reports included permits issued, field inspections, complaints/ violations and assembly review. Aldrich asked why there were still outstanding violations at the Goderre property dating back to 2016. McKeon will discuss the process for those violations with the CEO.

PUBLIC COMMENT

Library Trustee Kathy Harvey asked what was the process for the Trustees to replace the lighting system in the Chesterfield Public Library. She noted that the library does not qualify for a grant. She also noted that care of the trees, paving and a blocked drain need work. McKeon noted that the Library has care and custody associated with the Library. VanCor stated that the Tree Inventory outlined all issues with trees from the Library to the Town Offices. Chris Lord will take a look at the blocked drain. VanCor offered to meet with George Preston to review tree work that needs to be done.

OLD BUSINESS

- **Town Hall Annex Plans**

The Town Hall Annex RFP revised draft proposal was reviewed by the BOS. Construction could begin in the Spring of 2019. The RFP will be updated for discussion at the BOS meeting on June 20.

- **Former Town Office Plans**

McKeon noted that the next step is for the BOS to go to the ZBA with a Variance request, based on the draft application that he provided. Attorney John Ratigan or his associate will present the application to the ZBA. The BOS discussed increasing the surety bond and to set a more specific timeline for the outside landscaping.

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

VanCor reported that the DES is putting requirements on the BOS that were not anticipated. Fuss & O'Neill have presented the preliminary drawings to DES. A soil scientist may be hired because of the steep slope area from the water line to the first retaining wall at North Shore beach.

A trench was dug to install electricity from the Gazebo to the concession stand on Wares Grove beach.

Camp Spofford and Wares Grove beach did not pass the bacteria water test today. VanCor will contact the DES to discuss who is designated as a qualified individual to conduct the testing.

- **Lighting Inventory**

Tabled to a later date.

- **Meeting Room Use – Rental of Town Property Agreement**

The BOS reviewed the changes of the Town Property Agreement prepared by Aldrich.

- **Parks & Recreation Cottage Condition**

The BOS has all the information needed for the insurance adjuster from the water damage done last over the winter. A quote proposal will be sent to the insurance company for plumbing.

- **Town 3-D Topo Map**

Tabled to a later date.

- **Features (Towers) Update**

Nothing to report.

- **Office Cleaning**

Aldrich moved to hire Coll's Cleaning & Carpet Care as the cleaning service for the Town Offices and Police Department. McKeon seconded the motion, which passed unanimously.

- **Cottage Rental Agreement**

The cottage rental agreement has been updated.

- **Chris Lord's List**

Tabled to a later date.

- **Deeded Property List – Phone Call Update – Non Public RSA 91-A:3 II (c)**

VanCor moved to go into Nonpublic RSA 91-A:3 II (c)

The motion was seconded by McKeon, which passed unanimously.

McKeon moved to come out of nonpublic. Aldrich seconded the motion, which passed unanimously.

GUESTS

6:30 p.m. - Brad Roscoe – Broadband Infrastructure

SB170 passed on municipal bonding for broadband. Roscoe noted that SB170 allows towns to bond for Broadband infrastructure, either independently or with public-private partnerships. He noted that homeowners may request housing reappraisals based on poor broadband coverage because homes may not sell as well as others with adequate broadband coverage (25 mbps). Roscoe has offered to write the RFI for the Town if it decides to proceed in the bonding process. There was consensus to proceed with RFI.

7:00 p.m. - Ed Labbe

Labbe is interested in purchasing a parcel owned by the Town (.23 acre) which abuts his property. The BOS will seek an updated evaluation on that property. The Board will decide how the property will be sold and on what terms, if any, if the decision is made to sell the property.

7:15 p.m. - Barb Girs – Farmers Market

Girs requested approval to allow residents to sell crafts at the Farmers Market. Aldrich will look into whether permits or vendors licenses will be required. Girs will keep the flow of traffic under control around the event. She will provide written proposed boundaries for the event.

7:30 p.m. - Sam Hill – P&R Director: Voice Concerns

Hill voiced her concerns for what her duties are and what the P&R Commission expects her duties to be. She requested a job description of the Commission members. She asked who she needs to go to for questions regarding P&R and budget questions for P&R. The BOS noted that the P&R Commission has leadership over the P&R Director and the Director works within the budget and maintains the budget. The P&R Commission has reviewed the Director's job description and will forward their changes to the BOS.

7:45 p.m. - Chief Chickering – Employee Health Insurance & Nonpublic RSA 91-A:3 II (b)

Chickering noted that Fred Schmitt's wife donated \$250 for the Police Dept. coffee fund. It required BOS approval to cash the check for the coffee fund.

McKeon moved to accept the \$250 check from Mrs. Schmitt for the Police Dept. coffee fund. VanCor seconded the motion, which passed unanimously.

VanCor moved to go into Nonpublic RSA 91-A:3 II(b) The motion was seconded by Aldrich, which passed unanimously.

VanCor moved to come out of nonpublic. Aldrich seconded the motion, which passed unanimously.

NEW BUSINESS

- **Proposal from George E. Sansoucy, PE, LLC – Utilities Revaluation**

Sansoucy provided the BOS with two proposals for revaluation and engineering consulting services for utilities, one for a one-year term and one for five-year term. McKeon suggested that the town continue using the process being followed by the State and not accept the Sansoucy proposal.

- **Coll's Cleaning & Carpet Care**

The Coll's price list for janitorial services at the Town Hall was reviewed and approved by the BOS to hire that service.

- **First Aid Kit – Town Hall**

A first aid kit will be purchased for use at the Town Hall.

- **Office Basement Dehumidifier**

A dehumidifier will be purchased for the Town Office basement. A qualified electrician will be hired to install it. OEM's Mike Chamberlain will be asked to review the supplies in the basement for any possible items needing to be discarded.

OTHER BUSINESS

VanCor moved to approve the minutes of the Pre-Bid Walk Thru meeting of May, 14, 2018 for contractors at the Town Hall Annex. Aldrich seconded the motion, which passed unanimously.

Bob Goderre went to the Planning Board for consultation, where he was informed as to what he needs to provide to them for a major site plan approval on his Rt. 9 property.

Rod Parsons has provided a map of the boundary line for the Chesterfield Fire Dept. showing their grounds of operation. McKeon noted the sketch provided is not accurate and he will contact legal counsel to draw up an agreement to allow the fire department to use an LP tank and generator.

A contract was received from Rescue Inc. to contract their ambulance service from July 1, 2018 to June 30, 2019 for a standby fee at \$42,000. The patient fees have gone up 47% and charging \$20 per mile. Rescue Inc. and the City of Keene split the town for coverage. The contract with the City of Keene runs from April 1, 2017 through March 31, 2020.

VanCor moved to approve and sign the contract with Rescue Inc. from July 1, 2018 to June 30, 2019. Aldrich seconded the motion, which passed unanimously.

Joe Warhall requested approval to repair a section of Bennett Road. The BOS will review last year's proposal with Warhall for the materials and repairs.

McKeon will look into whether a computer was put in the budget for the Planning Board.

Fran Shippee of P&R Commission has requested a list of full time employees for beach passes.

The Conservation Commission has noted that they are not getting notifications from DES. Aldrich will ask the town clerk if permits are being submitted.

Christine Dufresne has agreed to chair the Economic Development Committee.

- **Public Comment**

Dave Nelson, Representative of Camp Spofford and Dan Syvertsen, Resident Director of Camp Spofford inquired about the anonymous letter that was sent to Spofford Lake residents. The BOS didn't have any information as to who was sending the letters and have not discussed the content at their meetings.

Nelson stated that they have received a permit through DES to rebuild their Gazebo at Camp Spofford on the old footprint.

Nonpublic RSA 91-A:3 II(a) Personnel

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

VanCor moved to come out of Nonpublic. Aldrich seconded the motion, which passed unanimously.

VanCor moved to seal the nonpublic meeting minutes. Aldrich seconded the motion, which passed unanimously.

With no other business to conduct, the meeting adjourned at 10:33 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date