

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
August 15, 2018**

**CALL TO ORDER**

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

Absent: Norman W. VanCor

Fox reported that Elm City has checked the alarm on the well and it is good. Chris Lord requested a quote from Elm City to get the sump pump hooked up to the generator and some pricing for an alarm. Elm City stated that we can't run the whole building on the current generator. Also, there is a 4 inch pipe coming in and only a 1-1/2 inch pipe going out. Chris Lord may be able to dig it up and put a replace it with a bigger pipe going out. McKeon noted that it may not make a difference.

Liz McKeon has resigned and has taken a full time position elsewhere. Fox noted that the property files are now set up by map and lot number. There still is more clerical work to be done in the office. Aldrich stated that she has a pipeline for interns from UMass. The interns will be paid by a stipend.

The Police Dept. has a box of blank keys to make additional keys for the Town Hall.

Coll's Cleaning Service is cleaning the Town Hall twice a month. He will be shampooing rugs in the Town Offices on August 19. His overall work has been very satisfactory and we have heard no complaints.

Chris Lord has a scheduled appointment with the Selectmen on August 22 at 6:15 p.m. to discuss the public works director position. Lord removed a couple more boards from the dam at the lake last week.

The BOS reviewed the documented activity sheet of public walk ins and incoming phone calls throughout the day from August 9 at noon until August 15 at noon in the Selectmen's office.

McKeon suggested that Dragon Speak recorders be used during the BOS meetings that will allow faster transcribing time. Aldrich suggested that the minutes be recorded for Youtube.

*McKeon moved that the BOS insert the use of the Right-To-Know form for all Right-To-Know requests. Aldrich seconded the motion, which passed unanimously.*

Fox noted that the Planning Board requires that all applications must also be submitted in PDF form. McKeon noted that the Planning Board reviews the applications and the plans to determine if the application is complete to move forward to hold a public hearing. ZBA members will review the ZBA applications to determine of what is being requested and if the application is complete and accurate to continue with a hearing. McKeon noted that if the application is not complete, the ZBA will not hear the application and the applicant must complete the application and reapply. It will not be up to the board secretaries to determine if the applications are complete. The Board secretary can use the checklist to see if all items are on the application. The secretary can inform the applicant if there is an item missing but not to determine if the content is correct or not.

There was a suggestion to close the town offices to the public on Tuesdays to allow code enforcement and Selectmen's office personnel to work on projects without interruptions. There may

be positive effects to free up time when the property cards go on line. The Board will investigate the consequences.

Chief Chickering received a rebate check in the amount \$113 from Dell.

*Aldrich moved that the \$113 check from Dell be given back to the Police Department to be expended for needed products through Dell. McKeon seconded the motion, which passed unanimously.*

## **APPOINTMENTS**

- **6:30 p.m. Nonpublic RSA 91-A:3 II (a) - Personnel**

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

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

*McKeon moved to seal the minutes of the nonpublic session. Aldrich seconded the motion, which passed unanimously.*

With no other business to conduct, the meeting adjourned at 9:47 p.m.

Respectfully submitted,

Patricia Grace  
Secretary

Approved by:

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Jon P. McKeon, Chairman

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Date

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Jeanny Aldrich

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norman W. VanCor

\_\_\_\_\_  
Date