

**Town of Chesterfield
Board of Selectmen
MINUTES
September 12, 2018**

CALL TO ORDER

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

• **Selectmen Minutes Review**

McKeon moved to approve the meeting minutes of August 15, 2018 as presented. Aldrich seconded the motion. VanCor noted that he didn't attend the August 15 meeting. Vote called: Aldrich – yes; VanCor – abstained; McKeon – yes. Motion passed.

VanCor moved to approve the meeting minutes of August 22, 2018 as amended. Aldrich seconded the motion. Motion passed unanimously.

GUESTS

6:15 p.m. - Chris Lord & John Cobb

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

McKeon moved to come out of Nonpublic. VanCor seconded the motion. Motion passed unanimously.

Aldrich moved to hire John Cobb for the 20 hour per week position. VanCor seconded the motion, which passed unanimously.

The lake level is currently above the normal lake level. All boards have been removed from the lake dam.

6:30 p.m. - Fuss & O'Neill

Brian Vincent, Senior Project Manager of Fuss & O'Neill, provided engineering design drawings of the erosion conditions and proposed recommendations for repair at Wares Grove beach and North Shore beach for the BOS to review. One of the goals is to avoid tree cutting at both beaches.

David Mann will be contacted to update his property survey of the Wares Grove Beach to determine boundary lines. A letter will be sent to the abutter for approval of work to be performed within 20 feet of the property lines. A small detention area will be required near the road at North Shore beach area as part of the design. This is to deal with the excessive drainage from the road.

7:00 p.m. - Rod Parsons

The new code violation tracker is being used by the Code Enforcement Officer of properties currently in violation of the zoning ordinances. The tracker documents the action items and steps made to move the properties from violation. McKeon will provide Parsons with information of the Planning Board consultations. McKeon also stated that Parsons could review the agendas for both the ZBA and the PB meetings to get information on who are the applicants at the meetings. VanCor will work on a checklist for winterizing and closing the beaches.

OLD BUSINESS

- **Town Hall Annex Plans – Proposed Deadline September 12 at noon**

The following proposals were submitted for the Town Hall Annex Plans:

- Breadloaf Architects – Middlebury, VT
- Catlin + Petroviek Architects PC, Cheshire Builders – Keene, NH
- DA Brothers Contractors – Keene, NH
- Wesfield – W. Chesterfield, NH

The bids are being reviewed by the Selectmen for final bid award on September 26.

NEW BUSINESS

- **COLA**

The BOS reviewed the Northeast Region Consumer Price Index from July to July, which shows an increase of 2.7% for COLA.

Aldrich moved to use the 2.7% increase for the town COLA. VanCor seconded the motion, which passed unanimously.

- **Letter from Dave Marazoff – Broadband Abatement Info**

The BOS reviewed Dave Marazoff's letter (of M&N Assessing) in that he stated that there would be no cause to adjust property values of those not having high-speed internet access, as stated an Abstract dated August 31, 2018 on High Speed Internet Access and Housing Values.

- **Liz Benjamin – Tax Collector**

McKeon reported that he has discussed a complaint that was made against Liz Benjamin of a recorded message that she left on the answering machine of the Mainhood's. All parties will attend the September 19 BOS meeting for further discussion.

- **Department Head Review Schedule**

A schedule of department head reviews will tentatively be scheduled as follows:

- September 19 – Chris Lord
- September 26 – Alissa Fox
- October 3 – Duane Chickering
- October 10 – Duane Chickering

- **Department Budget Schedule**

The BOS will be scheduling budget meetings with all department heads before the end of October.

- **List of Items from Chris Lord**

The BOS are scheduled to meet on September 22 at 9:00 a.m. (Working Meeting) for a Walk thru of all town buildings for the Capital Maintenance Plan. They will review the current CMP and help to provide a schedule of possible building maintenance needs.

OTHER BUSINESS

A letter was sent to the North Shore Beach abutter (Rancourt) on August 22 requesting that the underground lines be removed from the North Shore town property by September 13.

Fox announced that the NH Retirement Contribution rates for next year will be 11.72%.

The BOS requested that Primex make payments directly to the contractors for the water damage in the basement of the town office building.

L&G requested half their payment for the HVAC work at the cottage, which will start on September 17. The bathroom floor still needs to be replaced.

The RFP for the Friedsam Building is posted on the town's website and will be posted in the local newspapers and with NHMA.

VanCor asked to be present at the State inspection of the dam at Spofford Lake.

VanCor will contact Joe Hanzalik, of the P&R Commission to discuss the work needed for the North Shore roof. He will also prepare a letter to SWRPC and provide them with a set of plans as part of the on-going State Grant. The letter will outline the Town commitment to remediate erosion at Wares Grove and North Shore beaches.

Aldrich is working on the website with Margaret Halbert. She has contacted Mega Charles and Bill Vermouth to obtain internet items being used in the town offices. She will be working with one company who can focus on municipalities that will provide a cloud backup and a hardware backup.

With no other business to conduct, *VanCor moved to adjourn at 9:55 p.m. Aldrich seconded the motion, which passed unanimous.*

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date