

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

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:15 p.m. Also in attendance were Norman VanCor and Alissa Fox, Town Administrator.

Selectman Jeanny Aldrich requested to join the meeting via Skype. Aldrich was unable to attend this meeting because she was working out of the state. No one was in the room with her.

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

WEEKLY REVIEW

SUGGESTION BOX

Two suggestions:

1. Get a new American Flag –
Response: There is a new American flag and a new State of New Hampshire flag on the Town Offices flag pole.
2. The spelling and grammar errors on the Selectmen's minutes are a disgrace to this town. Also, they should be posted to the website in a timely manner.
No response

• **Code Enforcement Report**

The Code Enforcement activity report and violation tracker were reviewed by the Selectmen for the week ending September 29. The report included permits issued, field inspections, complaints and violations. It was noted that the number of permits are up 30% from the same time in 2017.

OLD BUSINESS

• **Town Hall Annex Plans**

The BOS will be conducting interviews on October 11 with contractors who have submitted bids for the Town Hall Annex project. A selected contractor for the project will be announced at the Selectmen's meeting on October 17.

• **Former Town Office Plans**

Attorney Ratigan will be present at the ZBA meeting on October 9 for the Selectmen's Rehearing/Clarification of the July 10 ZBA Variance.

Aldrich made a motion to allow Jon McKeon to choose a person to represent the Board of Selectmen for the Town of Chesterfield for the Zoning Board meeting in place of Norm or myself, if we can't be there. VanCor seconded the motion, which passed unanimously.

• **Progress on Erosion Issue on Town Owned Beaches**

McKeon will contact David Mann to notify him that the drawing he provided can't be used on the project because it doesn't close.

- **Parks & Rec Cottage (HVAC, Insulation) and Beaches Condition**

Farnum will not be available to start the insulation work until mid December. The BOS approved to have them booked at that time.

- **Town 3-D Topo Map, Roads, Zoning, Features Update**

Tabled.

- **Article 21 – Painting and Maintenance Historical Society – RFP Deadline Sept. 26 at noon**

The RFP was sent to Jason Scaggs. Scaggs will provide the BOS with information of mason and painting contractors that he uses and recommends.

- **Capital Maintenance Plan – To Do List**

VanCor will be working with P&R to give them guidance for budgeting.

- **Property Survey of the Green**

Tabled.

GUESTS

7:00 p.m. - Mike Chamberlain – OEM Budget

The Board will review the OEM budget and will get back to Chamberlain. A budget should be presented complete with justifications is requested for moving forward.

NEW BUSINESS

- **Letter from Sue Parker – Interest in Parks & Rec**

McKeon moved to appoint Sue Parker to the Parks & Rec Commission to fill the unexpired term of Erik Barnes. VanCor seconded the motion. Aldrich is unavailable to vote. Motion passed by majority vote.

- **Planning Board Budget**

The Board proposed \$1,000 for 2019 budget line item for the Planning Board Meetings & Conferences and \$900 proposed for Office Supplies and Equipment as a placeholder.

- **Conservation Commission Budget**

The secretary salary is increased \$200 for the Conservation Commission. It was suggested that the meetings and conference line item increase to \$700. VanCor has asked Conservation Commission for an inventory list of all tools and equipment. The trailer should be stored at the Highway Department and not at an individual's home. It was recommended to remove the equipment maintenance line item and add \$200 to the Meeting & Conferences line.

- **General Assistance Budget**

The Board proposed to keep the budget at \$25,000 for General Assistance.

- **Patriotic Purposes Budget**

This is used by American Legion and the Lion's Club for such things as outside flags. Propose to keep it at \$700 until VanCor meets with the Lion's Club.

- **Street Lighting Budget**

The Street Lighting budget is level funded at \$25,000. The streetlights that are in use are mainly at crossroads, intersections and minor streets that are intersecting with Rt. 9.

- **Debt Services Budget**

The Board discussed the increase of 18.24% for Debt Services. This is due to the bond for the proposed Annex building.

- **Chesterfield Happenings October - Approval**

The Board approved the October issue with amendments.

OTHER BUSINESS

Aldrich received one call back on the RFP references and she expects to get two more calls.

Two boards were removed today from the dam at the lake to prepare for the drain down.

The Vision cards will be on the town's website during the month of October and will be updated on the 20th of each month.

Aldrich noted that the town's website provider has agreed to offer a training session for downloading information to our website.

McKeon reported that there was no Planning Board meeting on October 1.

- **Selectmen Minutes Review – September 19 & September 26**

VanCor moved to approve the minutes of September 19 as amended. Aldrich seconded the motion. The motion passed by unanimous vote.

The September 26 minutes will be amended, as discussed. Those minutes will be reviewed at the next Selectmen's meeting.

Aldrich moved to adjourned at 10:30 p.m. VanCor seconded the motion, which passed unanimously.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date