

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
NOVEMBER 28, 2018**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:03 p.m. Also in attendance were Norman VanCor, Jeanny Aldrich, Alissa Thompson Town Administrator

**Suggestions**

There were two suggestions in the box. The first stated that the new policy at the Transfer Station is punishing the entire town. The second suggested getting rid of the fireworks permit box and have the permits available in the office.

**WEEKLLY REVIEW**

**Code Enforcement Review**

The Code Enforcement activity report was reviewed. Parsons has indicated that Lanoue has everything in place on the approved Site plan. Aldrich will get in touch with Parsons to go over what has been completed and the list of requirements. McKeon noted that a split rail fence was discussed at the Planning Board level for the purpose of marking parking spaces. McKeon noted that Parsons indicated that it is not on the drawings. Aldrich will check with Rod as there is no date indicated for Performance Motors to comply. It was noted that the board should be contacting the attorney on Kray on 12/3 if the issue is not resolved. Aldrich will get with Parsons regarding the George Property violation. It was noted that the fence at Tire Warehouse may need to go before the Planning Board. Aldrich will contact Parsons to make sure he is aware that the fence is not on the current approved plan, it will need to go before the Planning Board for approval. McKeon noted that the Board has not received any information from Spofford Boat Sales and Parsons will need to follow up.

**PUBLIC INPUT**

There was no public in attendance at the meeting. VanCor noted that his term as Selectman is ending this cycle and he has thought it through and will be seeking another term. VanCor noted he will work hard to be re-elected.

**OLD BUSINESS**

**Town Hall Annex Plans– Meeting with DA Brothers November 30**

McKeon noted that there will be a meeting with DA Brothers on November 30, 2018 at 10:00 am. McKeon stated that Chris Lord will be in attendance. McKeon stated that the main objective is to get a price and a contract with the contractor.

Thompson asked about scheduling the Town Hall to be rented and what this project will do to the availability. McKeon noted that at some point the bathrooms will go away and that may

affect people's desire to rent the space. McKeon noted that he would guess that it will not be available for rental around May through July, but will know more after the meeting on Friday.

### **Former Town Office Plans**

McKeon stated he has reached out to Dompier and has not heard back yet. McKeon noted that he did express a desire to sit down face to face.

### **Progress on erosion issue on town owned beaches**

VanCor noted that there is a set of plans in the Town Administrators office and those plans state they are preliminary and not for construction. They are labeled that way because there are permits that have not been approved yet. Until those permits are approved, the plan is subject to change.

VanCor stated he has contacted 6 contractors and has heard back from 3 of them. VanCor noted it is a big job and he is uncomfortable going forward without an RFP. McKeon noted that he can look it over and put together a generic RFP. It was noted that the beaches should be priced separately, but done at the same time. McKeon noted that Lord has been asked to remove the conduit from the Town Property at north shore that was installed without approval from town. Lord has been instructed to track his time, materials and the equipment time.

### **Parks & Recreation Cottage insulation –**

Thompson noted that Farnum has completed the job today. The P&R director is in a hotel for tonight and will return tomorrow.

### **Town 3-D topo Map, Roads, Zoning, Features update**

Nothing to report

### **Camp Spofford Agreement**

McKeon noted there was an application to the Planning Board for removal of an outdoor basketball court and installation of parking. McKeon noted that while the Planning Board was reviewing the application, it was noted that there is no minimum number of required parking spaces indicated on the previous approved plans. McKeon noted that the Planning Board has requested the applicant indicate the minimum number of spaces for the property. The hearing was continued to January 2019.

### **Articla 21 - Painting and Maintenance Historical Society**

This will be addressed in the spring.

### **CMP - To do list**

VanCor noted that there are still some questions from the Parks & Recreation department about what to keep on the maintenance plan and what will be put into the operating budget. McKeon noted that he has not seen any questions. VanCor noted that it does not seem like the Parks and Recreation department are ready to come before the Selectboard with their proposed budget. VanCor noted that he did ask them to be prepared to speak about their current computer system and any fees associated with the current system as the Town is looking into implementing a new system. McKeon noted that the Parks and Recreation department came before the board on October 17 and went through each item line by line. It was stated that Eric

Barnes used to handle the budget for them and he had a good handle on it each year. Aldrich will contact Barnes and ask for some assistance.

VanCor noted that the roof at North Shore was not done. VanCor noted that the job was awarded to someone, but it has not been completed. The funds will need to be encumbered to complete the project.

### **Budgets – Ambulance**

Thompson noted she has not received anything from Rescue, Inc to date. Lachenal will contact Rescue, Inc for information and forward it along to Thompson.

### **OEM BUDGET**

The board reviewed the Office of Emergency Management budget.

Thompson noted that she spoke with the school about them maintaining their own generator maintenance budget. They noted that the gym is an emergency warming center and therefore the Town must maintain the generator. McKeon noted that if the school was a warming center, the generator would need to run the entire building according to current code to be a shelter. McKeon noted that the generator was purchased with grant money and money obtained from Vermont Yankee and at the time code allowed it to run a portion of the building. It was noted that the line item for generator maintenance should be \$1400.00 to cover the Office of Emergency Management generator only. The school will be notified that they will be responsible for the maintenance of their generator. With that one change, the budget will be sent to the Budget Committee.

### **CEMETERY**

The board reviewed the proposed Cemetery Budget. It was noted that the percentage increase in payroll is higher than just the cola and merit raise. It was noted that there may be an increase in the number of weeks worked. Lachenal will check with Flagg.

### **Election and registration**

The board reviewed the Election and Registration proposed budget.

It was noted that previously discussed was a warrant article to purchase Clerk Works which would allow registrations to be completed online. McKeon noted that the Town Clerk spoke of needing shelving for storage, acid free storage boxes, bigger shelves for residents to utilize and curtains. It was stated that these items are not included in the current budget numbers. Aldrich noted that this year there is one election and the line items associated with elections should be reduced accordingly.

McKeon asked Thompson about the revenue numbers. Thompson noted that some of the numbers were reported to set the tax rate and Penny from the DRA assisted with the remaining numbers.

### **Patriotic**

The board reviewed the Patriotic proposed budget.

VanCor noted that the line item for Town Flag replacement is \$200.00 and that seems high.

McKeon noted that there are 4 flags that are potentially replaced from this budget.

It was noted that the Lions Club is \$200.00 and the American Legion is \$300.00 and the Town will remain at \$200.00

## **Personnel administration**

The board reviewed the Personnel Administration proposed budget.

It was noted that last year this was underbudgeted and that is why the increase is so high this year.

It was noted that the Personnel Administration budget is approved and ready to go to the budget committee.

## **Police Chief Review**

McKeon noted that the Police Chief Review needs to be scheduled. Thompson will check with Chief Chickering for his availability.

McKeon will send a copy of the review to Chief Chickering for his review prior to the meeting.

## **GUESTS**

### **7:00 PM Colleen Gurnee - Sharing Shed**

Colleen Gurnee noted that she received a letter when at the Transfer Station outlining new rules. Gurnee stated that according to the law, the board cannot tell 2 or 3 people that they cannot go to the shed. McKeon noted that the board does have the authority to restrict access. Gurnee stated that she can bring her attorney next time as she was told they cannot restrict a few people and not everyone. Gurnee stated that she does not see how the board is going to be able to keep track of who goes there. Gurnee stated that the dump crew may be able to keep track, but who is going to keep track of them. McKeon noted that the Town employs people to oversee the operation and there are also cameras on the property. McKeon noted that the regulations were put in place to ensure that the entire town has access to the free shed, not just 1 or 2 people. Gurnee noted that one person goes in with a bag like it's a grocery store and because of that one person, the rest of the Town is being punished. Gurnee noted that in all the years she has been in this Town, there has never been restrictions on that shed. McKeon noted that there has always been a sign noting the restrictions on the building.

McKeon noted that the board has heard Gurnees' complaints and feel that the restrictions enable more people to utilize the shed.

Gurnees noted that she just wanted to be heard and had been approached by others because they are afraid to come talk to the Selectboard. Gurnee asked if the board was aware that when employees see something they want, they ask if the person intends on putting it in the shed and if they say yes, the employee will just take it and it will not even make it to the shed. McKeon noted that there is a policy in place that does not allow that to happen and if it was to happen, it would be addressed. VanCor noted that the employee would need to be caught in the act.

Gurnee noted that she will take a picture the next time she sees it happening. Gurnee noted that she wrote a letter to the board and the board was supposed to get back to her within so many days, but she never heard from anyone. McKeon noted that the board received the letter and addressed it at a meeting and scheduled this time for a meeting. Aldrich noted that the letter was noted in the previous minutes.

### **7:15PM Stephen Buckley**

VanCor noted that Dave Jordan had called with some questions. VanCor noted that last summer it was discussed that periodically there would need to be meetings to see how things were going, but this is the first meeting. VanCor asked how things were going. Buckley noted

that things seem good and he has not received any resistance from anyone. VanCor noted that Jordan expressed some concerns about who was authorized to write permits. It was noted that Steve Buckley, Steve Dumont, Rick Cooper, Mike Fuller, and Bart Bevis, are authorized to write permits. Buckley noted that residents can go online or call to get permits. Buckley noted that this year he was tasked with writing all of the seasonal permits. Buckley noted he was happy to do it because it got him out meeting people and seeing what they have for pits. Buckley noted he wrote about 230 seasonal permits this year and 4 people utilized the online permit process. It was noted that each person that is allowed to write permits has their own book. Buckley noted that they come from the State Forester from Concord. Buckley stated that the State does not require information on permits written only on violations. There were 3 violations written this year. VanCor noted that previously it was agreed that William Vogle and Wayne Winn would be retired. Buckley noted that he spoke with Matt Apgar and he discouraged the idea of kicking them out and instead suggested that they do not renew their terms when they are up at the end of this year. Buckley noted that Winn and Vogle have 30 or more years of experience and dedication to the service and it would not be appropriate to remove them before their term is expired. Aldrich noted that communication is needed in situations like this as the board was not aware, the intent isn't to kick them off. It is to open up the positions for others to engage and help. Build in younger team and also let Winn and Vogle know our appreciation. VanCor asked if Buckley needs anything more from the board or has any concerns. Buckley noted that helmets are out of compliance due to the age, and he is working with the Fire Departments on a grant to replace them. The grant is a 5% match. VanCor suggested Buckley take a look at the budget and talk to the board if anything else is needed. VanCor asked if Mike Fuller has been appointed Special Deputy yet. Buckley noted that Fuller has been laid up after surgery and has not been doing much and therefore has not been appointed yet. Buckley noted that John Herrick is also on the list of deputies.

#### **7:45 PM Brad Roscoe - Broadband RFP**

Brad Roscoe showed the board an updated plan for coverage which was a little different than the previous. Roscoe noted that the RFP will attempt to hit existing vendors as well as potential vendors about hitting the zones that are not covered and see if the Town likes what they come up with. It was noted that the Town does not have to accept anything. Roscoe noted that the bond bank stated that the best deal would be for the Town to own for 6 years and then can sell to a vendor. Roscoe noted that the RFP needs to come from the Town and not him personally. Roscoe has composed and email and a list of people to contact for Thompson.

The board thanked Roscoe for all of his hard work on the project.

It was noted that Roscoe has indicated he is available for questions until December 15, 2018 and all proposals are to be submitted by December 28, 2018. Once the proposals are received, the Selectboard will evaluate them and if they see something they like, it will need to go to the bond bank and be the warrant articles will need to be in place for Town Meeting in March.

#### **SOLAR**

There is a meeting on December 7, 2018 at 2:45 PM in the Library.

#### **8:00 PM Library Budget**

Jill Dumont and Bruce Potter were present to speak about the proposed Library Budget. The board reviewed the budget. It was noted that there is a 7.51% increase in personnel line. Dumont noted that last year there was money added for a new program but that has been reduced to just maintenance costs. The budget includes \$3000 for Hoopia which is a program

that allows patrons of the library to go online and get audiobooks and ebooks. VanCor noted that this is an expense that has no corresponding revenue. Dumont noted that this is an opportunity to expand the library without expanding infrastructure. Dumont noted that George Preston knows more about the program. Dumont and McKeon will look into the program more before the Library meets with the Budget Committee. It was noted that the Library employees keep track of the patrons that frequent the Library. The Library will be at the budget committee meeting on December 11, 2018 at 8:00 PM. The Library would like a printout of expenditures to date. Thompson will provide the Library with the current expenditures.

*McKeon moved to expend \$7756.24 from the Library Building Maintenance expendable trust to Light Tech per the contract from Light Tech dated November 26, 2018, for the purpose of the lighting swap over to LED lighting. The motion was seconded by VanCor and passed unanimously.*

## **NEW BUSINESS**

It was noted that the color in the Selectmen' meeting room that is covering the patches, is not the correct color. There are still some holes in the wall that need to be patched prior to painting and some patches are not sanded. Thompson will contact John Cobb. The board authorized Town administrator to make color selection and get with Aldrich.

### Process of review of BOS secretary applications

The board and Thompson will meet on Friday November 30, 2018 at Noon to go over resumes. Everyone will bring their top 4 picks to the meeting for discussion.

### Process of review of the CEO applications

The board will meet on December 14, 2018 at 5:00 PM to discuss applications. Everyone will bring their top 4 candidates for discussion.

### Appreciation breakfast for boards, committee, commissions and trustees

McKeon noted that this was done last year for the first time and worked well. The board members, committee members, commission members and trustees will all be invited to attend the Lions Club breakfast and the Town will cover the cost. McKeon will forward Thompson the email sent out last year for review. Thompson will update the email and send out the invite. It was noted that a list is provided to the Lions club, they keep track of attendees and bill the Town directly.

### Potential meeting for Senator Kahn and the Liquor store expansion

VanCor noted that this plan needs to go to the Planning Board. McKeon noted that in the past they have always done a presentation/application with the Planning Board. VanCor noted that it appears that the only approvals they may need will be septic. McKeon noted that they stated they believe they will not need to update the septic. McKeon noted that his only question is what will be sold. McKeon noted that he is concerned about them taking business away from tax paying businesses in Town. McKeon will send an email with his concern and check into their plans on visiting the Planning Board.

### Plan for coverage of BOS secretary until we fill the position

It was noted that Southwest Regional Planning Commission may have a roving person that does Zoning Board meetings. McKeon will follow up with them. Aldrich noted that she will contact the University of Massachusetts regarding interns.

#### State of NH - ERZ application

The Town received a request from Michael Bergeron regarding designating the building and area of 2 Spaulding Hill Road as an ERZ. (Economic Revitalization Zone) McKeon noted that the Industrial Park on Stowe Drive is designated as an ERZ.

*McKeon moved that Map 14 C, Lot D22.1 be designated as an ERX tax credit zone. The motion was seconded by VanCor and passed unanimously.*

VanCor asked if that was the only property the board wanted to designate. McKeon noted that he would like to do another one on Mill Road.

McKeon will let Michael Bergeron that the motion passed.

#### Letter from M&N Assessing on Avatar Software

McKeon noted that he believes that the Clerk Works package also has an assessing package that can go along with it. McKeon noted that the board should continue to look into their options and add this to the "going forward" list. Thompson will add to the list. McKeon will look into Clerk Works to see if they have an assessing option.

#### Lanoue Letter from State of NHDMV

A letter to Lanoue was discussed.

#### State of NH Land – Tony Souza

The Town received a letter regarding Anthony Souza acquiring a piece of State owned land on the southerly side of NH Route 9. The Town will have to discontinue the Class VI roadway on which the parcel is located. McKeon noted that he believes that discontinuance of a Town Road must go before Town meeting and this should be researched. Thompson noted she will look into the discontinuance of a Town Road. None of the board members have any objection. Thompson will contact Souza and let him know the board is in agreement, but it will have to go before Town Meeting.

#### Chesterfield Happenings

The board would like to add:

Public Budget hearing February 2, 2019 at the School.

Town Voting on March 12, 2019 8 AM to 7:00 PM at the Town Hall

Town Business meeting March 16, 2019 at 10:00 AM at the School.

VanCor noted that there is a meeting noted for the Spofford Fire Commission on Tuesday December 4<sup>th</sup> and he is not aware of that meeting. Thompson will look into this.

Parks and Rec Commission meeting noted for Tuesday December 18, 2018 is stated for 6:00, should be 6:30 PM.

## **OTHER BUSINESS**

VanCor noted that he is meeting with Chris Lord and Window Masters at the Town Hall.

VanCor noted that he is tracking down surveyors for the Town/School property line issue. VanCor noted he has called Russ Huntly twice and has not received a return call. VanCor noted that he called Paquin out of Jaffrey, but he his busy and cannot help until spring.

Aldrich noted that Peoples Bank expressed an interest in being part of the Chesterfield Happenings email. The board would prefer to keep the email to Town Departments. Aldrich noted that there may be a way in the future to incorporate things happening in Town on the website.

Aldrich noted that she has a meeting tomorrow with Rom Com and another with Julian McBrowne and Lachenal to go over the website.

Thompson asked if the board was interested in offering supplemental insurance to the employees. It was noted that the entire cost is the responsibility of the employee. McKeon noted that there is no cost to the Town, so it should be offered to all employees. Thompson will put a letter out to the employees.

McKeon noted that an email from the school was received. McKeon noted that he reached out to Rick Cooper and Steve Dumont and they were at the school last week. There were a few items that need to be taken care of, but they are in better shape than last year. McKeon noted that Dumont will address the issues next week with the school.

Thompson noted that M&N Assessing is finishing up next week and will not be working for us for the rest of the year. McKeon asked how abatements will be handled. Thompson noted that there is one that will need to be done, and Marazoff will help with that one as he did not get it to the Town in time. She believes that the review of abatements are M&N's responsibility

Marazoff would like to continue doing business with the Town next year. McKeon will get two additional proposals for assessing.

Thompson asked if tablets were in the budget for this year. McKeon noted that money should be put in the budget this year for 5 tablets.

## **ACCEPTANCE OF MINUTES**

*McKeon moved to approve the minutes from October 31, 2018 as amended. The motion was seconded by VanCor and passed unanimously.*

Minutes from November 7, 2018 were received today and will be addressed at the next meeting.

*McKeon moves to accept the minutes from November 14, 2018 as amended. The motion was seconded by Aldrich and passed unanimously.*

## **LEGAL**

### **PUBLIC COMMENT**

### **NON-PUBLIC**



*McKeon moves to go into non-public session per RSA 91-A0 The motion is seconded by Aldrich and passes unanimously by roll call vote.*

*McKeon moves to come out of Non-Public session. The motion was seconded by VanCor and passed unanimously by roll call vote.*

*McKeon moved to adjourn at 11:10 PM. The motion was seconded by VanCor and passed unanimously.*

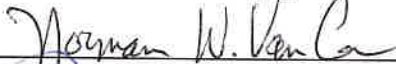
Respectfully submitted,

Tricia Lachenal  
Interim Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairman

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Date

  
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Norman W. VanCor

12/7/18  
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Date

  
\_\_\_\_\_  
Jeanny Aldrich

12/6/18  
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Date