

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
DECEMBER 19, 2018**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:06 p.m. Also in attendance was Norman VanCor.

**Suggestions**

There were no suggestions in the suggestion box

**PUBLIC COMMENT**

Barbara Girs wanted the board to be aware that the bill from Pisgah Farms had been received. Girs noted that they provided lunch and dinner for the last election for a total of 34 meals. Girs noted that she received a bill for \$100.00 and when she spoke with Steve Guerriero he indicated that the bill was so low because he wanted to make some donation to the Town. McKeon will write a letter of appreciation for his contribution.

John Koopmann noted that Kathy Harvey will be the new Chair of the House Fish and Game Committee. Koopmann noted that this may help Chesterfield find a better resolution to the parking issue found at the lake and the inability of Fish and Game to properly police the lake due to parking issues.

Koopmann noted that he drove down by South Shore and 9A and noted Ingram Construction is doing work for Camp Spofford. Koopmann noted that it appeared they were doing something to the eating facility. Koopmann noted that he was curious about the trailers that remain on the property year round and what happens if one of them is no longer good. Are they able to replace them and still be grandfathered? Koopmann noted that he would like the board to think about fire and emergency access and the use intensity of that site.

**OLD BUSINESS**

**Town Hall Annex Plans**

McKeon noted that the board needs to review the contract and if anyone has any comments/changes they need to be communicated to him. McKeon noted that the Town Attorney made some good suggestions. McKeon noted he spoke with Jay Barrett about the suggested modifications and he has no issue with them. McKeon noted the board should be ready with any suggestions prior to the next meeting so the board can discuss them and get the information back to DA Brothers. McKeon will put the suggested changes into a document and send it out for review.

## **Former Town Office Plans**

McKeon noted that Aldrich may be working on something, but at the moment there is no plan.

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

VanCor noted that he will be meeting with interested contractors tomorrow (12/20/18) at the beaches.

## **Camp Spofford Agreement**

VanCor noted that when he had a tour of Camp Spofford, he was informed that each trailer pays taxes individually. VanCor had inquired if it was necessary for the trailers to have wheels on them and did not get an answer. McKeon noted that the Town taxes them individually because they do not move. McKeon noted that if they were parked there for awhile, removed and stored somewhere else, then we would not be able to tax them individually. VanCor asked who checked on the coming and going of the trailers. McKeon noted that Chet used to but he is not sure if that has been passed along to the current Code Enforcement Officer.

## **CMP - To do list**

McKeon noted that the Town Buildings Maintenance balance is \$95,847.35 and the expendable trust is \$20,616.11. McKeon noted that every year \$40,000 is raised. The original warrant calls to maintain a balance of \$35,000 in the expendable trust in case of an emergency yearly and the balance of the \$40,000.00 will be deposited into the into the Capital Reserve Fund.

## **Budgets –**

### Parks & Rec

Sam Hill noted that as part of her job description, she needs to be a member of the National Parks and Recreation Association. The cost is \$175.00 per year and it is currently not in the budget. Hill noted that this gives access to grants, information on National Parks and networking.

\$175.00 will be added to the Recertification/Training line item.

## **ASSESSING SOFTWARE**

McKeon noted that a meeting is scheduled with programmers and salespeople from Clerkworks to go over the capabilities of the system. The meeting is scheduled for January 10, 2019 from 1:30 - 2:30

## **GUESTS**

### **6:30 PM Melissa from Comcast – Contract Agreement**

Melissa Pierce was present from Comcast.

McKeon noted that the board has been looking at the franchise agreement and there has not been any adjustments for 30 years. McKeon noted that the board is looking to update the franchise fees paid to the Town by Comcast. Right now, Comcast pays a flat \$200,00 Fee, McKeon is asking Comcast to pay \$300.00 plus 3% of the gross sales of the Video Service sold in town by Comcast. He also wants to adjust the insurance being carried By Comcast. He would like to see Insurance coverage at \$2 million for property damage and injury. He also wants Comcast to relook at the density and adjust or expand coverage. McKeon noted that there are two areas in Town that should meet or exceed the density requirement of 24 per mile that are not currently covered. McKeon noted that it is Mountain Road and the first two-tenths of a mile on Gulf Road. Pierce noted she will have her team look at those areas.

McKeon noted that Welcome Hill is another area that he would like them to assess.

McKeon noted that the board would like the automatic renewal to be removed from the agreement to force a sit down to review the contracts in the future.

McKeon noted that the Town does have a franchise agreement with another company and the board will send a template to Pierce in hopes that the agreements will be similar as the board is already comfortable with the current one in place with the other provider. McKeon will send that to Pierce next week. Pierce noted that it will take a couple of weeks to go over the template with her team and get back to Chesterfield. VanCor suggested that there be a directive with in the contract that requires Comcast to review the areas they already cover for new density levels that may dictate expansion of services.

#### **7:00 PM Erin Scaggs – Summer Concert Series**

Scaggs noted that they have a proposal for the 2019 concert series. Scaggs noted that last year they planned 5 concerts, however one was cancelled due to rain. It was noted that they are now aware that they can move the concert to the Town Hall in the event of bad weather in the future. Scaggs noted that last year the concerts were held in May and September in the field by the school and the others at Wares Grove Beach.

Scaggs noted that they are proposing an additional 3 concerts this year to be held in the winter at the Town Hall. The proposal is for December, January and February. Scaggs noted that nothing has been planned and they are open to suggestions.

McKeon noted that last year this project was funded through Parks and Rec and the board went through the Parks & Rec budget but did not see it located there. Sam Hill noted that it was a warrant article last year and has never been in the operating budget. They will be asking for an additional \$1200 for the added concerts. Scaggs noted that the money is used for the band and the PA system, \$300.00 for the band \$100.00 for the PA system and set up and tear down.

McKeon noted that he heard nothing but great things about the concerts. VanCor noted that there was talk last year about fundraising to be partially self-funding. Scaggs noted that they have not done any fundraising to date. Hill noted that the concession stand was open during the concerts at the beach and they did generate some revenue that way. It was noted that they should keep track this year and also they should reach out to the Lions Club and other organizations in Town asking for donations.

It was noted that there may be a way to incorporate other things going on in Town for the December concert. Fran Shippee does the tree lighting and there may be a way to collaborate this with other things in Town.

It was noted that the Town seemed to enjoy the events.

The summer Concert Series will be a warrant article again this year.

#### **NEW BUSINESS**

### Encumbered Funds

*Jon McKeon moved to encumber funds from Article 4 of 2018 Town Meeting for another year in the amount of \$90,000 for the withdrawal of \$90,000 from the Town Hall Annex Capital Reserve Fund. The motion was seconded by Norm VanCor and passed by roll call vote.*

*Jon McKeon moved to encumber funds from Article 21 of 2018 Town Meeting for another year in the amount of \$24,000 for the withdrawal of \$24,000 from the Town Buildings Maintenance Capital Reserve fund to support Painting and Maintenance of the Historical Society in the amount of \$6,000, repair Roof Wares Grove Concession Building in the amount of \$5,500, Repair Roof North Shore Beach House in the amount of \$4,500 and repair Bathrooms at Wares Grove Concession in the amount of \$8,000. The motion was seconded by Norm VanCor and passed by roll call vote.*

*Jon McKeon moved to encumber funds from Article 24 of 2018 Town Meeting for another year in the amount of \$3,500 for the Purchase of upgrading the Information Technology of the Code Enforcement Office. The motion was seconded by Norm VanCor and passed by roll call vote.*

### 2019 Holiday Schedule

The board reviewed the proposed Holiday Schedule.

*Jon McKeon moved to adopt the 2019 Holiday Schedule as presented. The motion was seconded by Norm VanCor and passed by roll call vote.*

### 2019 Mileage Rate

The board reviewed the 2019 IRS Issued Standard Mileage Reimbursement.

*Jon McKeon moved to set the 2019 mileage rate at \$0.58 per mile for business use. The motion was seconded by Norm VanCor and passed by roll call vote.*

### Review BOS rules of procedure

McKeon noted that the board members need to review this and note any changes/corrections. This item will be discussed at the next meeting.

### Warrant articles

Thompson provided the board with draft warrant articles noting that the yellow highlighted ones are not set in stone numbers to date.

It was noted that the total budget is up 4.56% from last year. It was also noted that the revenue is not included in the calculations and will bring that percentage down. McKeon noted that the board should look over what is causing the increase.

VanCor asked about drainage remediation budget for the lake. McKeon noted that there would be a public hearing to expend the money from the grant. It was noted that the grant was a Highway Block Grant and the board wants to ensure they are interpreting how they can expend the money correctly. McKeon will get with Thompson to contact the DRA.

VanCor asked about the restoration of the windows budget for the Town Hall. McKeon noted that the board is waiting for the proposal from Window Masters. The board will look into how the project will influence the Capital Maintenance plan and when the project can be completed.

### Letter from Attorney Little

McKeon noted that the board received a letter from Attorney Little with a copy of the Superior Court Decision on the Town of Chesterfield Selectmen vs. The Town of Chesterfield Zoning Board of Adjustment in reference to the 9A LLC.

The Court sided with the Zoning Board stating:

The Board of Selectmen's motion for summary judgment (doc. no. 38) is DENIED

Nine A, LLC's motion for summary judgment (doc. no. 39) is GRANTED

The zoning board's decision to grant the variance is AFFIRMED.

### **OTHER BUSINESS**

Thompson noted that the welfare guidelines need updating. She will get them ready for discussion at the next meeting.

McKeon noted that the franchise agreement with Argent notes that there are 10 Town Buildings and three of them receive service for free (under section 5.03 of the franchise agreement), while the other 7 receive a discount. It was noted that Thompson will speak with Argent to verify which buildings are free.

McKeon noted that the Planning Board reviewed an application for completeness and scheduled a hearing for January 7, 2019.

Thompson noted that Lachenal will be covering the office for her on Friday. Thompson noted that she requested payroll to her by the end of the day on Friday for the week.

Thompson noted that the 2017 Financial Audit has been completed. Thompson noted that all of the numbers balance.

McKeon noted that the Treasurer came in previously with some concerns. After speaking with Thompson it was discovered there was a misunderstanding of the audit status and the issues have been cleared up.

### **ACCEPTANCE OF MINUTES**

### **LEGAL**

### **PUBLIC COMMENT**

### **NON-PUBLIC**

*Jon McKeon moved to go into non-public session per RSA 91-A:3, II(b). The motion was seconded by Norm VanCor and passed unanimously by roll call vote. (Hiring of Town Employee)*

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

*Jon McKeon moved to go into non-public session per RSA 91-A:3, II(a). The motion was seconded by VanCor and passes unanimously by roll call vote. (Police Dept Reviews)*

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

Jon McKeon moved to go into non-public session per RSA 91-A:3, II(c). The motion was seconded by Norm VanCor and passes unanimously by roll call vote. (Payment Plan)

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

Jon McKeon moved to seal the non-public minutes. The motion was seconded by Norm VanCor and passed by roll call vote.

Jon McKeon moved to go into non-public session per RSA 91-A:3, II(a). The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

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

Jon McKeon moved to seal the non-public minutes. The motion was seconded by Norm VanCor and passed by roll call vote.

Norm VanCor moved to adjourn at 9:30 PM. The motion was seconded by Jon McKeon and passed unanimously.

Respectfully submitted,

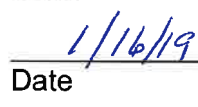
Tricia Lachenal  
Interim Secretary to the Selectboard

Approved by:

  
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Jon P. McKeon, Chairman

  
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Date

  
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Norman W. VanCor

  
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Date

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Jeanny Aldrich

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Date