

**Town of Chesterfield  
Selectmen's Meeting  
March 6, 2019  
Minutes**

**CALL TO ORDER:** VanCor brought the meeting to order at 6:00. In attendance were Norm VanCor, Jeanny Aldrich, Alissa Thompson and Susan Rigg. Jon McKeon requested to attend the meeting via telephone. McKeon was out of town and unable to make the meeting in person due to driving distance. McKeon stated he is alone in the room.

*Norm VanCor moved to allow Jon McKeon to attend the meeting via telephone. The motion was seconded by Jeanny Aldrich and passed by roll call vote*

**PUBLIC COMMENT:** Jeff Scott asked to be allowed to join in the conversation about the Town Hall Annex Plans and Old Business. VanCor said this is not allowable at this time. Barbara Girs asked how many paper ballots will be needed for Town Meeting. McKeon said no more than 5. VanCor suggested 6.

Ron Rzasa told the Board that Andrew Cushing, from the Preservation Alliance, will speak about getting the town office registered as a historical site at the EDC meeting on March 21<sup>st</sup>. Andrew is expected to suggest grants that will help rebuild the structure.

Brad Roscoe said the Town should schedule a third Public Hearing to discuss the financial benefit of broadband. McKeon said to schedule a public hearing for March 9th at 9:30 AM here at the Town offices. This will be scheduled and posted.

**6:15 PM - FINANCIAL BENEFIT OF BROADBAND HEARING**

VanCor made a motion to open the Public Hearing in accordance with RSA 33:3:3 for the Purpose of Issue of Bonds or Notes. – A municipality or county may issue its bonds or notes for the acquisition of land, for economic development, for planning relative to public facilities, for the construction, reconstruction, alteration, and enlargement or purchase of public buildings, for other public works or improvements, or for the financing of improvements, of a permanent nature including broadband infrastructure as defined in RSA 38:38, I(e), to serve any location within a municipality unserved by broadband as defined in RSA 38:38, I(c) for the purchase of departmental equipment of a lasting character, and for the payment of judgments. The issuance of such bonds or notes shall include, but not be limited to, public-private partnerships involving capital improvements, loans, financing, and guarantees. The public benefit in any public-private partnership must outweigh any benefit accruing to a private party. Bonds or notes for the purposes of economic development may be issued only after the governing body of the municipality or county has held hearings and presented the public benefit findings to the public and after such issuance has been approved by the legislative body. A municipality or county shall not issue bonds or notes to provide for the payment of expenses for current maintenance and operation except as otherwise specifically provided by law.

Aldrich seconded the motion and the roll call vote was unanimous to open the Public Hearing. Roscoe referred to the public handout and noted this only includes the benefits to Town property values. He noted there will also be benefits in the form of economic development, communications and other items that are hard to value.

Chris Oot asked why the board is recommending Consolidated Communications as the provider. Aldrich said the other companies that made offers were unable to cover the entire town and the cost was high. Consolidated Communications won't incur cost to the town; the subscribers will pay a \$10 fee for the service.

*With no further comment, VanCor moved to close the public hearing. Aldrich seconded the motion and it was voted unanimously to close the public hearing.*

### **OLD BUSINESS:**

**Town Hall Annex Plans** - McKeon said he reviewed the updated floor plan today. The updated plans are more in line with the budget. Construction could start by the end of April, or beginning of May. VanCor said he would call the Engineer to arrange access to the attic and crawlspace.

**Former Town Office Plans** - Aldrich said the Economic Development Committee is working on the plans Aldrich also said she will look at the Moose Plate Grant, which could help bring the building up to code. It was agreed that Aldrich should contact Attorney John Ratigan regarding accessing the grant. The warrant for this item should be reviewed before going forward with the grant application.

**Progress on erosion issue on town owned beaches:** Thompson will send the Shoreland permit for Wares Grove Beach to Fuss & O'Neill. VanCor explained the Shoreland permit is not affected by the abutters. The Abutter letters are in reference to the wetlands permits. VanCor said he made contact with western abutter who has concerns; VanCor will be calling Mr. Martini tomorrow about the agreement letter that needs to be signed. VanCor will meet with Ryan Hogue (Pat Rawson Construction) next week to sign the contract.

**Personnel Policy Review** – Aldrich said she is working on this and ask to table the discussion for two weeks.

**Legislative Bulletin**- no one had any items of concern

**Liquor Commission**- McKeon said Senator Kahn advised him that the Governor supports the expansion of the W. Chesterfield State Liquor Store site and has included it in his budget. McKeon said it is expected to be approved. Thompson will follow up with the Liquor Commission for a new meeting date and plot plans to discuss the project details.

**CPR Classes**- Rescue, Inc. will provide free training for the hands only CPR method. Lachenal will be asked to get a notice in the Happenings for next month so the public can sign up for the class. Thompson will call Primex (our insurance carrier) to ask about training for the Town staff in CPR, First Aid and AED use. McKeon said certification cards should be placed in the employee file after the course is completed

**PD Expectations**- Aldrich said the Board should have clear expectations for quarterly meetings with the Police Department and all departments. VanCor said the quarterly meetings were originally set up as a questions and answers time. McKeon said we should communicate to all departments what is expected in the quarterly sessions. Thompson said she will put this on the working agenda for next week. McKeon will make a draft agenda in advance.

### **GUESTS**

Matt Murray of Vachon, Clukay & Company, PC : Murray reviewed the Report on Internal Control Based on An Audit of Basic Financial Statements, which is attached to these minutes. He reported there is an issue with the records of the Tax Collector. The annual MS61 form had numerous errors and omissions. Not all the warrants have made it into the BMSI receivables. Many items are still recorded into a manual ledger and the software is not being used efficiently. Warrants have not been input into the system and it is very difficult to audit without all the records available.

Murray said he has to recreate the work of the Tax Collector to get the figures for audit. The Dept of Rev Administration looks at MS61 and compares to audit report and the asked for answers for discrepancies. Per Murray, Thompson logged into the tax report to tie everything together. The net difference is only \$50, but this is time consuming and the software should be used to eliminate the issues. VanCor said we have had discussions with the Tax Collector and have offered training to her on the software. McKeon said it sounds like a lot of issues would be solved by using the software to its' fullest extent. Yes, said Murray. Murray did say the deposits are being made more frequently now. Murray said the limited hours being worked makes the year end process difficult and the manual ledger is taking up time.

VanCor said we don't know the experience of the new Tax Collector as the election has not happened yet. Murray said there is a Tax Association that has training and help available to Tax Collectors. He will also let Thompson know of towns that use the BMSI Software. This would give the new Tax Collector contacts for learning BMSI.

McKeon asked about the changeover to the new Tax Collector. Murray said the State will require a recomittal of all 2018 transactions through the end date of the current Tax Collector. Murray's office can handle this process and it would not take more than a day. McKeon said he would prefer Murray do this rather than another employee of his firm. VanCor said he is concerned about being able to help a new Tax Collector. Murray said he would suggest the new Collector prepare the MS61 form on a monthly basis to become familiar. The process will be easier at year-end if they practice throughout the year. The Board thanked Murray for his work and time.

Guest: Christina Prah- Trustees of Trust Funds came before the Board to discuss private donations and compliance with State Statutes. First, she stressed the Ware's Grove Enhancement Trust Fund cannot be closed. There were two donations in 2018 which will be put into new trust funds. Parks & Rec for Ware's Grove Beach Trust Fund for \$4,000 and \$6,000 to be used as a Park & Rec facilities enhancement fund. Prah said she is concerned about donations being accepted for specific items because individual trust funds need to be set up for each. She asked the Board to consider making a policy regarding accepting of donations. Donations have been made toward the summer concert series and Zumba classes. Prah gave examples of donation policies from other towns as samples.

Aldrich asked how a group would advertise if taking donations at an event. Prah said if we accept a donation it must be toward a specific purpose. The Town of Henniker has a project list on their website, through which they accept donations. Other towns have "Friends of Parks & Rec Organizations" which is separate from the Town. The donations go to the organization directly, avoiding the trust funds needed when accepted by the Town. VanCor said he does not want to turn away donations. Prah suggested a separate fund without specific funds for each item. The concert series is currently a town event, so the organizers cannot privately fundraise. They can fundraise if the town no longer funds it. There have been t-shirts sold to raise funds and that is now an issue. Prah asked if the donations should be declined or ask the donors if they could re-apply the money. The Board will discuss this issue further at a work session in the future.

Guests: Don Skiba, Bill McCarty, and Kim Caron approached the board to discuss road issues at Gateway Drive. Skiba said the all of the units at Gateway finished and the homes are beautiful. Dan Ketola, the Builder, wants to turn over the project to the Homeowner Association but they won't accept until the list of issues is addressed. The major issue is the flooding of the road. Because the Town may accept the road he is coming before the Board to ask them to encourage Ketola to fix the problems. There is lots of water running over the road, of which the Board is aware. Skiba has tried to meet with Ketola privately to no avail. They don't want to approach this legally. Significant grading issues exist and they want the Town to be aware. He believes Ketola has the equipment and manpower to fix this. VanCor said we don't have right-of- way jurisdiction at this point, but the Town does have a keen interest. McKeon

said Ketola is in a maintenance bond phase of the road and he is responsible until the town agrees to accept the road. The town will not release Ketola from the maintenance bonding piece until this is corrected. McKeon said we will have conversations with Ketola about the corrections needed. Caron stated his propane tank is getting flooded and frozen. Photos of the water were provided and are part of these minutes.

McKeon thinks a few conversations with Ketola will resolve this as Ketola has been responsive in the past. Skiba said the units are beautiful and thanked the board for their time. VanCor said we would do what we can to assist the owners. VanCor explained the Town does not have a Code Enforcement Officer at this time. McKeon will contact the builder directly.

#### **NEW BUSINESS:**

**Letter from Sarah Castro:** Sarah would like to join the Parks & Rec Board. VanCor met her briefly and asked her to come to a meeting as the Board would like to meet her and discuss her background and qualifications. Aldrich said she knows Castro through the Farmers Market. Thompson said she would schedule Sarah to come to the March 20<sup>th</sup> meeting.

**Welfare Guidelines updates:** Thompson said she asked Rigg to update Welfare Appendix A. Aldrich said she does not think the Town can put limits on payments. Thompson said the Town received a bill for \$600 for one month of electricity and would like to update the guidelines to include allowable limits as this seems excessive. Aldrich said we do need guidelines, but we can't go against an RSA. McKeon said we should do our due diligence to be sure we are doing this per the RSA. It was agreed Thompson and Rigg would review the RSA and determine if the Town can limit payments.

#### **OTHER BUSINESS -**

McKeon asked Thompson to look into training for the new Tax Collector.

Thompson said Parks & Recreation Board has some issues to discuss but they were not able to be on this agenda. It was agreed the issues should first be discussed with VanCor, as he is the Board Rep to the Parks & Rec Dept. VanCor said he received a general email from Shippee but no specifics so he assumed the issues were resolved. Discussion continued about swim lessons, funding issues and non-profit status. Aldrich said these issues should be discussed with VanCor first and they should not be discussed at this meeting. No action was taken. VanCor will contact Shippee.

Aldrich said she wants an agenda on Monday as she does not have time to prepare when the agenda is released on Wednesday. McKeon said we will be getting better at this and he is getting back to rules of procedure. Aldrich said she would like the Board Packet no later than Tuesday afternoons. Thompson said there are so many changes to agendas; could the cut off for agenda items be Friday prior to the meeting? VanCor said Wednesday is soon enough for him, but is concerned that he can't easily step in to facilitate with a late notice and agenda. It was agreed to have a work session regarding rules of procedure on the next meeting. They will consider a posting a draft agenda and will try to have agendas out by Tuesday afternoon going forward.

Aldrich asked about an email from Roscoe regarding Broadband and presentation at the Town Meeting. McKeon said he would announce the article at the Town Meeting and then would turn the discussion over to Roscoe for further questions and information. McKeon said the project manager should be the head of Public Works Department in conjunction with Roscoe.

Aldrich said she finds the new budget sheet complicated and confusing. McKeon said he will try to pare this down and send it for review. Aldrich suggested footnotes can be added to explain the \$1,800,000 broadband bond and \$155,000 road block grant. McKeon will work up a compromise between too much information and too little information.

VanCor is concerned about minutes and agendas of each Town Commission not being posted. Thompson said we do not post drafts online, but they are available in the office for viewing. Thompson receives the drafts but Rigg will soon be receiving. VanCor said he is speaking about minutes and agendas, not drafts.

VanCor said he has had a complaint about the transfer station Swap Shop being cleaned out on Tuesdays. Aldrich said we should consider this and put it on the next agenda.

Public Comment: Scott said move the clean out day to Wednesday. He would also like agendas and meeting notices more promptly. He also asked about the survey for town and school property. This survey could be helpful if grants are applied for to help with the Old Town Office building projects. VanCor said he spoke with Surveyor David Mann last week and he will meet with him to discuss what the Board would like him to do.

**ACCEPTANCE OF MINUTES:** *VanCor moved to approve the February 27, 2019 minutes as amended. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

**ADJOURN:** *VanCor moved to adjourn at 9:20 PM. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

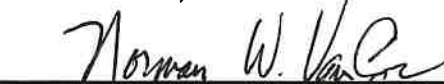
Respectfully submitted:

Susan Rigg, Secretary to the Selectmen

Approved:

Jon P. McKeon, Chair

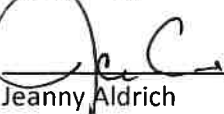
Date:



3/20/19

Norman VanCor

Date:



3/20/19

Jeanny Aldrich

Date: