

**Town of Chesterfield  
Board of Selectmen  
Working Meeting  
Minutes April 10, 2019**

**CALL TO ORDER:** At 6:00 PM Jon McKeon called the meeting to order. Present were Jon McKeon, Norm VanCor, Jeanny Aldrich, Alissa Thompson and Susan Rigg.

**Town Hall Annex Plans:** McKeon said the Contractor will be here next week for a meeting. They will have drawings available at that time.

**Progress on erosion control on town owned beaches:** VanCor reported that Rawson Construction will finish all the work possible without the Wetland Permit by the end of the week. There is an issue with the elevation at the bio-retention area at Ware's Grove. VanCor has spoken with Mr. Vincent at Fuss & O'Neil regarding the issue. VanCor said he found a telephone pole with electric wires that had been cut and had fallen across the stream. The contractor said they did not know who did this. This will need to be removed. The work at North Shore can't be started because the Wetland Permit is not complete. VanCor told Mr. Vincent at Fuss & O'Neill that permits are needed by Friday, April 11<sup>th</sup>.

**Legislative Bulletin:** There was general discussion about the bill regarding rights of employees to form unions. No concern or action taken.

**Gateway name change of road-** Gateway Lane will be changed to Eagle Lane according to the State of New Hampshire E911 Office. In the future, when a new road name is requested, the Planning Board will review with E911. This will allow a change in the early planning stages.

**Broadband Infrastructure new Town Meeting and Public hearing dates:** Thompson advised the Board that a new Broadband Public Hearing and Town Meeting will be needed with correct notification days before the hearing. The prior notice was only 6 days; the Bond Attorney advised it should have been a 7 day notice. It was agreed to schedule the Town Meeting for May 11<sup>th</sup> at 10:00 am at the Town Hall. The meeting has to be held open for 1 hour and two-thirds of the votes must be "yes" to pass.

**Sharing Shed Sign:** Use of the sharing shed depends on cooperation of all Town residents, said Aldrich. It is not being kept neatly and the employees are frustrated. This is a courtesy provided by the town. Aldrich will order a sign to be posted to state the same.

**PD Expectations:** Aldrich continues to work on a guideline to be used during all Department Head quarterly meetings with the Selectmen. McKeon asked to table this one more week. VanCor said the Dept Head meetings were originally intended to share information and look for ways the Board could help. Aldrich will make some changes to the form and bring it back to the Board.

**Finalize Board Rules of Procedures:** VanCor suggested the Selectboard should pay more attention to the protocol of meetings as stated in Item g of the Procedures. Discussion should go through the Chair, not between the audience and individual members of the Board. It was agreed to add the procedures to the agenda so all in attendance will recognize the proper procedure.

**CPR Classes:** McKeon said employees at the Highway Dept and Cemetery Dept should be trained due to their distance to emergency help. The staff at the Town Offices have a quick response time with the Police Dept next door. Samantha Hill with Parks & Rec is trained for CPR, and she is a trainer for the procedure. The Transfer station does not need training because there is a short response time, said McKeon. Training needs should be evaluated every three years. Thompson said the Town would pay \$35 per person for those requiring training. Others can pay if they wish to receive the training.

**Code Enforcement Officer:** McKeon said a candidate was offered the position but he declined because he has other work which needs to be completed. The advertising will have to be re-published. Aldrich said it may be time to think outside the box and find someone willing to go through training. VanCor stated months of training for home inspection and licensing is very lengthy. VanCor stressed he is still available to help when Tricia and Steve are busy. McKeon will tell Tricia Lachenal to bring VanCor and Aldrich up to speed on application and procedures while she is on vacation starting on the 27<sup>th</sup> of April. Aldrich will reach out to local colleges and programs to see if a recent graduate who can take on the position. Aldrich will meet with Lachenal to get some training so Aldrich can help out when Lachenal is on vacation.

**DEMOLITION OF HISTORIC PLACES:** Aldrich will discuss the demolition of historic buildings with the other boards and committees to determine if they are interested in formalizing this as policy. This will help with the Annex and other buildings in Town. McKeon said a historic district commission would need to be organized. Jeanny will be sending an email out with more details and the outline of a policy.

**New Business:**

**Donation Policy:** Audrey Erickson contacted Aldrich about donations for Annex Kitchen supplies in memory of Margaret Johnson. Mrs. Erickson would like to know how the donations should be accepted. It was agreed Mrs. Erickson will bring the donations back to the Board and they can accept them and specify the use when they are done with collecting donations.

Regarding a potential donation policy, Aldrich said she reviewed the Town of Henniker policy online and contacted Pinnacle (the website administrator). Pinnacle said they can set up a PayPal account to allow for donations directly into a general donation fund. People interested in donating can be directed to the site and they can choose from a drop down list of which area to donate. Perhaps a concert fund, a Parks & Rec programming fund, among others can be listed, said Aldrich. The sample Donation Policy was sent out to committees and boards so members will understand procedures for future donations. The Selectboard has the authority to accept funds and will assign certain names so the donations can be used for broader purposes. The concern is that funds are so narrowly defined they require many small trusts be maintained. VanCor said this should be done sooner than later. The Trustees of the Trust Fund can arrange the trust funds so that they can name the funds more broadly. Aldrich confirmed the Board has the authority to accept funds and assign them as needed.

VanCor then brought up the Parks & Rec Dept and their plans to sell items and use the money as donations. McKeon said the Parks & Rec Dept does not have the authority to sell town property. Thompson said Hill would need to come to the Selectboard for the authority to sell and then publish where the funds were going. Thompson advised the RSA states the items for sale are Town Property. Sales of such would not be donations, but would need to go to the General Fund. VanCor will work with Parks & Rec to determine fund names and items for donations. The policy will be brought back for review and approval next week. VanCor noted he wants to support Hill and her enthusiasm for the position.

**Other Business:** Aldrich talked with Nancy Aichele about her list of computer priorities. The new priority is to get Microsoft updated on all computers. She will install Microsoft 365. Thompson needs to be sure the systems are safe before additional programs are added, including E2Pay.gov.

**Acceptance of Minutes:** *VanCor moved to accept the April 3, 2019 minutes as amended. Aldrich seconded the motion and it was approved by roll call vote.*

**OTHER BUSINESS:** VanCor has been asked to serve on the Spofford Lake Watershed Implementation Committee. As a result of the grant, many things were revealed to be problematic. The committee would like to apply for a Federal Grant to fund the items that need correcting. SWRPC does not have any grant money. Bayard Tracey will be the leader of the committee; VanCor, Steve McGrath and Dan Syvertson at Camp Spofford are also on the Committee. They have a list from the Grant report of 72 items that were identified as being problems. The Committee will ask for

an appointment to speak with the Board about some of the items.

VanCor met with Steve Dumont who agreed to an occupancy level of 90 people at the Rec Building.

Nine A LLC Application - Spofford Hall; Monday they will be before the Planning Board for a consultation. It was agreed McKeon should be present on the Planning Board for this issue; not on the Selectboard. He does not want to prejudice himself on two boards. The septic system will be a large issue for this project. McKeon agreed to recuse himself from the Selectboard for this issue moving forward. *VanCor made a motion to ask the Planning Board to bring up the septic system as part of the consultation with the applicant. Aldrich seconded the motion and it was voted unanimously to approve by roll call vote. McKeon was excused and did not vote.*

Aldrich reported that the Zoning Board would like separate email addresses. McKeon said this should not be allowed as all emails should go through the ZBA Secretary for distribution. Discussion regarding the protection of personal emails in the Right-to-Know Laws followed. It was agreed going through the secretary assures the information is part of Town business, and it should stay that way.

Aldrich stated that the Police Chief asked if a Selectboard member could go to the PD meetings. Aldrich attended today and McKeon/VanCor agreed it would be good to attend. An officer said they are concerned homes are not numbered properly. This information will be put into May's Happenings. There is an Ordinance addressing this. They will keep track of the issue and notices can be sent to homeowners from the Code Enforcement Office, said McKeon.

Cleaning at the Police Dept is not being done well, reported Aldrich. The cleaning staff needs to know what can and should be done she said.

McKeon read an email from Rachel Marches at Keene State proclaiming April as Child Abuse Awareness Month. McKeon read the Proclamation to the Board which included the "Know and Tell Campaign". General discussion followed regarding the benefits of a proclamation which does not have any action or research included. No action was taken.

McKeon reported Faith Mba requested a streetlight be installed at his driveway. The State advised they do not install lights on poles any longer. Mba expects the Town to put the light up for him so McKeon brought it to the Board. McKeon stated Mba is his tenant. Aldrich asked if there is a safety issue. McKeon does not think it is more than any other driveway entering the specific road. VanCor said he has been involved in this type of question and he suggests Mba put up the lighting with guidance from the local power company. Consensus of the board is this is a private issue and the resident should work this out with the Eversource or the State.

Aldrich mentioned there are two street lights on Winchester Road and discussion followed regarding prior decision to remove streetlights to reduce light pollution.

*McKeon made a motion to remove the two street lights on Winchester Rd. VanCor seconded the motion and it was approved unanimously by roll call vote.*

McKeon reported there will be a gathering on Saturday for entities in Town at Camp Spofford. He received a request to use the parking lot off the boat landing. Board agreed there is nothing to stop the attendees from parking there. There was also a request to park on the road. The Police Department cannot allow this, said McKeon.

Erin Scaggs asked if we could send notice through the Happenings email list about the meeting on Saturday. The Board decided this is outside the scope of why the email addresses were collected and cannot be allowed.

Thompson reviewed an email from Amy Lafontaine regarding the pay rate for the election staffers. Thompson advised the election payroll has not changed and does not receive a Cost of Living adjustment.

Thompson read a thank you note from Community Kitchen for the donation from the Town.

Thompson reviewed the email from NHMA legal department regarding welfare guidelines which stated there is not a cap. In March, Thompson presented new payment amounts for assistance to the Board. *McKeon made a motion to adopt the Assistance guidelines in Appendix A, dated 3/6/2019, for our Welfare Guidelines. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

VanCor reminded the Board the extension given to Kray expires tomorrow. The Board will ask Lachenal to follow up tomorrow to be sure the items have been removed. If not, this will be turned over to the Town Attorney.

Barbara Girs addressed the Board to clarify an item from the Town Meeting. McKeon clarified his statement for the Town Meeting Minutes.

**NON PUBLIC:** *McKeon made a motion to enter Non Public session in accordance with RSA 91-A:3, II(b) (The hiring of a public employee). Vancor seconded the motion and it was approved unanimously by roll call vote.*

*Vancor made a motion to come out of Non-Public session at 9:15 PM. Aldrich seconded the motion and it was approved by roll call vote.*

*McKeon made a motion to seal the Non-Public minutes. VanCor seconded the motion and it was approved unanimously by roll call vote.*

**ADJOURN:** *With no further business to discuss, McKeon made a motion to adjourn at 9:16 PM. VanCor seconded the motion and it was unanimously approved by roll call vote.*

Respectfully submitted:

Susan Rigg, Secretary to the Selectmen

Approved:

Jon P. McKeon, Chair

Date:

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Norman VanCor

Date:

*Norman W. VanCor*

*5/8/19*

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Jeanny Aldrich

Date:

*Jeanny Aldrich*

*5/8/19*