

TOWN OF CHESTERFIELD
SELECTBOARD MEETING
MINUTES 4-17-2019

Opening: McKeon called the meeting to order at 6:03 PM. In attendance were Jon McKeon, Jeanny Aldrich, Norm VanCor and Alissa Thompson.

Suggestion box: A note suggested the road agent should use his budget to pave dirt roads.

Old Business:

Former town office building: Aldrich reported the building needs to be on the State Historic Registry if they pursue an L-Chip Grant, the cost is \$2,000. There is also a requirement of a feasibility study, which will cost \$4,000. The State is interested in getting this done because of the cottage Gothic Revival style. VanCor is not supportive because of the strings attached to the historical register. He does not think the grant is worth the work it will generate. Aldrich needs to start the process because grants are done annually. The only restriction Aldrich sees is that you cannot change the exterior of the building. There were no restrictions as to the interior of the building. She will continue to research the requirements of the Historic Registry.

Erosion at the town beaches: VanCor said the contractor could not continue without wetland permits. Rawson Construction has about 3 days of work at Ware's Grove and three weeks at North Shore. He has had difficult conversations with Fuss & O'Neill because the wetlands permits should be approved by now. Now they expect the permits to be ready on May 1, 2019. VanCor will meet with Maple Hill Nursery to discuss the plantings for the bio-retention areas.

Gazebo: McKeon will meet with Jason Scaggs to discuss the construction of a new ramp.

Donation Policy: Aldrich did not receive any feedback. VanCor said item #2 is confusing. This regards booster clubs, fire fighters, etc. They can raise their own funds for their own uses, said Aldrich. If they receive donations and wish to give it to the town, we cannot accept unless it was properly designated during collection. Samantha Hill at Parks & Recreation would like a concert fund, materials fund and program fund. Sandra Rowe said we can use the E2payGov for donations, said Aldrich. *VanCor moved to approve the policy we have for accepting donations and gifts as revised 4/17/2019. Aldrich seconded the motion and it was unanimously approved by roll call vote.*

Annex Building: D.A. Brothers came before the Selectboard to discuss the Annex Building. McKeon addressed the audience to let them know that public input will be accepted during the public comment section of the meeting. Danny Lang, Buddy Champney and Jay Barrett were in attendance to go over the 2 options for the final annex plans. Barrett stated he is looking to preserve the building, be aware of the budget and adhere to building codes. The drawings are complete, two versions of the front porch are being provided and a decision is needed on the final design. Tim Schaal is a good structural engineer and he has good experience with older buildings and state building codes. The roof will need to be combined with the existing roof and Schaal was able to review and come up with suggestions. A cupola and gable have been added. This is in keeping with the style and to push additional air through the roof to avoid ice damming. The difference between the front porch options is just about \$900. This is a Greek revival style building and plans have been drawn to keep the style consistent, said Barrett. McKeon said the town may purchase their own kitchen equipment for the interior. The contractor would want to know the BTU's of the stove during the rough-in and be sure to keep the appliances gas operated.

VanCor asked about the electric service. There will be a new sub-panel from the main, said Champney. The electrician reviewed this and does not see any issues with building codes. Champney wants to finalize the details and pick a start date so he does not lose the sub contractors to other jobs. The oil tank has to be removed, this will impact the excavation. He did not include this in the bid because the Town said they would take care of it. McKeon will start the process to get the tank removed.

The start date of the project will be contingent on the tank location and removal. If it is determined the tank is not in the way of excavation, they can start the project. McKeon asked if the building can be in use during the process. The contractor is concerned about the protection of the wood floor. They will lay a protective layer over the floor and if the building is used, the layer will need to be removed at approximately \$900 each time. Discussion regarding the alarm system and insurance followed and these items will be addressed before the process starts. The contract will be completed so that it can be reviewed by legal. The Board will decide if the kitchen equipment will be purchased by the Board or by the Contractor, said McKeon. The Board also has to decide on the front porch plan and the trim details. The oil tank will also have to be addressed. With this information they can agree to a start date. Aldrich asked why is the new bid so much higher than the original. The contractor said the original RFP was for 2 single unit bathrooms and the additional structure of the town hall add to the cost. The original RFP did not include detailed plans, just a sketch. When the plans and structural detail are included the cost increases. The occupant load required increases in the bathroom area, said the Contractor. VanCor asked about signage and notifications. The Contractor will provide the standard signs and protections. The Contractor will consider where their employees and suppliers will park and try to be aware of parking considerations. With that, the Board thanked the Contractor for coming to the meeting and plan to meet on May 1st at 6:30 pm.

QUARTERLY MEETING EXPECTATIONS: It was agreed the outline of expectations for quarterly meetings is acceptable and will be shared with Chief Chickering.

BROADBAND TOWN MEETING: McKeon explained there was a time sensitive posting required for a prior meeting regarding the Broadband Bonding. The posting required was to be 7 days. The RSA was changed so the day of posting and the day of the meeting cannot be included in the posting. This now requires a new Town Meeting to cure this. The meeting will be May 11th at the Town Hall.

OTHER BUSINESS:

Letter of resignation from Lester Fairbanks was reviewed. McKeon asked Thompson to prepare a thank you letter to Lester for his service to the Police Dept.

A letter from Fieldstone Land Consultants was reviewed. This is regarding Channel Road at Spofford Lake. Fieldstone has contracted with Pine Grove Springs Country Club to survey their property. McKeon suggested tabling for next week as this information is new to the Board.

PUBLIC COMMENT:

Harriet Davenport asked about the list for all kitchen items, and where the total value came from. The Board did not receive this list yet, this was generated by Aldrich and she asked for input from the senior group. Bob Brockman asked if this list is for the seniors or when this is rented to the public. Aldrich said this is a list she created to outfit the kitchen for all use.

Harriet Davenport reminded the group this was to be utilized by the entire Town, not just the seniors. McKeon said the senior meals are just one function.

Carol Vogely asked if there was money in the budget to outfit the kitchen. McKeon said these items are not in the budget yet. The budget to build is about \$440,000; the overall budget is \$470,000. The budget does include the refrigerator, stove, dishwasher, etc.

Lee Brockman asked when will the kitchen items be reviewed to determine what can be reused and what needs to be replaced. McKeon suggested this be done by May 1st. Lee also said she liked the 2nd plan for the front entry (the non-barrel vault) and the Board agreed. McKeon said there is lots of storage in the new plan in the area that is currently the bathroom. Audrey Erickson said there needs to be an outside lock on the Town Hall. Carol Vogley asked what will be done with the refrigerator. She would like to donate it to Joan's Pantry. McKeon said yes, and it should be removed by May 1st. The stoves will be thrown away, said McKeon, unless someone wants to remove them. The items inside the jail can be removed, said Aldrich.

MINUTES: Tabled until next week.

OTHER BUSINESS: Aldrich said she talked with Keene State and NHBOA regarding the Code Enforcement Officer. A new resume came in. A phone interview will be set up for next week. References will be called after the phone interview.

Aldrich would like a laminator purchased for signage. It was agreed to purchase.

VanCor asked about road name discussion with the Planning Board. McKeon will bring that up at the next Planning Board meeting.

Samantha Hill submitted a list of items she would like to sell, said VanCor. The funds raised can be put into an expendable trust fund. It cannot go into Capital Reserve as it won't be available until next year. The money can be put into a revolving fund so it can be used for programs. *VanCor made a motion to put any money that is received by the sale of Town property in the Rec Building and other Parks & Rec property that is not needed be put into the "Parks & Recreation Activities Enhancement Expendable Trust". Aldrich seconded the motion.*

This would include anything within Parks & Rec that they decide they don't need any longer, asked McKeon. He thinks this would allow the Parks & Rec to sell whatever they want. Is there a time line on the motion? VanCor said the motion should be more specific. *VanCor withdrew the motion. Aldrich withdrew the second to the original motion.*

VanCor moved the Board of Selectmen authorize the Director of Parks & Rec to sell, or dispose of, items in the Rec Building and other items that the Board of Selectmen approve that can be disposed of and any money that is made from selling this equipment items will be deposited in the Parks & Recreational Activities Enhancement Expendable Trust and that authorization will go through to Labor Day. Aldrich seconded the motion and it was approved unanimously by roll call vote.

VanCor met with David Mann on the town green property survey and gave him materials. The septic has been located and we need to provide a floating map with an "as built" including the house and septic and property lines. Mann also wants the lease line information. Discussion followed regarding the plan, along with the parking spaces information. The parking is town property. Would we not lease the occupant's parking spaces, asked VanCor. A plan was reviewed and agreed to; VanCor will provide this to David Mann for his use.

McKeon said the Planning Board met with 9A, LLC. They are amicable to the items brought up at the meeting. McKeon talked with the Planning Board about upcoming training. He also provided the Annex information to the Board.

McKeon said they need to discuss parking and how it is used. He will talk with Sharyn D'Eon at the school and ask if she can direct staff and visitors to park elsewhere. McKeon will suggest the spaces by the fire department and toward the Town Offices should not be used by the school. This was agreed by the Board. Aldrich asked if the annual School Meeting and the Town Meeting could be held at the same time. McKeon will ask Principal D'Eon about this.

McKeon made the motion to adjourn the meeting, VanCor seconded the motion and it was approved unanimously to adjourn at 8:40 PM.


Respectfully submitted:

Susan Rigg

Approved by:

Jon P. McKeon, Chairman

Date



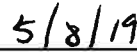


Norman W. VanCor

Date



Jeanny Aldrich



Date