

**Town of Chesterfield
Select Board Meeting
Minutes
May 1, 2019**

CALL TO ORDER: Jon McKeon called the meeting to order at 6:00 PM. In attendance were Jon McKeon, Jeanny Aldrich, Norman VanCor, Alissa Thompson and Susan Rigg

PUBLIC COMMENT: Jeff Scott asked if the organizers of the Old Home Day Event could use the former town office to display art on September 21st. McKeon said he would like to get back to Mr. Scott next week.

OLD BUSINESS:

Progress on erosion issue on town beaches: VanCor reviewed an estimate for the plantings from Maple Hill Nursery. VanCor reported he will be seeking two more bids for the plantings.

GUESTS:

D.A. BROTHERS, Buddy Champney 6:30 pm – minutes for this discussion are on page three of these minutes.

NEW BUSINESS:

Letter from Kelly Teeter E911 on New System: VanCor suggested we talk with Mike Chamberlain, the Emergency Management Operator and review this with him. Thompson will invite him to a meeting.

Letter from Skyler Cruz Wolsey about the Route 9 intersections: Aldrich suggested we send him a thank you letter.

McKeon said he spoke with the NH Dept of Transportation (DOT) this week about the intersection of Rt 9 and Rt 63. The advertising of the action will go out in October of 2019. The DOT will look to the spring of 2020 to start the project. They will cut down trees in front of the stone house at the intersection to gain further sight line. McKeon also said he will be talking with the NH DOT about reducing salt use around the Spofford Lake area during the winter as the Town is also reducing their salt use.

Electronic Devices and Services Policy: It was agreed that the policy Aldrich organized looks good as presented. At McKeon's suggestion it was agreed to insert the policy into the personnel manual. The entire manual will then be sent for legal review. After legal review, the manual will be reviewed and voted on as a whole.

Proposed Summer Schedule: On May 22, 2019 there is the Right-to-Know seminar at 6:30 PM. McKeon wants to post a regular meeting at 5:30 on that date, if there is no business the meeting will be cancelled. It was agreed to post the meeting for 5:30 for May 22, 2019. The summer scheduled then was agreed to.

McKeon talked about updating each select board member's special project list. McKeon asked each board member to outline the status of their current projects and potential projects for the future. VanCor brought up the need to review ambulance service. VanCor said he will also be looking at recycling in the future. The project lists will be reviewed at the next meeting.

OTHER BUSINESS:

VanCor met with Parks & Rec and gave them an overview of the drainage and erosion project. There is concern about the bio-retention area safety. VanCor is working on a plan to have plantings in and around the area along with a picket fence to keep people out of the area.

VanCor met with Parks & Rec and reported they raised the age for children allowed at Ware's Grove without an adult to 15 from 12. All the bathroom accessories were removed at the bathroom facilities at Ware's Grove. These items are often installed by the providers, Parks & Rec will contact providers for replacements, said VanCor.

Aldrich asked about the designation of the names for donations for Parks & Rec donations. The three funds to accept donations were suggested as Concert fund, Materials fund, and Program fund. Thompson will visit with Samantha Hill to review this one more time before approval is granted. There is confusion as these budget items already exist. The recreation revolving fund is set up now for sports funding only, the program fund would include Zumba and other programming which is not supported in the recreation revolving fund.

Signage for the sharing shed cost is \$78 for an 18 x 24 size. There is also a \$30 set up fee, said Aldrich. It was agreed Aldrich can order and have the sign installed.

McKeon said he talked with Faith Mba over the weekend. He plans to request his Certificate of Occupancy soon. McKeon said there are still violations which have not been addressed on the property. A Certificate of Occupancy can be provided only after the DES signs off on the violations. McKeon sent an email to DES today asking them to address the issues so Mr. Mba and the Town know what needs to be done.

Thompson asked the board if the information questionnaire sent to home buyers is still necessary. There is no information on the form which is necessary to the town. This may have been useful in the past, but now that home purchase information is readily available on line, it is not needed now. It was agreed to stop sending this letter to home buyers in the Town.

Thompson asked about testing the library water. It was agreed the Library Trustees should arrange for the testing themselves. The Library Trustees have care and custody of that building, said McKeon.

Thompson asked the Select Board about an Exemption application for the Historical Society. This is the property located at the intersection of Rte 9 and Rte 63. Thompson said they are renting the rear of the property to tenants. According to the assessor, \$81,567 is the taxable portion based on square footage and the exempt value is the \$204,532. Thompson will be sending a letter to this effect to the Historical Society. Aldrich asked about a similar property abatement researched previously. The Dept of Revenue guidelines do not allow the exemption for the section of property with income, said Thompson. McKeon said to deny the Charitable Exemption based on the DRA rules. The Historical Society can apply for an abatement going forward and the criteria for abatement can be reviewed at the time of applicant. McKeon said there is criteria to allow the exemption, but this has not been provided. If the information is provided, the Board would consider granting the exemption.

Rigg asked the Board if the Grantor/Grantee List can be eliminated. After discussion, it was agreed that the VISION system can run this report if it is needed in the future.

ACCEPTANCE OF MINUTES:

McKeon made a motion to approve the Public and Non Public minutes for April 13, 2019 as amended. VanCor seconded the motion and it was unanimously approved by roll call vote.

McKeon made a motion to approve Public and Non Public Meeting minutes for April 10th as amended. Aldrich seconded the motion and it was unanimously approved by roll call vote.

McKeon made a motion to approve the April 24, 2019 meeting minutes as amended. VanCor seconded the motion and it was unanimously approved by roll call vote.

McKeon made a motion to approve the April 17, 2019 meeting minutes as amended. VanCor seconded the motion and it was approved unanimously by roll call vote.

ADJOURN: McKeon moved to adjourn the meeting at 8:35 PM. VanCor seconded the motion and it was approved unanimously by roll call vote

Respectfully submitted:

Susan Rigg

Accepted:

Jon McKeon, Chair

Date:


Jeanny Aldrich

Date:

5/22/19


Norm VanCor

Date:

5/22/19

Town Annex Construction Update Minutes

Guest: Buddy Champney- DA Brothers

Mr. Champney said he is waiting on engineering information from Kittredge Restaurant Supply so he can figure the load on the trusses.

McKeon advised Champney the Board will purchase the kitchen equipment. Champney said Kittredge hires the hood installer and the fire suppression company. If the Town buys the hood he needs to be given notice so he can order the trusses with the correct information. The hood has to be over the gas fired convection oven, said Buddy. Aldrich questioned if this is needed, she believes the hood only needs to go over the stove. Champney will review and let the Board know the difference between the 6 and 10 foot hoods. After more discussion, it was determined a six-foot hood will only be needed if it does not need to cover the convection oven. Aldrich will give Champney the details on the hood the town will purchase. Champney wants to be sure to get the load and opening information before he orders the roof tresses. The openings are crucial for him to get accurate information. McKeon said the board will buy the other equipment and get the specs to Champney including rough-ins and BTUs on the units the town purchases.

Champney said the Board will still need to review the interior trim, doors, and flooring choices. It was agreed to use the flat entry drawing, not the barrel entry version.

Budget: McKeon said the proposed budget is \$444,096.94. McKeon said he put the numbers into the contract and the Town Attorney will have them tomorrow. Champney reminded the Board the installation of the hood will still be a cost in his estimate; even if the Town purchases the hood. Aldrich mentioned the Town does not need granite counter tops, as included in the estimate. Champney will put in an allowance for finishes to be determined at a later time. This will include counter tops and cabinets.

Aldrich said the Town does not want the prep sink or the island as shown on the plans. She said a stainless table on wheels will be used in this area. She would like a cord reel in the ceiling to pull down for appliance use. Champney will visit with the plumber tomorrow to do a layout. A hand wash sink and prep sink are required by NH law, said Champney. General discussion followed with Champney using his laptop computer to manipulate the lay-out so the Board could see potential versions of the space.

Scheduling: The work cannot start until after the May 11. Champney is working with the excavation contractor on scheduling. By law, there is a posting period for the asbestos abatement. Champney said he can start the structural work in the town hall while waiting for the abatement. McKeon said a permit is not required to remove the oil tank on the premises. The tank will need to be pumped, Champney said. Thompson will call about draining the tank.

Champney asked about Mr. Barrett's design plans, and if these will be reviewed and engineered by the Town. No, said McKeon, the plans will be accepted as engineered. McKeon said he works with this architect and he trusts the work that has been done. McKeon said a board member will do the inspections as needed, as the Town does not have a code enforcement officer at this time.

Details about requisitions were then discussed. The goal will be to pay Champney within 30 days of requisition submittal. Champney will present a schedule of values to McKeon for inclusion in the contract.

The next meeting with DA Brothers will be on May 15, 2019. The Board thanked Champney for his time and work.