

Town of Chesterfield  
Board of Selectmen  
Meeting Minutes  
July 31, 2019

**OPENING:** Jon McKeon opened the meeting at 6:00 PM. Present were Jon McKeon, Norm VanCor, Jeanny Aldrich, Alissa Thompson. Susan Rigg was excused.

**PUBLIC COMMENT:** Barbara Girs addressed the Board of Selectmen (BOS) regarding the warrant for those that didn't register their dogs. In years past, the Police Department sent a postcard which gave the owner 10 days to register the dog before levying a fine of \$25. This year, continued Girs, the postcard said the \$25 fine is immediate. McKeon said someone will speak with the Police Department to determine where the change originated. Girs said RSA 466:13 & 14 address the licensing of dogs.

Jeff Scott addressed the BOS regarding the Marsh House article that was in the Keene Sentinel.

Brad Roscoe provided a Broad Band update. He said twenty-two miles of fiber have been installed to date. He is updating the website to keep people informed. Consolidated is still looking at December for the first installations. He reported they are considering August 28 from 5-7 PM for the ribbon cutting ceremony to celebrate the Broadband Project.

Regarding the three free lines, Roscoe continued, the Administration and the Police Dept will need two separate modems. This will count as two lines. He suggests the third line go to the library. This is acceptable to the BOS.

**OLD BUSINESS:**

**Town Hall Annex:** McKeon brought drawings of the trim details for the BOS to review. He then introduced the stamped structural drawings for the project. Next, McKeon presented two invoices from D.A. Brothers. The BOS reviewed the invoices and general conditions. *McKeon made a motion to pay the requisition for the Annex Building from the DA Brothers for the month of July. Aldrich seconded the motion and it was approved unanimously by roll call vote.* Next, *McKeon made a motion to pay the June requisition by DA Brothers as presented. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

The BOS then reviewed the equipment list for the kitchen which totaled \$11,898. Aldrich will follow up with the kitchen supplier to determine the down payment amount needed to secure the equipment. *McKeon moved to order the kitchen hood, item # 0648HBM (low profile 12-inch front 48 inch back) and have this shipped to the town hall annex for a cost of \$3,232.07, to be shipped as soon as possible. VanCor seconded the motion and it was approved unanimously by roll call vote.*

It was agreed to order the balance of the kitchen equipment now and store it at the Town Hall. Aldrich will visit the supplier. *McKeon made a motion to expend \$11,898 for the purchase of kitchen equipment for the Town Annex through Gillette Equipment per the invoice dated June 14, 2019. VanCor seconded the motion and it was approved unanimously by roll call vote.*

**Former Town Office Plans:** McKeon is in communication with the gentleman who is interested in purchasing the property. He plans to remodel the building and will send a rendering of the proposed renovation to McKeon for review.

**GUESTS:** Bruce Potter came before the BOS. He plans to rearrange the library and provided some drawings of the updates to be made. The goal is to modernize. He also said they have updated their wi-fi access. He also reported the lighting updates have been wonderful. McKeon advised Mr. Potter that the library will be receiving one of the free lines provided by Consolidated Communication. Potter further said they may need to update the carpeting going forward. The BOS thanked Potter for bringing the updated information; they appreciate the efforts and the update.

**Progress on drainage and erosion issues:** Fuss & O'Neill provided an update to the apron design on the stream reconstruction, which McKeon presented. They will review and provide comments. When we have confirmation of the appropriate representative, we will send the updated plans to the abutter. McKeon will draft a letter for review, in the meantime.

VanCor asked why are we expected to pay for new plans? We should be able to revert to the original plan, which was approved by the DES, he stated. VanCor believes we should ask Rawson Construction to fix the work so that it follows the original configuration. We should not need to pay both Fuss & O'Neill and Rawson Construction for the new plans and for the revised work. It should be determined how the costs will be shared going forward. McKeon suggested that Rawson owns the work to modify the area in accordance with the contract documents. If there is extra work, this will need to be compensated. Examples: there were some excavation and fill materials included in the original plan that were not installed. VanCor said he will discuss these things with Ryan Hoag of Pat Rawson Construction. VanCor will also meet with Brian Vincent from Fuss & O'Neill to work out all the items that are in dispute. The BOS will ask Ryan Hoag to come to the next BOS meeting.

**Capital Maintenance Program (CMP):** McKeon presented the Capital Maintenance Program (CMP) for review. He said each year the BOS contributes \$40,000 to the CMP. This can be divided into Capital Maintenance Expendable Trust and Capital Reserve Fund. The Expendable Trust is kept at \$35,000 for items that do not make it through the current year and are not scheduled to be replaced. The BOS reviewed the purpose of the plan and the best way to keep it current. Items valued under \$5,000 should be considered yearly maintenance and handled in the individual department budget.

Thompson mentioned a panel in the Police Department garage door is damaged due to water issues. This is on the CMP for \$5,600 for a total replacement. This may need to be moved up the list because it is an important item. Thompson will ask Chris Lord to get an estimate for the replacement of the entire door.

Thompson asked about the town office building carpets, which are on the CMP for replacement in 2022. Thompson will ask Chris Lord to get estimates for the removal of the current carpeting and installation of carpet squares. The carpet squares would be a good choice because if one is damaged you can just replace a square, said Aldrich.

Interior painting is on the list for 2021 and the police department does need painting, said Aldrich. McKeon said if things are to be moved up the list it must be justified. There needs to be a benefit for moving it up on the schedule. It was agreed replacing the garage door is of benefit. The paint, however, is not, said VanCor. The paint is scheduled to be updated in 2021, which is less than two years away. Aldrich stated that working in an environment that looks uncared for drops morale.

**EVERSOURCE TELEPHONE POLE:** Last month, there was a request from an anonymous person for a new streetlight to be installed at Route 9 and Cady Lane, said Thompson. She called Eversource and they reported it will cost about \$800, unless a new pole is required, said Thompson. McKeon said the BOS voted to remove the two lights on Winchester Road and one other (inaudible). The BOS decided they would not pursue the request for the streetlight, as the BOS has denied this request for others in town.

**SUMMER INFORMATIONAL SESSION:** Topics to be discussed will be town owned beaches, Annex, Broadband update and others as decided. The information will be posted on the website and will be on the Happenings for August.

**NEW BUSINESS:**

**Petition for Pole, Conduit, and Right of Way (ROW) License Agreement:** Following the abatement discussion at the July 24, 2019 BOS meeting, the BOS received a signed petition for the pole, conduit and ROW agreement. The Right of Way agreement with utility companies operating in Chesterfield will be discussed at a Public Hearing. The Public Hearing will be scheduled, all parties will be notified, and a newspaper notice will be run, said Thompson. It was agreed the Public Hearing to discuss Right of Way taxation will be held on August 28, 2019 at 4:00 PM.

**OTHER BUSINESS:** VanCor advised the BOS it was agreed at the last Parks & Rec meeting that the town beaches would remain open after Labor Day. They will remain open until September 30, 2019 from 9:00 AM until dusk daily. No facilities will be open, but the beach will be available. This is acceptable to the BOS. McKeon said he has a Planning Board meeting coming up and there will be discussion about new storage facility for the fireworks store- Area 51 on Route 9.

McKeon advised a letter was sent from the BOS to the Chesterfield Fire Precinct Commissioners regarding fees being charged for inspections. It should be determined if proper procedures were followed by the precinct in giving the commissioners authority to set and collect fees. This will be added to the "old business" list so that the BOS can follow up on this issue.

McKeon said he will draft a letter will be sent to the Chesterfield Fire Precinct to outline what is needed for screening the generator at the fire department.

Thompson said an employee was injured at the transfer station while carrying a glass item. The BOS said the employees should be wearing gloves at the transfer station. Thompson will follow up to determine if there is a policy at the transfer station regarding the use of gloves. McKeon also requested an accident investigation report be filed by Chris Lord.

Thompson reported she contacted Primex regarding the premium cap letter read at the last meeting. Signing on to this is not a requirement, she said. The town is in a large rating pool which should keep increases low. It was agreed to not sign on to the premium cap program.

**MINUTES:** *VanCor moved to approve the minutes of July 24, 2019 as amended. McKeon seconded the motion and it was approved unanimously by roll call vote.*

**NON-PUBLIC:** *McKeon made a motion to enter non-public session per RSA 91-A:3, II A to discuss contract negotiations. VanCor seconded the motion and the motion was approved unanimously by roll call vote.*

*McKeon made the motion to come out of Non-Public session. The motion was seconded by Aldrich and approved unanimously by roll call vote (Vote: VanCor yes, Aldrich Yes, McKeon yes).*

**OTHER BUSINESS:** Ken Cook, Tax Collector, submitted a list of potential tax liens which are for amounts due of less than \$25.00. McKeon made a motion to allow the tax collector to waive tax liens of \$25.00 or less per RSA-76:13. The motion was seconded by VanCor and approved unanimously by roll call vote.

*The motion to adjourn was made by McKeon at 9:40 PM. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

Respectfully submitted:

Susan Rigg

Approved:

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Jon McKeon, Chair

Date

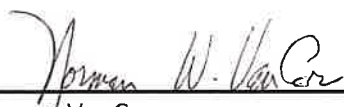


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Jeanny Aldrich

Date

8/28/2019



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Norman VanCor

Date

8/28/19