

Board of Selectmen
October 2, 2019
Meeting Minutes

Chair Jon McKeon opened the meeting at 6:00 PM. In attendance were Jon McKeon, Norm VanCor, Jeanny Aldrich, Alissa Thompson and Susan Rigg.

PUBLIC COMMENT: Mr. Whatley asked about the decision regarding his water issue on his property on Winchester Road. McKeon said the BOS will discuss this tonight. Mr. Whatley also asked about taking a tree down on their property. The Board said it is acceptable if this is on his property.

OLD BUSINESS:

Town Hall Annex: McKeon will talk with Steve Dumont about the hood over the steam dishwasher to determine if this is necessary. McKeon suggested we install the equipment as is and then check for steam that is detrimental to the structure. If there is steam, we will have to install a hood.

Former Town office plans: McKeon said he sent a purchase & sales agreement and lease to the potential buyer. He has not had a response yet. The BOS will continue to communicate with other parties that have expressed interest in the property.

Progress on erosion and drainage issues at Town owned beaches: VanCor said he talked with David Mann about re-setting the iron pin on the northwesterly corner of the property.

McKeon said he has corresponded with Ryan Hoag of Pat Rawson Construction regarding the retainage set forth in the contract.

McKeon had an email from Jeffrey Blecharczyk at the NHDES. Blecharczyk said the State is evaluating some options for moving forward with the Ware's Grove project. He also said his department will not contact the abutter for comments, as previously reported. Rather, the DES requests the two parties come to an agreement. We have not had any response from the Martini's or their attorney. VanCor wants Attorney Ratigan to send a letter to Blecharczyk at DES stating, in our opinion, the work is now complete and further work will be arranged between the State and the abutter.

GUESTS:

Duane Chickering came to the BOS to discuss the budget for information technology. The PD budget for IT expenses is \$ 33,315. He asked if he should use the equipment capital reserve to cover the \$9,000 for equipment and labor or separate out the \$6,000 equipment and \$3,000 labor. McKeon would like to see the budgets and the values of the accounts before making any decisions.

Chickering also advised the 2014 Dodge Charger has a hole in the frame and failed inspection. The 2013 cruiser also has a hole in the frame. Fortunately, he was able to get Dodge to cover new frames under warranty. Chickering said the 2013 would be a good car for town use. It was agreed the car would be used by town employees for travel to training, code enforcement, and other uses. The Town seal would remain on the car for identification purposes.

Non-Profit criteria for use of town owned facility: McKeon said when the renovation of the Town Hall was presented at the Town Meeting, it was suggested the building could be rented for income. It was agreed the Town residents would be the priority when scheduling the building. VanCor wants to keep the rental agreement as is, which includes a fee except for uses which benefit Chesterfield residents directly. VanCor said he does not want this to be a free community building. Aldrich prefers this be a community center. The Town Hall is an old historic building and overuse is concern, said McKeon. McKeon suggested non-profits can use the building 10 times per year, except Age in Motion,

and others that have pre-existing arrangement. There was not a lot of agreement and the rental discussion was tabled until next week.

Allan Whatley- McKeon recapped the request from the Whatley's. No one had any issues with the request. *McKeon made a motion stating we have no issues with Alan Whatley running his drainage as presented to the swale between the two properties. VanCor seconded the motion and it was approved unanimously by roll call vote.*

Chesterfield Chief of Police Metrics: VanCor presented his version of the goals and objective outline. VanCor said we need to state what we want from the Police Chief, specifically. Training was discussed, and most of the training is required for compliance, said Aldrich. We should ask for a list of trainings which are required for compliance, said McKeon. Additional training needs can be put into the budget, said McKeon. It was agreed an employee retention plan should be in place for each department, although this may be too many goals for one year. McKeon said goals one, two and three can be used and this will account for 50% of the review. The separate performance review will account for the other 50% of the equation. All agreed with this outline. McKeon will insert the goals and objectives into the draft contract as exhibit "A". Aldrich will make her amendments and send it to Rigg for collating.

Chesterfield Fire & Rescue Commissioner Letter: Mr. Goderre is working on a response to the letter, said McKeon. The Fire Department does not have authority from the voters to set and/or collect fees. The BOS was granted authority by the town to set fees, said McKeon. This will be tabled until October 23rd.

McKeon would like to write a note to the Chesterfield FD regarding the lack of screening around the generator. VanCor would also ask if they have fixed the leak in their water line.

Highway Budget: VanCor said the \$8,000 in the budget for culverts on North Shore does not seem adequate. The salt, grease, oils, etc. need to be considered for the water coming out of the culverts onto private property and then in the lake, he continued. This item should be in a Warrant Article because this pulls from capital reserve fund for the highway reconstruction, which we have not used in the past, said McKeon. McKeon will talk with Lord about researching how to manage the water coming out of the culverts. It was agreed the Highway budget will not go to the budget committee at this time.

Transfer Budget: VanCor asked if Chris Lord is still considering an additional part-time employee. VanCor said he thinks we need someone "up top" at the transfer station at all times. The payroll budget only includes COLA plus requests for step increases for employees.

Thompson said Lord would like to hire someone to clean up at the beaches before winter sets in for \$30 per hour for 3-4 hours total. This should be paid out of the Parks & Rec budget, said McKeon. Thompson will talk with Fran Shippee about this being done.

Letter from Wayne & Carol Limberger: Aldrich said the Conservation Comm is confused as they do not have an easement on this property. They also do not believe this is part of the Anne Stokes property, said Aldrich. If the Limberger's would like to deed this property to the Town we will need a Public Hearing, said Thompson. Thompson will contact the Limberger's tomorrow.

GUESTS:

OEM Director, Mike Chamberlain came to the BOS to discuss the budget. He said he added secretary funds to the budget because he will be updating the EOP Plan and the Town Dam Plan. He also wants to have a live drill for the school. In summary, Chamberlain added funds for a training session for the Chesterfield School and added secretary hours for the updating of the EOP Plans. With no further discussion, it was agreed the budget will be presented to the Budget Committee.

Bruce Potter and Scott Riddlemoser came to the BOS to discuss use of surplus funds in the Library Budget. The budget's funds remaining because they did not have a library director for the full year. Potter would like to move the surplus of approximately \$28,000 from salaries to the Capital Improvement line. They would like to purchase short shelving with wheels which will allow for flexibility in the space. The short shelving also provides easy viewing for the employees. Potter would like to purchase 8 units to test them. If they are useful, the total cost for all units is estimated at \$24,000. McKeon said because the money was approved as salary, he wants to be sure Potter explains to the public how the money was spent. VanCor said a purist in budgeting would not approve, as they would prefer the money go back to the tax base. Potter said the BOS is not in control of the library budget, and the BOS agreed. Potter asked if the BOS would support the library using \$8,000 for the first 8 units and then support a warrant article for the \$16,000 to purchase the balance of the shelving. McKeon said this will be more palatable and suggested Potter go to the budget committee before making the request for the transfer.

NEW BUSINESS:

Taxpayer request for a payment plan: McKeon said he would like to meet with the taxpayer in person. Thompson said she would also like to see the last three months bank statements and expenses to determine if a payment plan should be allowed. The BOS agreed and McKeon said we should also be looking at other assets. McKeon said the BOS should be more diligent in research when a taxpayer comes to arrange a payment plan. The BOS agreed the Town Administrator can review the requests and she can have the authority to decline a request without coming to the BOS.

Code Enforcement Budget: Thompson explained the decrease is because last year we had overlap for training of a new code enforcement officer. After discussion, the budget was approved and will be sent to the budget committee.

OTHER BUSINESS: Letter from Jill Diesel regarding code enforcement issue. Aldrich said Diesel could hire someone to do this work for her. She would like to deny this request for an extension to remove the unregistered vehicle. Aldrich said she would go meet with the Code Enforcement Officer to discuss the next step in denying her request. It was agreed to have Code Enforcement pursue this.

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

NEW BUSINESS:

VanCor said Steve McGrath asked about authority of the Spofford Lake Association to promote a certain brand of pervious pavers. VanCor told him we cannot promote a specific brand. The appropriate thing to do is go to the planning board, said VanCor.

The Parks & Rec Board is getting a quote for a gate at Ware's Grove.

McKeon he will ask Attorney Ratigan to send a letter to Richard Diesel regarding work he has done on Bennett Road without authorization. Mr. Diesel needs to reestablish Bennet Road back its' original condition.

Aldrich said she met with Ted A. regarding the code enforcement tracker form. The Code Enforcement officer will supply the BOS with weekly forms. Regarding the Martini's property, McKeon said if we don't have an answer by this Friday, we will seek an administrative warrant to go in and inspect the renovation done at the premises.

Aldrich reported the Conservation Commission is reviewing the septic system information submitted by James Corliss titled "A Health Regulation Regulating Wastewater into Spofford Lake Watershed".

Thompson said she received a \$285 estimate for window washing the entire Town Office building. It was agreed to accept that bid.

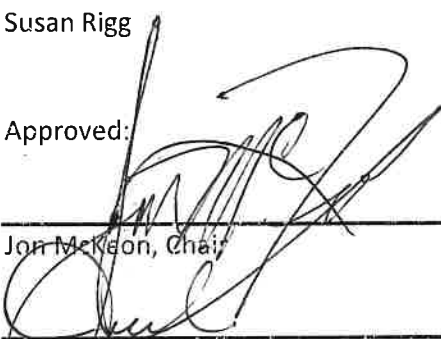
The BOS next discussed a home business application received today. McKeon said the application shows 5 employees and the maximum allowed is three employees. Thompson will send a letter to the applicant because he does not qualify with the current number of employees. He will have to approach the Zoning Board for approval of the home business.

With no further business to discussion, VanCor made a motion to adjourn at 9:40 PM. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted,

Susan Rigg

Approved:


Jon McKeon, Chair

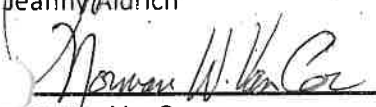
Date

23 Oct 19


Jeanny Aldrich

Date

10/23/19


Norman VanCor

Date

10/23/19