

Town of Chesterfield, NH
Board of Selectmen's Meeting
MINUTES
January 15, 2020

Chair, John McKeon, opened the meeting at 6:01 P.M. Also, in attendance, were Norm VanCor, Jeanny Aldrich, Alissa Thompson, and Dara Carleton.

SUGGESTION BOX:

Please do not allow dogs except for service dogs. Allergies can be an issue in a room this size.

WEEKLY REVIEW:

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker documents. Aldrich stated she would like to know if the Board of Selectmen is keeping track of how many of these violations have been referred to Attorney Ratigan. The Board should know the status of those cases and their status. There are currently three violations that are in the later stages.

Bob Leach contacted Athanasopoulos to arrange a site visit.

Second, Athanasopoulos went to Truck Camper Warehouse as Bill Penney was supposed to be back from vacation, but he was not there. There was no movement on anything this week, but Athanasopoulos will act on all three this week. Certified letters were sent to the three violators. The next step is a written warning.

Letters are being sent certified mail and not certified to Martini, yet we are not hearing back from him. McKeon wants Athanasopoulos, accompanied by a police officer, to take a trip over to the legal residence of Martini on January 27 and provide notice. McKeon noted the written notice should state numerous attempts were made at contact.

VanCor stated he is getting the impression Aldrich is the go-between for Athanasopoulos. Aldrich stated she has been reaching out and relaying info to the Code Enforcement Officer since the previous officer was under the impression that it was continuing. VanCor asked if the end of year annual report would include building permits and certificates of occupancy. VanCor would like the report to compare to the year prior. Aldrich stated Athanasopoulos gave it to her verbally. VanCor stated he would like that report monthly. Aldrich asked VanCor what information he would like and how often he would like it. Quarterly reports would be fine with VanCor, but his preference would be monthly. He wants to see which months are busiest and least busy.

Parks & Rec Executive Director Report

The Board of Selectmen reviewed the Parks & Rec. Director's report. VanCor asked how often Thompson sees Sam Hill. Thompson stated a few times a week and the bookkeeping transition part is almost completed.

PUBLIC COMMENT

Jeffrey Scott thanked the Board of Selectmen for providing Code Tracker documents for the public and asked if this was all the violations there are. Aldrich stated yes. Scott asked if the Brattleboro Storage container on Route 9 is a violation. McKeon stated it is a storage unit on residential land, and unless it is on the setback, it is not a violation. Scott questioned the size of sign on container. After several questions were raised, Aldrich stated Athanasopoulos should go check on the situation. Scott pointed out there is no date on the Code Enforcement Tracker reports. McKeon stated he would like dates as well.

OLD BUSINESS:

Town Hall Annex Plans

McKeon stated the oven and range were installed, and fiber cable is now in the building. McKeon is waiting to hear back about setting up fire alarm system on fiber and running the test on hood. McKeon still wants to do a walkthrough and then go over things with DA Brothers. McKeon has codes with illustrations to help them out. VanCor asked if it is required to put a phone in the kitchen. Aldrich said no. McKeon added that the alarm can be pulled in emergencies. VanCor is asking because the provisions are there and is wondering if both lines are needed. The alarm company said we needed 2 lines but Consolidated said we need one not two. The Town would save \$40.00 per month without the second line. VanCor would like that clarified. A walkthrough will be scheduled for 4pm on January 28. McKeon stated to limit the walkthrough to an hour. VanCor noted the abandoned/cut line from the Annex to the Historical Society, will be taken down by Consolidated.

Former Town Office Plans

McKeon sent a note to the potential purchaser, Jay. McKeon stated The Board of Selectmen would need something by February 1. Jay is hung up on lease duration. McKeon noted we're bound to five-year lease. It was noted a Warrant Article could grant a 99-year lease, or a lease that renews every 5 years. VanCor asked if roof was still leaking. Jeffrey Scott stated he has not seen any leaks.

Progress on erosion issue on Town owned beaches

VanCor presented photos he took today of the erosion of Wares Grove Beach to document for our file. One can see how deep the cut channels are and how flat the plain is. There is no channel and one can see how big the cut channel is and how flat the stream outlet is, and that is why this is happening.

Library Budget

The Board of Selectmen reviewed the Library budget. The budget was confusing and lacked explanations. Aldrich noted she was confused by the salaries and benefits line. It was noted, during the discussion, that Library staff received bonuses during the holidays which were taken out of the salaries budget line and approved by the Library Trustees. No other employees in Town receive bonuses. It was recommended this information be relayed to the Budget Committee McKeon noted the library is autonomous with their funding if they are not overspending. McKeon noted the Board of Selectmen's control of the Library Budget is one way to send a message to the Library. Aldrich suggested subtracting the bonuses from the 2020 budget. McKeon concurs. McKeon stated it is hard to judge this year's budget with no written justification. Aldrich questioned their math and stated the budget needs to be cleaned up because it is unclear. McKeon noted the Library will present their budget to Budget Committee in person. Jon noted reducing the \$1,000.00 off staff salaries should

lessen FICA, retirement etc. VanCor questioned the housekeeping & grounds budget line. McKeon questioned as well. Discussion was had between VanCor and McKeon on whether library wages were commiserate with job duties. Aldrich suggests we look at job descriptions, responsibilities and programming. It was noted the Board of Selectmen can present a 91A request form to the Library requesting this information. The Library will have five days to answer the request and tell the Town when they will have paperwork ready for us. McKeon will be present when the Library budget goes before the Budget Committee.

Discuss Avitar Software

Aldrich did research and needs more time to get some questions answered. She stated eventually it will be a great program, but there are some extenuating costs that haven't been accounted for and believes the expense will be closer to \$30,000.00. It was also noted Solutioneering does need to be linked into this which means we have to pay Aichele for several hours in relation to this. Aldrich stated she in agreement with Alissa and would like to break down the expenses into three phases. Thompson reminded the Board of Selectmen that Vision software will stop functioning in 2020 unless we pay again. Aldrich should have everything she needs by next week.

Executive Budget

McKeon stated he needs two appointments next week; one with Thompson and one with Chris Lord for non-public session next week.

Hinsdale PD Agreement

McKeon noted we are going to offer two five-hour shifts per week to Hinsdale. The NH DOT paving project will occur next summer, and we will assist Hinsdale there as well with police coverage. The plans are to re-pave Route 9 from the bridge in Brattleboro to Friedsam Road.

We need to set up a time near to have the Hinsdale Board of Selectmen come here to discuss an agreement for coverage. January 29 was suggested. Next week, McKeon will take a look and make sure there is nothing we want to change before that, other than the number of hours. The hours need to change from seven 5-hour shifts to 2 five-hour shifts.

Gateway Preserve Public Hearing

McKeon did not hear there were any changes to this situation and received photos from Chris Lord. VanCor would like commentary from Lord. Mr. Katola will need to renew the bond for one year and if not, the Town will call the bond. It is the Board's understanding no corrections have been made to the drainage/culvert issues from last year. McKeon stated the Town has no desire to accept the road until those corrections have been made, and there may be other road issues in taking care of drainage. The Board of Selectmen would like Lord to walk the road and provide field notes and a description of deficiencies. That will be provided to Katola to make corrections. VanCor would like to assist Lord with that.

Highway Department Budget – longevity not included in last budget

Thompson stated Tricia Lachenal forgot a staff member's longevity when budget was done. The highway Department budget was altered but will be going back before Budget Committee. Lachenal needs to re-do the budget although there is no significant change.

NEW BUSINESS

Budgets:

Capital Reserve Fund Deposits

The Board of Selectmen had a discussion as to what projects to move forward with.

The Board of Selectmen will go ahead with the North Shore Beach building/porch upgrade. McKeon wants to upgrade acoustical treatments and windows in the new Annex building. Aldrich asked if we could set money aside for the windows and make a decide specifics later. McKeon thinks \$25,000.00 is enough to put aside. Thompson noted there are ten windows in total.

VanCor believes the Wares Grove snack shack's roof can be moved to 2021. The BOS was given estimates for the tennis court. The estimate was \$1,798.00 to pressure wash the entire court surface, \$2,297.00 to clean the surface with compressed air and then repair cracks and touch up paint, or \$6,300.00 to replace it entirely. The Board of Selectmen chose the \$2,297.00 option.

The Board of Selectmen would also like to replace the carpet in the Town Administrator's office and the BOS secretary's office. McKeon estimated \$4,000.00 for that project.

McKeon also would like the Town Office's HVAC system to be balanced, which has not been done to date. The quote they were given is two years old. McKeon believes it will cost roughly \$15,000.00 for the labor-intensive process

Thompson questioned why we wait until the end of the year for the Capital Reserve and Expendable Trust yearly deposit. She stated we are missing interest for 11 months that way. VanCor will have a conversation with the Trustees of the Trust Funds and ask why it is not deposited sooner. McKeon and Aldrich expressed a desire to put \$2,000.00 aside for a truck for the Highway Department.

VanCor noted there is a fund for setting and re-establishing boundary lines on roads. It was set up due to citizen complaints when roads were widened. VanCor wants to place \$500.00 in that fund and continue to add \$500.00 annually. Aldrich agrees.

Thompson will finalize the budget and get it to the Budget Committee

Revenues

The Board of Selectmen reviewed the revenues documents. VanCor noted that we received an excavation tax receipt from Cersosimo Industries, Inc. VanCor wants to know how this compares to last year. McKeon would like Thompson to pull the numbers and wants 2 columns; 2019 estimated and actual and then 2020 estimated.

Warrant Articles

Chris Flagg requested a higher budget in order to pave the Spofford Cemetery. Thompson noted Parks and Rec. wanted to change the process of utilizing the Revolving Fund but there was an issue if Hill takes over as treasurer. Hill can hold money and write checks, but the Parks and Rec. Board

dictates what is expended. Thompson suggested the Board of Selectmen be the body that approves expenditures as the Parks and Rec. Board only meets once per month. Aldrich stated that makes more sense. McKeon noted it sounds like we are trying to get rid of the Parks and Rec Board. VanCor noted this is going in the direction of having an inactive commission. McKeon told Thompson to write a Warrant Article making the Board of Selectmen the agent for Parks and Rec.

Thompson noted Attorney Ratigan is writing the Warrant Article for the lease on the Town Office.

OTHER BUSINESS:

Thompson stated Town Clerk, Barbara Girs, wants to have a key to the Annex for voting. Aldrich stated Girs and Hill should have a key. It was noted that Thompson will find a key policy online containing verbiage requiring coordination with administration before entering the Annex as it may be booked for an event. If anyone abuses their key privileges, their keys will be taken back. McKeon wants them to sign something stating they need to check in with Town Administration or the Board of Selectmen's secretary prior to use. It was noted that Thompson would tell Karen LaRue there will be no summer program. Thompson will develop a key policy.

Thompson noted beginning January 1, 2020 the standard mileage reimbursement is now 57.5 cents per mile.

McKeon moved we adopt the standard mileage rate set by the IRS for mileage reimbursement. Aldrich seconded and it was approved unanimously by roll call vote.

McKeon moved to expend \$2933.20 from the Chesterfield Town Building Expendable Maintenance Fund to pay for carpet in Board of Selectmen meeting room. Aldrich seconded and it was approved unanimously by roll call vote.

Aldrich would like Nancy Aichele, from Solutioneering, to come to the Board of Selectmen meeting next week. Thompson will gather a list of computer items from the Department Heads and try to prioritize the list. Aldrich will speak with Tricia Lachenal about taking on smaller computer issues.

VanCor reported on the Budget Committee Meeting and said the school budget took over an hour to get through. There was discussion about the consultant to be hired for the Zoning Board of Adjustment. VanCor gave an explanation for the consultant, but the committee wants more information.

Elections are February 11.

McKeon noted Spofford Fire Department is all set with Commissioners. They have two commissioners. He also noted he has reached out to Susan Newcomer and asked her to moderate Town Meeting which she has done before.

ACCEPTANCE OF MINUTES

The acceptance of minutes is tabled until next week.


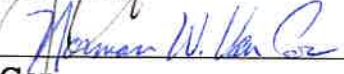

ADJOURN

McKeon moved to adjourn at 9:41 P.M. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted,

Dara Carleton
Secretary to the Board of Selectmen

Approved by:

 _____ Jon P. McKeon, Chairman	 _____ Date
 _____ Norman W. VanCor	 _____ Date
 _____ Jeanny Aldrich	 _____ Date