

Town of Chesterfield, NH
Board of Selectmen's Meeting
MINUTES
January 22, 2020

Norm VanCor opened the meeting at 6:02 P.M. Also, in attendance, were Jon McKeon (arrived at 6:15), Jeanny Aldrich, Alissa Thompson, and Dara Carleton.

SUGGESTION BOX:

There were no suggestions in the box this week.

Announcement from VanCor: McKeon will be a few minutes late this evening.

WEEKLY REVIEW:

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker reports. VanCor noted Truck Camper Warehouse stated they are starting to form a new proposed site plan. VanCor stated Truck Camper Warehouse was asked to accomplish that task two years ago. Aldrich noted, according to the guidelines, Athanasopoulos needs to send a written notice if they are not in compliance by January 31.

Performance Auto's report was reviewed. Aldrich noted from the report it appears they are complying. VanCor stated part of the issue was how many vehicles are parked on upper lot vs. the lower lot, not how many cars were parked in total. Athanasopoulos needs to bring the site plan to Performance Auto so the requirements are made clear.

Martini was reviewed as well. It was iterated that on January 27, when Athanasopoulos issues a cease and desist order, he will need to take a police officer with him. Aldrich will remind Athanasopoulos.

Diesl came into compliance by registering one of her vehicles and will be coming off the violation list.

Aldrich noted Athanasopoulos will meet with Mr. Leach tomorrow and, in relation to that, Athanasopoulos is wondering what the protocol is when violators have already reached the cease and desist date and are still in violation. VanCor noted our system is set up so that Athanasopoulos has the authority to go from one step to the next on his own initiative. There is no need to run it by the Board of Selectmen. Athanasopoulos was not clear when he has authority due to the BOS exercising authority in relation to Diesl. It was noted that Diesl came in during the public input portion of a Board of Selectmen meeting at which time the BOS asked Athanasopoulos if their decision was in line with his process.

Aldrich noted once a code violation matter goes to an attorney it should be taken off the Code Enforcement Tracker report, and the BOS should be keeping a running tally of cases. When it does fall off tracker the file itself is still with Athanasopoulos. McKeon stated there should be a spreadsheet where Athanasopoulos enters this information and sends it to a contact person. That one person could provide notes for BOS meetings. The Board of Selectmen have concerns about these cases falling through the cracks. Aldrich questioned who is in litigation right now. McKeon believes 9A,LLC and Martini are the only active cases with an attorney at this time. McKeon will reach out to Ratigan to confirm the cases.

Aldrich noted revisions to the Code Enforcement Tracker were made according to requests. An inspection and permit list will be given monthly by Athanasopoulos as requested.

Athanasopoulos will be away from February 18 through March 2. Aldrich stated she would answer and return calls while he is away. VanCor offered to go out and provide observations of permit work if need be. Steve Dumont would be contacted if a health issue arises.

Parks & Rec Executive Director Report

No report was provided this week. Thompson noted Hill has started to advertise for summer employment and is creating hiring packets.

PUBLIC COMMENT

There was no public commentary.

OLD BUSINESS:

Town Hall Annex Plans

McKeon scheduled the Annex walkthrough with DA Brothers for Monday, January 27, at 5pm. DA Brothers wanted to know if they would be receiving more monies from the Town for work performed. McKeon conveyed to them that the completion of the punch list is key. McKeon will meet them on Monday to go through the building and look at the status. McKeon will forward a list to DA Brothers after, including the railing and stair code issues. McKeon noted to Aldrich that she should forward notes to him about the kitchen equipment. McKeon has also requested several times that the fire alarm be tested, but the company has not gotten back to him. McKeon stated, depending on the outcome, the Board of Selectmen will give a notice to cure and set a time period to comply. At this time monies are being withheld until the issues are cured.

Former Town Office Plans

McKeon has heard nothing this week from Jay, the potential purchaser, and will remind him the date for action is nearing. McKeon reached out to Attorney Ratigan and requested that he write a 99-year lease for the Warrant Article. The article will not be specific to a particular buyer, so it doesn't lock us in.

Progress on erosion issue on Town owned beaches

VanCor stated there was nothing new to report.

Library Budget

Thompson received the requested programming documents from Claudette Russell, along with answers to other questions regarding the library budget. It was noted the line item listed as "Prime" was Amazon Prime, and it is used to pay for books. Housekeeping & grounds was defined as pest control, gardening etc. Facility maintenance was described as plumbing, electric and cleaning supplies. The line listed as "Bubbler" is a water bubbler for drinking. Aldrich stated that the salaries and benefits compensation given on two forms did match.

McKeon described the process for submitting the library budget to the Budget Committee. The Selectmen's budget proposal needs to be submitted for the February 1 meeting. The Board of Selectmen must give advice and be specific. Aldrich stated you cannot approve what you cannot understand.

VanCor noted he was concerned with Russell's salary. They have an extra employee because they do not have a director. That extra person is not really the cost. VanCor noted the Library should pull the extra employees' salary from the Director salary. McKeon noted that item should be mentioned at the meeting February 1. The Library will attend that meeting and will have to state that is not what they presented which leaves them in a quagmire. The Budget Committee will debate, review and decide which budget to present at town meeting. Therefore, bonuses have not been mentioned yet. VanCor stated he did not remember providing a budget for the library last year. McKeon stated the BOS did not do this last year because the BOS came to an agreement with the Library on their budget.

McKeon noted the responsible thing to do is to cut the other employees salary line. That person's salary should be coming out of the Director's pay. VanCor agreed this would be the simplest way to do it, and questioned why no one on the Budget Committee noticed their budget didn't match up.

It was noted the Library did not ask Thompson what the insurance expense would be, so that was adjusted as well.

The Board of Selectmen agree to cut the salary shown for the additional librarian due to the shortage of a director.

McKeon moved to eliminate the additional librarian position's compensation, and have it taken out of the salary line of the Director until they hire a Director. Aldrich seconded and it was approved unanimously by roll call vote.

Van Cor questioned, in addition to previous motion, are there any other appropriate changes we see in these other positions regarding salary? He isn't sure how much BOS should delve into that. McKeon feels that is too invasive and noted it is difficult to manage their salaries without driving them away. Aldrich noted that is why she asked for programming details to be provided. McKeon noted the only authority the Board of Selectmen have over the Library is their budget. McKeon noted next year the BOS could say programming is not occurring, if that is the case, and cut certain parts of their budget. McKeon noted it is a delicate matter and cooperation is better than it was. McKeon will discuss this with the Budget Committee, let them know the BOS discussed the matter, and this is where we are.

Thompson will address FICA and Medicare in relation to the Library budget. She noted she was surprised the Warrant Article for carpeting was not mentioned until last night at the Budget Committee meeting. McKeon stated the carpeting must be done in sections, and that needs to be clear. The balance of the carpeting needs to be done at a later date as this decision was made hastily. VanCor questioned if they adhered to town policy in getting several quotes. It was noted they did but did not obtain many quotes. McKeon requested Thompson compose a Warrant Article. Thompson noted a \$6,000.00 difference between requested funds and the quote. In 2020, at the end of the year, we will have a balance of \$28,847.00 without carpet, and without a deposit. McKeon stated the Board of Selectmen will approve \$18,00.00 and the Library will have to figure out the rest.

McKeon suggested next year's increase in contributions should be \$40,000.00 and not \$50,000.00. McKeon and Thompson ran some numbers and stated \$67,719.00 will be left at end of 2020. The library can install carpet and still have a positive fund balance at the end of the year.

Discuss Avitar Software

Aldrich spoke to everyone involved. It would be \$22,000.00 for the Avitar hardware, \$3,000.00 to \$4,000.00 for M & N Assessing to migrate data, and approximately \$1,000.00, or ten hours, for Solutioneering to address the server issues. In year one we would convert software and bring the new values in for this year, then in 2021 go live and get rid of licensing for BMSI & Vision software. Aldrich is waiting to hear how much room need on the server to maintain the information and what the potential cost for additional server space, if needed, would be. Aldrich believes the total cost for Avitar would be over \$27,000.00. We would have an outlay of \$10,000.00 for BMSI the first year as well. Aldrich requested to budget at least \$1,000.00 over to cover unknown issues that may arise.

The Tax Collector may need training in Avitar, but there would be no more double entry into the current systems, which means less errors. Avitar offers assessing as well. Aldrich will look into that. The yearly fee for Avitar is \$6,000.00, which is \$4,000.00 less than BMSI and Vision together. Within three years, the Town would recoup its money. Because of the lower yearly cost for Avitar and increased productivity, we will not have to hire another person in the office.

McKeon requested Thompson write a warrant article for \$28,000.00.

Executive Budget

The BOS reviewed Thompson's salary. Thompson noted there is no line for education. McKeon stated he would rather overfund education than underfund. Aldrich stated we should add a line item for and call it Training/Education. Aldrich questioned the amount that should be set aside.

VanCor noted training could be built in there and it could be opportunity for the BOS.

Hinsdale PD Agreement

McKeon noted we have not heard from the Hinsdale Board of Selectmen since last week in reference to meeting with our BOS. It was noted they only meet every two weeks. McKeon questioned if the other BOS members had any changes. McKeon will send a revised letter to them, so that they have time to review it before meeting.

Updated DOT Letter

McKeon noted the BOS still needs to present the letter to the School Board, Chickering and Dumont. McKeon will have Chickering speak with Dumont.

McKeon moved to enter non-public at 6:25 PM. VanCor seconded and it was approved unanimously by roll call vote. (Non-Public RSA 91-A:3, II(a))

McKeon moved to come out of non-public at 7:24 PM. VanCor seconded and it was approved unanimously by roll call vote. (Non-Public RSA 91-A:3, II(a))

NEW BUSINESS

There is a request from the US Census to set up booths for one week at the Town Offices for recruiting. McKeon thought it was a good idea to help get more folks into the building. Aldrich agreed and requested Thompson set up a place for them to be in the building.

Hamilton Fund 2019

It was noted there is \$165.00 in the fund currently and no funds last year, so this process was not done last year. Christine Prah, member of the Trustees of the Trust Funds wanted to know what the criteria is to distribute the monies in the fund. Aldrich questioned if there are two separate funds. Thompson stated yes. McKeon requested Thompson research this matter.

OTHER BUSINESS:

Aldrich questioned whether Thompson has a list from employees noting their IT concerns and issues. Thompson stated there will be a Department Head Meeting this week and she would make that request to employees at that time. Thompson will give them a week to hand in their lists.

It was noted internet security training is needed for staff. Aldrich stated Solutioneering started to look at trainings but wanted to know if McKeon knew of one. McKeon stated he would like \$1,000.00 set aside for paid internet security training and would like a Warrant Article written for IT. McKeon suggested a training that was tested for phishing.

Aldrich moved to change the meeting schedule of the Board of Selectmen meeting to twice monthly starting March 1. McKeon seconded.

Discussion: McKeon noted it was 10:00 P.M. and that budget season is different than the rest of year, but we might be looking at longer meetings if it goes to twice a month. He noted in the summer every other week works. McKeon thinks from October through February there needs to be a meeting every week to accommodate budget approvals and reviews. Aldrich noted meetings might be longer every other week, but Thompson could prepare for meeting more effectively if she had two weeks between meetings. Aldrich also noted the BOS should be open to looking at weekly meetings for certain months. McKeon stated it will still be the same amount of work. Aldrich stated she would like to try it out to see if it works, and if not, we can go back to meeting weekly. VanCor noted that Hinsdale meets every other week and wonders how things get signed in a timely manner. It was noted Thompson can make more decisions on her own now and has the authority to do so with guidelines from the Board of Selectmen. Aldrich noted the BOS can change back to weekly meetings whenever it wants to.

The motion will be to start March 1. Voting is March 10 and the business meeting is March 14. McKeon questioned when the first meeting in March would be. After discussion, April 1 was chosen as the start date for meeting every other week.

McKeon moved to make an amendment to the original motion to have the start date implemented on April 1, 2020 as being the first non-meeting day of the every other week process. The vote passed unanimously by roll call vote.

Aldrich spoke with Tricia Lachenal, who will be the first point of contact for IT. The process will be for staff to tell their Department Head about an issue and the Department Head will contact Lachenal. In case of an emergency, staff can contact Lachenal directly.

The question arose, does the Town Clerk's office need its own static IP address? Is that why we have another one there? Aldrich will request four static IP addresses. The Police Department has their own. Solutioneering needs to be aware that we added IT hours for the Town Clerk.

Dave Marazoff, of M & N Assessing, is requesting VPN access to work remotely. Either the Town risks security or pays Marazoff more money to come into the Town Offices to work. Thompson questioned if

his liability insurance covers him. McKeon leaned towards allowing Marazoff to work remotely because we know him, and he is bonded. McKeon asked VanCor his thoughts. VanCor felt a security breach would be purposeful and is not a worry. Aldrich stated before giving him VPN access, the BOS should request Marazoff take a security training as he has a lot to lose, too. McKeon stated he wants to give Marazoff VPN access with the caveat that once we decide on a training program, Marazoff must take the course. Training would be available online.

VanCor stated he heard McKeon tell Thompson to pull the bond on Gateway. VanCor stated the road is not in good shape. VanCor inspected the road with Chris Lord. VanCor stated he is not sure what to tell Katola. McKeon stated Katola will need to be called in the morning to tell him we are calling the bond by noon.

McKeon moved that we provide Thompson the authority to contact Mr. Katola and let him know the Board of Selectmen will not relieve him of the bond required for the road, and he has until noon January 23 to provide us with a new bond for The Road or the Town of Chesterfield will be calling the bond. VanCor seconded and it was approved unanimously by roll call vote

Thompson touched on Senior Meals, and how they believe they are a Town Entity. Karen LaRue dropped by to reserve the Annex for senior lunches and asked what they normally do for insurance. Neil Jenness contacted Thompson later and stated Senior Meals are a town entity. Thompson told Jenness that is not the case and noted Senior Meals does not use the Town's tax identification number. Thompson tried to explain the process of signing an insurance waiver to Jenness who stated she will not sign a waiver. McKeon stated in order to put them under Town Insurance, they must be under the direct supervision of the Town. Jenness conveyed if Senior Meals is billed for insurance, they will bill the town. McKeon stated he would contact Jenness and suggested to Thompson that the church might put them on as a rider.

Thompson stated a woman came in for welfare assistance for a burial for her mother. When the Town adopted welfare guidelines it did not set guidelines for burials. After a brief discussion it was decided the Town would offer \$500.00 to qualifying recipients seeking assistance with burials and cremations.

McKeon moved to add to the welfare guidelines \$500 for burial purposes or cremation. VanCor seconded and it was approved unanimously by roll call vote.

McKeon spoke with Sharyn D'Eon at the school about a generator. D'Eon stated they have no set use for this particular generator as they are looking to get their own generator that does what they need it to. They want one that can run the entire school. She thought the Town would try to repurpose their generator.

McKeon noted he knew it was not D'Eon, and it doesn't reflect on her, but he is disappointed the School Board could not find it in themselves to contact the BOS about meeting the same day as the Town. D'Eon will allow babysitting and food again.

McKeon questioned if D'Eon knew if the school had made a decision regarding the winter maintenance letter and she stated she has not heard anything yet. McKeon will bring a new letter to them.

McKeon and D'Eon also talked about adding roughly \$150,000.00 to the budget which is about \$150,000.00 higher than last year. McKeon noted we are going to turn back about \$130,000.00 from the General Fund from this past year. The school says they will give \$220,000.00 which leaves

\$350,000 going back into the General Fund. McKeon stated he wants to use the surplus out of the General Fund to reduce taxes. Aldrich questioned if we will too low again. McKeon stated we will stay above \$500,000.00 by putting in \$350,000.00 and taking out \$150,000.00.

ACCEPTANCE OF MINUTES

Acceptance of the minutes was tabled until the next meeting to allow for amended changes to go to the Board of Selectmen's secretary.



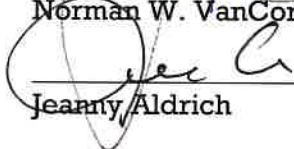
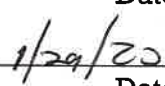
ADJOURN

McKeon moved to adjourn at 10:43 P.M. VanCor seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted,

Dara Carleton
Administrative Assistant to the Board of Selectmen

Approved by:

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