

Town of Chesterfield, NH
Board of Selectmen's Meeting
MINUTES
January 8, 2020

Chair, John McKeon, opened the meeting at 6:02 P.M. In attendance were John McKeon, Norm VanCor, Alissa Thompson, and Dara Carleton.

SUGGESTION BOX:

Question 1.: Please fix the interior door to the offices. It doesn't lock and is dangerous. We often have thousands of dollars in cash and it is not safe. Please fix the toilet in the women's restroom. It sounds like it will never stop and may collapse the well. Thompson stated the door is being worked on by Chris Lord, who is obtaining the proper tool for the job. Thompson will tell Lord about the toilet.

Question 2.: I'm wondering if the Highway Garage, where the trucks are parked, is heated and if so, why is the door left open letting out heat.

Question 3.: Why are some Town employees parking in front of the building? Employees should be parking in the area east of building. McKeon requested Thompson send an email out to employees. The last comment in the suggestion box states, "You're doing great".

WEEKLY REVIEW:

Code Enforcement Tracker

Ted Athanasopoulos, Code Enforcement Officer, was called to the table. McKeon asked Athanasopoulos to speak about how things are going and questioned how this was working for him. Athanasopoulos stated things are fine and he now has a better understanding of the steps he can take as a Code Enforcement Officer. The Board of Selectmen reviewed the Code Tracker reports provided. Athanasopoulos spoke about Martini, who has until January 10 to contact his office, otherwise a written notice will be issued. Martini will then have another two-week timeline, and then a cease and desist if we don't hear back.

Next is Florio Pascal. Athanasopoulos just sent a written notice informing him he needed to remove the vehicles from where they were by the 31st of January. Pascal came in previously to ask for a delay until May 1. Athanasopoulos stated January 31 is plenty of time to move those vehicles. Next, Joyce Street, LLC. The Board of Selectmen will be handling that due to attorney involvement. McKeon stated they are looking for an administrative appeal of the decision. They can take that to District Superior Court. Athanasopoulos has finished with his portion of that issue.

Next is Truck Camper Warehouse. Athanasopoulos spoke with the owner, Bill Penney, who indicated he needed time to put together a plan to change use of the lower lot before going to the Planning Board. The upper lot is not specific with vehicle capacity, but the lower lot is. Penny conveyed he needs several months to comply. Athanasopoulos stated Penney should be in the process or done by March 6. Athanasopoulos went out last Friday to check progress & discovered Penney was on vacation. The BOS conveyed to Athanasopoulos that Penny had land developers come in two years ago to the Planning Board with the same exact plan and was told two years ago he needed a full site plan.

VanCor asked Athanasopoulos if he could make it clear, on the Code Violation Tracker document, what the violation is. Athanasopoulos goes into detail, but it is hard to tell what the actual violation is at times and requested better sentence structure.

Next is Performance Auto who was sent a cease & desist order. If they do not come into compliance by January 14 this will become an issue for the Board of Selectmen. Aldrich wants to acknowledge Athanasopoulos cleaned up his records. Athanasopoulos stated most of these notes are to himself but understands the need to translate that to others. McKeon asked if Athanasopoulos needs anything from the board. Athanasopoulos stated things are getting clearer.

The last violation to be dealt with this evening is Jill Diesl. Athanasopoulos stated there are two unregistered vehicles in her yard and that he is working with Diesl on that issue. VanCor inquired about the Code Enforcement Officer's schedule. Athanasopoulos has started going on inspections at the end of the day so that he is available to the public for most of the day. Fridays he may go out earlier, but the new schedule is working better. VanCor likes the fact that the BOS can look at the trackers and see what point of the process they are in.

Parks & Rec Executive Director Report

There is no report this week. Hill has been working on the budget. She stated there was a good turnout for Parents' Night Out, with 13 participants as opposed to two last year. Zumba had 10 people for its first session. Aldrich still would like to see a monthly report. Hill acknowledged that.

PUBLIC COMMENT

Rebecca Todd informed the Board of Selectmen she will not be standing for re-election when her moderator term ends. Todd stated life is too busy and complicated to do it justice. Todd will be handling the Primary February 11, but questions whether she can moderate Town Meeting in March. Todd is getting a qualified replacement and will reach out to folks in town. Todd stated she is always available and happy to help with and work elections. The Board of Selectmen thanked her for her service. Todd also pointed out that it is hard to commit to an all-day election without having some back up, and she is happy to be a back-up moderator at the election. One of her difficulties as moderator was finding people to give her a break.

Jeff Scott asked if the BOS could talk about former town office first as he could not attend the meeting in its entirety.

Jill Diesl stated she spoke with Athanasopoulos today and is planning to register her truck. She and Athanasopoulos discussed covering the truck with a tarp and Diesl ordered a custom designed RV cover. The cover arrived and is waiting at tractor supply to be picked up and put on. She also made statements that Athanasopoulos then conveyed to Diesl that the cover would not be enough. Diesl asked if registering the vehicle would be satisfactory? An attorney advised her to register as many as possible. She stated she will register the truck and asked if that will bring her into compliance. McKeon stated said yes if that leaves only one unregistered vehicle. Aldrich requested we set a date for compliance. Diesl would like until the end of the month to comply. Aldrich noted Diesl has been out of compliance since July and stated she would prefer to give Diesl ten days to come into compliance. VanCor stated that sounds fair. McKeon stated 12 days would be given to comply and documents should be submitted by January 20 for the January 22 Board of Selectmen meeting. Diesl

would like a letter stating she is compliant after providing the required documents. Aldrich noted that the Town doesn't provide such a letter and that it just means the case will be closed. Diesl also requested to see the original complaint. The BOS is not sure that is public record, and either they or Athanasopoulos will confer with Attorney Ratigan.

GUESTS:

6:10 P.M. Ted Athanasopoulos - Code Enforcement Update
6:30 P.M. Sam Hill – Parks & Rec Budget
7:00 P.M. Duane Chickering

The Board of Selectmen reviewed the Parks & Recreation budget as presented. Hill stated she would like to request 3 additional speed bumps. Aldrich stated this budget was not in the packet and she hadn't had time to go through it. McKeon stated there are two large budgets not approved yet. To be fair to the Budget Committee, we must get at least one of the two done this evening. VanCor and Thompson spent time going over budgets today. VanCor stated the Parks & Rec. budget is always complicated. The budget is down 1.65% this year. Contributing to the savings is the removal of a treasurer position and no more merchant fees. The concert series will have 6 concerts this year and a reduced budget from \$3,500 last year to \$2,600 this year. The BOS then reviewed new equip for Wares Grove Beach (Lifeguard chair, speed bumps, etc.) on page two. Hill would prefer 5 speedbumps but is requesting three. VanCor stated at \$200 each, we must limit it to two. Everything else appears justified in budget. VanCor noted a big jump in expenses with North Shore Beach staff in relation to swim lessons etc., which is part of the summer program. VanCor was concerned about the cost of the swim program as it didn't appear as though there was income to support that, but everything has been reconciled. It was noted there is no electricity in the gazebo. Last year we borrowed a generator because there was no power in the gazebo. There is \$1,000.00 in the budget to repair it. VanCor stated it will not cost \$1,000.00 and dropped the budget for that to \$500.00.

McKeon moved to provide the Parks & Recreation budget to the Budget Committee for review. VanCor seconded the motion, and it was approved unanimously by roll call vote.

McKeon moved to enter into non-public session at 7:06 pm (RSA 91-A:3, II(a)) Aldrich seconded the motion, and it was approved unanimously by roll call vote.

McKeon moved to come out of non-public session (RSA 91-A:3, II(a)) at 7:38 P.M. VanCor seconded the motion, and it was approved unanimously by roll call vote.

OLD BUSINESS:

Town Hall Annex Plans

McKeon stated the trench is in and the conduit will be in by noon tomorrow. Fiber is going in as soon as possible from the street to the library and then to the Annex. McKeon has requested a meeting with DA Brothers to go through the building and revisit the punch list. McKeon is waiting for a standard requisition form and is reluctant to pay the remainder. DA Brothers was told the Town is withholding \$8,000.00 from the total until the BOS was satisfied with the status of the punch list and items that are

still not code compliant. Aldrich asked if the members of the Board saw the two recent invoices. McKeon will forward the invoices to the other two members of the Board.

Thompson asked if rental fees for the Annex will be changing. Aldrich will meet with Thompson next week to discuss fees. Norm stated there is no water over there again. Last time it was a pressure switch, but now it is possibly a faulty switch. It was noted bathrooms would need to be working by Saturday morning for an event. The toilets didn't flush last time it was used. Hill said the water fountain worked over the weekend, but not the toilets.

Former Town Office Plans

McKeon sent out an amended purchase and sale agreement to the potential purchaser.

Progress on erosion issue on Town owned beaches

VanCor spoke with Attorney Ratigan about the property corner pin in the stream at Wares Grove. There is much more dry land between the pin and the water, as the water has receded over the years because of sedimentation. A question arose as to whether or not additional permission must be obtained. We already have an approved plan and doesn't feel any further correspondence is necessary.

Library Budget

McKeon asked the other members of the Board to review the budget. McKeon had a preview and made suggestions to Bruce Potter, and will meet with his group. Potter came into the budget committee last night to present their budget. They didn't understand the process and thought they had to present. Thompson noted he was supposed to give her information for a Warrant Article. Thompson still hasn't received anything. McKeon will send a note asking for that information. McKeon sent this budget, with notes, to the other BOS members. McKeon requested the Board members review the budget for the next meeting so that no one rushes through it.

Discuss Avitar Software

McKeon questioned needing a Warrant Article for \$22,000.00 to change over to Avitar software. Thompson notes we would still have to add \$10,000.00 to cover the Vision software upgrade, so it is \$12,000.00 more than what we would have asked for. Aldrich asked if we would see a savings in 2021 and asked what the savings would be. Thompson noted it would save time and would expose us to less errors than entering data into two systems. McKeon stated the hours would be halved and there would be less error. The labor savings would be greater than 50%. Thompson conferred with M & N Assessing, and their opinion is not to wait for a reappraisal year. Aldrich questioned software installation and other possible hidden costs. Thompson stated everything was built into the \$22,000.00, including programming and migration. Aldrich asked if and how this would benefit the Tax Collector. It was noted there is no savings with the Tax Collector as they do not perform double entry. Thompson noted the time sensitivity due to Warrant Articles which are due in two weeks. Aldrich asked if the Avitar information was forwarded to Solutioneering. Thompson stated there was no need unless it is approved or given the go-ahead. Aldrich noted she was concerned about migration of data. How will it be handled and is there any extra cost or will it hang up IT? Aldrich and VanCor would like to know how much space it will take off of the server. Aldrich questioned if BMSI

software is connected to anything else and can it be removed. Aldrich has questions about historical information staying intact and being able to access data.

Letter to DOT (2)

McKeon stated part of the discussion with DOT was reduced salt. DOT stated they were supportive of Chickering's thinking but want to take off the request for Route 9 and stated there would be no significant safety issues. McKeon will take out the reference to Route 9 in the letter and keep Routes 9a and 63 in letter.

Letter from Rescue Inc.

McKeon noted the letter is all set to go out to Mr. Deutsch. VanCor asked if the Board can get the word out McKeon stated yes, after the letter goes out. VanCor noted he spoke to Ms. Hege at Rescue, Inc. about the scope of the commitment.

Letter to Chesterfield Fire Department

Thompson asked if she should send the photographs. McKeon stated yes as they are an example.

NEW BUSINESS

Town computer access and security process and status

McKeon spoke with Solutioneering on Monday in reference to where we are and what else needs to be implemented. McKeon spoke about security and the importance of that. McKeon noted we could get hacked by ransomware or a bot that can extract information such as bank account information. He noted Thompson taking home a laptop is another layer of exposure. Passwords are important. We need to have training sessions for all staff. Aldrich is working with Solutioneering to develop a user policy. The Board believes we need an IT point person for day to day IT issues that can be resolved easily. Lachenal could be that point person as she helped Solutioneering set up the server. Aldrich noted the other piece is to look at items we have on our list and prioritize. Priorities should be discussed with Solutioneering at monthly meetings between Thompson and Aichele. Aldrich noted maybe there is a list of smaller items Lachenal could deal with. Aldrich noted we established a list that was eroded by other items that weren't anticipated, and that Thompson should set the priorities in that monthly meeting. Aldrich stated all employees should list their important IT items for the year and make a list of all programs and renewals on their computers. Everything must go through Solutioneering and should be given to Aichele ahead of time. Aichele should be able to schedule all updates (Java, Adobe etc.). Aldrich questioned getting extended time for the Town Clerk's office with Aichele. It was noted the Town didn't budget for town clerk as we thought they were autonomous with the State. Aldrich did think the Town Clerk would need IT hours, and it seems they do need quite a bit of assistance. Even if Lachenal can assist, she still won't be able to do it all. It is anticipated we will keep Solutioneering at 10 hours per month for a while. Aldrich noted Aichele is being pulled away from her list and is doing fine with the Police Department, but not the offices. McKeon stated the Board of Selectmen will develop training programs for computer security.

Town Report Dedication

Aldrich suggested VanCor write the dedication, which is due January 31. It was also noted the School Board has decided to have their business meeting same day as our Town Meeting. It was decided VanCor would write the dedication.

Reminder of Budget Public Hearing

A reminder that February 1 is the public hearing for the town, school, and fire precincts budgets at 1pm & 3pm.

Balance of Annex Construction Funding

Tabled till next meeting. McKeon has requisitions and asked Thompson what we have left for funds so we can prioritize that money.

Connecticut River Erosion and River Alliance

VanCor stated he feels no need to support this particular group as a member at this time.

Budgets

Executive – The BOS need to find out more about Avitar software. The Board of Selectmen reviewed the executive budget. The budget went down in total and the BOS will discuss salary soon. The budget is tabled until the next meeting.

Zoning Board of Adjustment

The Board reviewed the budget and noted \$1500.00 added for a consultant. McKeon noted the Zoning Board of Adjustment, being a judicial board, can only look at information presented to them. Legally, they cannot go back and do research. McKeon also noted that the Town would be able to make more informed decisions with a consultant contracted., instead of solely relying on information provided by the applicant. VanCor expressed being puzzled because feels there is not enough information, and this is the first time he's seeing it. VanCor knew nothing about the consultant or what the intention is. He questioned if a consultant could cover a larger scope like serving the Conservation Commission and Planning Board as well. VanCor felt it is self-serving for the Zoning Board of Adjustment. He stated he was not belittling ZBA, but suggested we get someone who could be more fully utilized. McKeon stated the \$1,500.00 is a test to see how it works. It may not work or may work great. Maybe \$500.00 would cover all we need. Aldrich stated this is the best functioning ZBA she has seen. This would give them ability to work efficiently. It could be a good test to see if all three boards could use this. Their budget is tabled until next meeting.

Capital Reserves and Expendable Trusts

Tabled until next meeting.

Revenues

Tabled until next meeting.

Gateway Preserve Public Hearing

McKeon noted last year we held a public hearing for a maintenance bond for one year. It was noted that there was an issue with the road that needed to be corrected before considering for acceptance. McKeon spoke with Dan Katola and conveyed it must be an issue with his engineers. He can fix it or not fix it, but we will not accept the road if there is an issue. Chris Lord of the Highway Department does not know if anything was corrected. Lord will look and see if anything was done. Aldrich asked if we want to wait for them to come to us. McKeon stated we have an obligation to accept or deny the road, so we probably need to schedule a public hearing. VanCor stated, the question becomes, with that in mind, do we need to have a public hearing and not accept the road? McKeon stated not until we have more information from Lord. McKeon stated the BOS should look at the bonding language. If the bond is going to be called on January 23, we do not want that to lapse or it could be an issue for us. If Lord reports nothing new, I can't see how we could accept the road.

OTHER BUSINESS:

VanCor noted House & Senate Committee hearings being January 14. Bills include prohibition of a city or town to prohibit short term rentals. There are also several changes on right-to-know laws. There is also a bill that mandates training requirements for members of Zoning and Planning Boards. Other bills include requiring minutes of non-public session shall be verbatim and permitting municipalities to attach a lien after code enforcement issues a cease & desist order but before a district court judge issues a ruling. VanCor will attend a webinar January 29 entitled, Is Recycling Still Worthwhile in NH?

McKeon noted the Spofford Fire Precinct is down to one commissioner. He really can't do any business and cannot function as an entity. McKeon will reach out to Commissioner Deutsch.

The Planning Board had a few applications. Two were reviewed for completeness. McKeon expressed he spoke with Peach and Peach is going to tender his resignation.

Aldrich will call Hardy and noted we need Kathy Thatcher's permission to reappoint her. McKeon spoke with Brodbine and Parisi. They will stay on for three more years. Thompson will get appointment papers together.

McKeon noted the Town is paying Lachenal double time to attend a Planning Board meeting on a holiday. They are working on the Steep Slopes ordinance and an RV camper ordinance.

Aldrich asked Carleton where she is with training. Aldrich noted Aichele, in relation to Carleton, should be working off a priority list.

Aldrich stated that the Economic Development Committee would like to know when we are having pancake breakfast at the Annex. Also, if they formed sub-committees, do they need to come to the BOS? McKeon stated yes, the BOS would need to vote to create an ad hoc committee and asked they be reminded they are subject to the right-to-know laws and have no voting power or authority.

Jeff Scott sent in pictures of a container on Route 9 which is part of David Orr's property. McKeon stated that if it is residential, he can keep it there, but not in the setback. Aldrich asked about

babysitting for Town meeting and noted there were 4-5 families that brought children there last year. A post card mailing was discussed in brief, as well.

Abatement: There is an application from DLC Spofford LLC, owner of 1453 Route 9. The recommendation from M & N Assessors is to deny the request.

McKeon moved to deny the abatement request from DLC Spofford LLC based on our assessor's recommendation. Aldrich seconded the motion, and it was approved unanimously by roll call vote.

Thompson reported that the Tax Collector stated Laurie Thornton's taxes were abated for 2014 and 2015 but had non-public meeting that noted if all payments were made to the Town, we would abate the interest. Thornton expects an abatement for the interest. If Thornton is not caught up by February, she will lose the property. McKeon stated he wants to err on the side of what we said we would do. Thompson wants to abate 2016, 2017, & 2018 for interest.

McKeon moved that based on information available, we will abate the interest on taxes for Laurie Thornton for years 2016, 2017, & 2018. Aldrich seconded the motion, and it was approved unanimously by roll call vote.

Thompson asked about boat ramp maintenance. McKeon noted he sent a letter about the fence on the trailer parking lot. It is the State's fence and needs to be addressed. Thompson wanted to be sure there will be no more Warrant Articles this year. There will be no maintenance on the boat ramp this year.

McKeon discussed the Warrant article for \$5750.00 dollars for a generator. McKeon does not want a ton of smaller articles and would rather pull monies from the Building Maintenance Fund. Aldrich asked what our best option is. McKeon stated it really is a capital improvement. VanCor noted all we are doing is expanding its use, and instead of an improvement, this is more of a maintenance issue. We are not purchasing new equipment or running new wires. VanCor could make the argument that this is not a capital improvement. McKeon suggested bringing this up at the next Budget Committee meeting. Monies will be used from the Building Maintenance Fund.

Trustees of the Trust Funds noted that there is no Warrant Article for the sally port doors, so the request was denied. Thompson will pull the minutes again and the Board of Selectmen need to vote. It is now not within the 2019 fiscal year, but 2020. It will be an expense with no revenue.

McKeon moved to take \$5306.00 out of the Town Building Maintenance Expendable Trust Fund replacing the vote from the December 18, 2019 Board of Selectmen meeting. Aldrich seconded the motion, and it was approved unanimously by roll call vote.

ACCEPTANCE OF MINUTES

VanCor moved to approve amended minutes of the December 18 meeting. Aldrich seconded the motion, and it was approved unanimously by roll call vote.

VanCor made a motion to approve the amended non-public session minutes of the December 18, 2019 Board of Selectmen meeting. McKeon seconded the motion, and it was approved unanimously by roll call vote.

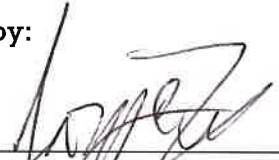


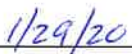
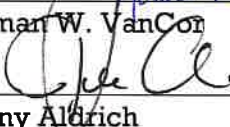
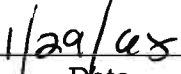
ADJOURN

McKeon moved to adjourn at 10:31 P.M. Aldrich 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:

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