

**Town of Chesterfield
Board of Selectmen
MINUTES
NOVEMBER 20, 2019**

CALL TO ORDER

Norm VanCor called the meeting to order at 6:01 P.M. Also in attendance was Jeanny Aldrich, Alissa Thompson and Tricia Lachenal. Jon McKeon called to say he would be late. He joined the meeting at 6:17.

SUGGESTION BOX

There were no suggestions in the box.

Weekly Review

Code Enforcement Tracker

The board reviewed the information provided by the Code Enforcement Officer. VanCor noted that the BOS had questions at the last meeting, however nobody had been in contact with Ted. VanCor noted that the tracker is hard to follow. VanCor would like the original violation included and would like full sentences. VanCor noted that the people reading the tracker do not know what the violation is referencing and who the players are and therefore he should use full sentences and names. Aldrich noted she would speak with the Code Enforcement Officer.

Parks & Rec Executive Director Report

The Board reviewed the report. VanCor noted that he does not have questions regarding the report. Aldrich noted that all of the items Hill is working on can be done from the Town Offices and Hill should be helping Thompson in the office Monday through Friday 8-4 or whatever hours Thompson deems necessary.

Guest:

6:30 PM Library budget

In attendance were Bruce Potter, Claudette Russell and Jill Dumont. The library provided an updated proposed budget. McKeon noted that the new proposed one is considerably higher than the previous budget. Dumont noted that the increase was at 6.87% until the renovation was added and that was mostly salaries. Claudette noted that the Library has not been updated or renovated for many years and it needs to come into the 21st century. McKeon noted that the Library has adopted a step program which matches the rest of the Town utilizing 5 steps for wage increases. Mckeon noted that the BOS is happy they have adopted the process, however the BOS did not expect that when it was adopted current employees would go directly to step 1. McKeon noted that the Library has received annual increases each year and the longevity increase policy did not encompass the library because there were yearly increases in salary.

Claudette noted that she has been on the 5 step program for many years. McKeon noted that the library has had yearly increases and were not part of the 5 step program. Claudette noted she would look at her records. McKeon noted that he believes it to be disingenuous to take a person that has been there many years and put them at step 1 as those employees have received a merit raise each year of employment. Dumont noted that increases have not happened in the last 2 years that she has been treasurer. McKeon noted that the wages should be looked at to make sure they are keeping in with the pace with other like towns. VanCor noted that the wages at the library seem high. VanCor noted that there is an employee working part-time making a large amount of money and only working a few hours a week. Potter noted that the position is a skilled position and it is hard to find anyone to work part-time in that position. Potter noted that they added \$1,000.00 for carpet cleaning, new carpet in the front entrance and tile replacement. McKeon noted that the proposed increase reasoning should be spelled out. Phase II will be removed from the operating budget and put into a Warrant Article. Thompson will provide assistance to the library with the warrant article. The operating budget will then have a proposed increase of 6.87% and a warrant article for \$22,000.00. The library will provide Thompson with a new copy of the proposed budget. McKeon noted that the new budget should provide descriptions for all line items.

7:00 Phone Interview – Stephanie Wixon

Jon McKeon moved to go into non-public session per RSA 91-A:III, 2(b) for the purpose of possible hiring of public employee. The motion was seconded by Norm VanCor and passed unanimously by roll-call vote.

7:15 Phone Interview – Sabastian Linares

Jon McKeon moved to come out of Non-Public session. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

Jon McKeon moved to seal the minutes. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

7:45 Phone Interview – Kayla Bernier Wright

Jon McKeon moved to go into non-public session per RSA 91-A: III, 2(b) for the purpose of possible hiring of public employee . The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

Jon McKeon moved to come out of Non-Public session. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

PUBLIC COMMENT

None

OLD BUSINESS ----

Town Hall Annex Plans

McKeon noted that the paving has been completed. The hood system still needs some parts. McKeon noted he has not received an answer on the LP tanks to date. McKeon stated that the install was supposed to happen on November 15th, they showed up on the 13th and left a note saying nobody was there. McKeon noted that Buddy was supposed to take care of it, but McKeon has not received an update. McKeon noted that it appears they are getting close to completion, but he has not received a punch list. VanCor noted that in the last month, communication has been poor. VanCor noted that one group has already had to change the location of an event due to the annex not being completed on time. Thompson noted there is a concert scheduled for November 30th and asked if they will be able to hold the concert. Aldrich noted that she would like to do a walkthrough and was going to contact Buddy. McKeon noted that he will call Buddy and try to set up a walk-through for the board on Saturday November 23rd. McKeon noted that the concert will happen on November 30th.

Former Town Office Plans

McKeon noted that Jay and his wife are still interested and are all set with the P&S agreement that was provided. The board should have a yes or no within the next month.

Progress on erosion issue on town owned beaches

VanCor noted that he asked Dave Mann about the iron pin between Wares Grove and the Martini property. VanCor noted it seemed further away from the water than he would expect. VanCor noted that when you look at the map from 1987, the water is up higher and the noticeable difference is a result of erosion/sedimentation. VanCor noted that if you ask the State, they own the property. VanCor noted that the pin has not moved, the water has receded due to sedimentation.

Non-Profit Criteria

The board reviewed the proposed criteria for sanctioned groups for the Town Hall. *Jeanny Aldrich moved to accept the criteria as presented. The motion was seconded by Jon McKeon and passed unanimously by roll-call vote.*

Old Town Office Roof Fix

Thompson noted she called Chris from AG Johnson roofing and provided Jeff Scott's number to him to set up a time to look at the roof. Scott noted he has not received a phone call from Johnson yet.

Transfer Station Budget

Thompson noted that there is a proposed budget for the Transfer Station that includes a new third person. McKeon noted that it adds almost \$20,000.00. McKeon noted that there needs to be something to offset the cost. VanCor noted that monitoring and separating will create savings. Thompson noted that the new recycling program should save \$575.00 monthly in hauling fees. The new person would also make sure that only residents are utilizing the transfer station. It was noted that the new person would not be hired until after March making the amount closer to \$15,000.00. It was noted that the BOS approved the Transfer Station budget

prior to this addition. McKeon noted that before the next meeting, he would like to have some explanation to help justify the additional person.

Ambulance Budget

VanCor noted that he received a letter from Mark Howard and it appears that there will be a decrease in the amount due to Keene. VanCor noted that our proposed budget states \$70,000.00 and the preliminary number from Howard is \$66,000 and change. VanCor noted the decrease is due to better efficiencies and more revenue. The total ambulance budget will be \$108,669.00. The board agreed this budget is ready to be sent to the budget committee.

Tax rate

Thompson noted that the tax rate is 22.32. Thompson noted she believes something should be added to overlay.

Jon McKeon moved to set the tax rate for 22.32 adding \$10,000 for the overlay and using \$10,000 from the unassigned fund balance for offset. The motion was seconded by Norm VanCor and passed unanimously by roll-call vote.

The paperwork will be sent to McKeon for electronic signature and then VanCor and Aldrich will come in and sign.

Tabled Till Future Date

Camp Spofford Agreement

Town Policies

Article 21 – Paining and Maintenance Historical Society

Personnel Policy Review

Health & Safety Policy

Conservation Commission Authority – purpose & duties

Parks & Rec Executive Director

NEW BUSINESS

Jon McKeon moved that the BOS set the fee for copying of government documents 8.5 X 11 at 0.50 per page and 11X14 legal size will be a dollar per page. Jeanny Aldrich seconded the motion which passed unanimously by roll call vote.

Police Chief Contract Finalize

Jon McKeon moved to go into non-public session per RSA 91-A:III, 3(e) for the purpose of discussion on the compensation of an employee. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

Jon McKeon moved to come out of Non-Public session. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

Jon McKeon moved to seal the minutes. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

Review of Police Budget

McKeon noted that this budget is slated to go to the budget committee on December 10. McKeon noted that the BOS should look this over and come to the meeting on December 4. with specific questions.

Parks and Rec

VanCor noted that the lifeguards could be mowing the lawn. VanCor noted that Hill keeps them busy with weeding, planting and cleaning, but mowing the lawn is out of the scope of their job.

Review of Highway Budget

The BOS noted they are set with the Highway Department budget. The Highway Department budget will be sent to the budget committee.

OTHER BUSINESS

Thompson noted that the Town now owns 82 Bovine Blvd. The BOS would like Rattigan to produce an eviction notice.

Thompson noted that M&N Assessing has provided a quote and it is the same as last year. The board will sign the contract tonight.

Thompson noted that Christmas is a Wednesday this year and asked if the Town Offices were closing early the Tuesday before. The BOS stated that Tuesday will be a half day. The BOS noted that New Year's eve the office will be open the full day. The Town Office will be closed the Friday after Thanksgiving.

VanCor noted that he does not believe that everything is in the proposed 9A, LLC agreement. Lachenal will send Norm's suggestions to McKeon.

VanCor noted he went to the NHMA conference. It was stated at the conference that they would be uploading the PowerPoint presentations to their website, but they are not up to date.

McKeon noted that the Planning Board provided relief to an applicant that did not want to provide a granite or concrete monument. McKeon noted that the regulation is in place because re-bar was previously used and they disappear. McKeon noted that in the past, residents were accusing the Town of widening the roads. VanCor noted he agreed and believes that an important regulation.

McKeon noted that the Attorney for the Pine Grove Springs application provided a letter stating they are not willing to pay for a third party review of the proposed subdivision. McKeon noted that the board agreed to allow the applicant to present information on December 16. McKeon noted that he will explain to the Planning Board that there is an RSA and the applicant will have to reimburse the Town or withdraw their application if they refuse the third party review.

ACCEPTANCE OF MINUTES

October 30, 2019

Jon McKeon moved to accept the minutes of October 30, 2019 as presented. The motion was seconded by Jeanny Aldrich and passed unanimously.

November 6, 2019

Jon McKeon moved to accept the minutes of November 6, 2019 as presented. The motion was seconded by Norm VanCor and passed unanimously.

Norm VanCor moved to accept the 2 non-public minutes of November 6, 2019 as presented. The motion was seconded by Jeanny Aldrich and passed unanimously.

LEGAL

PUBLIC COMMENT

Jon

McKeon noted that he changed some of the wording on the proposed agreement with Hinsdale that Duane Chickering provided. It was noted that if Hinsdale accepts the agreement, a meeting will be held to discuss the situation further and that is when Laport's contract will be mentioned. Lachenal will incorporate VanCors' suggestions and send along to McKeon.

Norm VanCor moved to give Jon McKeon the authority to sign the contract. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Non- public

Norm VanCor moved to adjourn at 9:40 PM. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

Respectfully submitted,

Tricia Lachenal
Interim Secretary to the Board of Selectmen

Approved by:

Jon P. McKeon, Chairman

Norman W. VanCor

Jeanny Aldrich

Date

Date

Date

2 JAN 20 20

1/8/20

1/9/20