

**Town of Chesterfield
Board of Selectmen
MINUTES
DECEMBER 18, 2019**

CALL TO ORDER

Jon McKeon called the meeting to order at 6:00 P.M. Also, in attendance, were Norm VanCor, Jeanny Aldrich and Dara Carleton.

SUGGESTION BOX

There were no suggestions this week.

WEEKLY REVIEW

Code Enforcement Tracker

Aldrich received the Code Enforcement Tracker documents yesterday and would like to have them earlier next time. She will meet with Ted Athanasopoulos, Code Enforcer, tomorrow, if not Monday. VanCor stated he has questions for Ted and noted grammatical errors on the reports. It was noted Ted could and should ask for help when needed. Thompson's office should not be the first point of contact for assistance as her job and Ted's do not overlap. VanCor revisited the language used in the Code Enforcer's report on Performance Auto and stated the language in some of Ted's other reports is unclear.

Parks & Rec Executive Director Report

There was nothing new to report from Parks and Rec.

PUBLIC COMMENT

Jeff Scott noted Julianna Dodson made a post on Facebook with an explanation for the rise in taxes. He stated this was helpful. His question to The Board of Selectmen was, in trying to monitor length of docks, dock rentals, etc., is there a short way to accomplish working with DES to require all lake front owners to provide a copy of their permit to install their dock. McKeon stated it would have to be done thru the New Hampshire House of Representatives and there must be a complaint situation for action. VanCor stated there could be another way by using regulations instead of legislation. Through the State Administration, a new dock regulation could be adopted. It would be interesting to see if there are any regulations in relation to docks. This could be a short cut to get people to play by the rules. VanCor encouraged Scott to speak with Sandy Harris.

GUEST

6:30 P.M. Duane Chickering

McKeon moved to enter into Non-Public Session at 7:13 P.M. VanCor seconded the motion and it was approved unanimously by roll call vote.

McKeon moved to seal the minutes of Non-Public Session. VanCor seconded the motion and it was approved unanimously by roll call vote.

OLD BUSINESS

Town Hall Annex Plans

McKeon stated there was not a lot to report. The boiler/furnace issue was corrected and the hood in the kitchen is in place. There was a request for Dead River Company to install a regulator for the kitchen. Aldrich asked if the hood system and stove were installed. McKeon replied yes, they were and noted Chris

Kendrick of Gillette Restaurant Equipment said there are issues with missing parts. Aldrich said to ask the installer which parts are missing. McKeon asked Aldrich to ask DA Brothers for the equipment delivery manifest. VanCor would like to know where we are budget-wise with the project. McKeon estimated \$40,000 is left. Aldrich wants storage units and smaller touches to be done.

Former Town Office Plans

McKeon has not yet sent adjusted documents to Jay, the potential purchaser, or to the other Board of Selectmen members. McKeon will provide Jay with the finalized Purchase and Sale Agreement and lease. McKeon will provide the documents to the other two Selectmen for their review within the next few weeks.

Progress on erosion issue on Town owned beaches

VanCor has been in contact with Attorney John Ratigan in reference to creating a letter. VanCor stated we now have an iron pin that delineates the corner of the property. It was noted there is substantial land between that pin and the water, which is state property. The water has receded by thirty feet. VanCor noted we do not have State permission to work on their property. It was suggested the State may need to sign an agreement letter. VanCor will address that in a conversation with Attorney Ratigan.

Old Town Office Roof Fix

McKeon noted A. L. Johnson and Sons Roofing identified three areas of need. McKeon stated that generally \$500 has been budgeted for building maintenance for the last 10 years and the Town has probably not spent \$500 in last five years combined.

McKeon moved to expend \$850.00 to A.L. Johnson and Sons for specific repairs. Jeanny Aldrich seconded the motion and it was approved unanimously by roll call vote.

Parks & Rec Budget

This item was tabled until next meeting

Library Budget

This item was tabled until next meeting

Tabled Until Future Date

Camp Spofford Agreement

Town Policies

Article 21 – Painting and Maintenance Historical Society

Personnel Policy Review

Health & Safety Policy

Conservation Commission Authority – purpose & duties

Parks & Rec Executive Director

NEW BUSINESS

No Parking Signs on Route 9

McKeon stated there were two parts to this situation. First, McKeon met with Police Chief Duane Chickering and Superintendent of N.H. D.O.T. Division 4, John Kallfelz, and his second in command. The discussion was in reference to Route 9 and Route 63 and when and what that will entail. They also discussed the area by and including The Big Deal. McKeon noted the Town is in negotiations with the State to put a left turn lane in from westbound traffic. This would eliminate the middle entry into The Big Deal. McKeon will speak with Paul Saba, owner of The Big Deal to explain details. This could happen in the spring if it works for Saba.

McKeon stated the second piece of this situation was tractor trailer truck parking. The Town made a general request to the State to put up no parking signs. The Board of Selectmen must compose a letter

with specifics. The Town will request no parking signs on both sides of the road and the Route 9/Route 63 area. At the meeting with N.H. D.O.T., Chief Chickering noted issues with eastbound traffic & passing beyond the passing lane. McKeon noted Chickering gave a thorough presentation. N.H. D.O.T. was amenable. McKeon requested VanCor compose a letter to follow up and suggest eliminating the passing lane in its entirety and possibly creating a turning lane. McKeon stated if the State gets the ad out by spring, we should see work next fall. Reducing salt was also discussed at the meeting. McKeon conveyed N.H. D.O.T. is not entertaining reducing salt on route 9 and stated there would be no marked difference with safety on salt reduction on Route 9A.

Approve Holiday Schedule 2020

The Board of Selectmen reviewed the holiday schedule.

McKeon moved to adopt the 2020 holiday schedule dated 12.18.2019. VanCor seconded the motion and it was approved unanimously by roll call vote.

Encumbered Funds

The Board of Selectmen reviewed the documents provided.

McKeon moved to encumber \$18,280.00 from warrant article #13 from Town Meeting March 16, 2019 for the purchase of the Town Hall Oil Boiler and to withdraw said amount from the Town Buildings Maintenance Capital Reserve Fund. VanCor seconded the motion and it was approved unanimously by roll call vote.

VanCor moved to encumber \$2,940.00 from Warrant article #13 from Town Meeting March 16, 2019 for the purpose of the Town Hall Side Room – hot water heater and fan and to withdraw said amount from the Town Building Maintenance Capital Reserve Fund. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Aldrich moved to encumber \$10,000.00 from Warrant article #18 from Town Meeting March 16, 2019 for the purpose of the Mitigating Drainage Erosion Damage at Wares Grove and North Shore Beaches. VanCor seconded the motion and it was approved unanimously by roll call vote.

McKeon moved to encumber \$7,883.95 from Warrant article #34 from Town Meeting March 16, 2019 for the purpose of the IT upgrade for the Town Offices. VanCor seconded the motion and it was approved unanimously by roll call vote.

Capital Reserve Funds

McKeon moved to expend \$15,929.99 out of the Town Hall Annex Capital Reserve Fund for an invoice paid to DA Brothers. VanCor seconded the motion and it was approved unanimously by roll call vote.

VanCor moved to expend \$4,254.50 out of the Police Department Equipment Capital Reserve Fund per the March 16, 2019 Warrant article #17. McKeon seconded the motion and it was approved unanimously by roll call vote.

Aldrich moved to expend \$159,852.00 out of the Highway Heavy Equipment Capital Reserve Fund per the March 16, 2019 Warrant article #8. VanCor seconded the motion and it was approved unanimously by roll call vote.

McKeon moved to expend \$5,306.00 out of the Buildings Capital Maintenance Fund for the replacement of the Police Department Sally Port Doors and Openers. VanCor seconded the motion and it was approved unanimously by roll call vote.

Discuss Avitar Software

Aldrich stated many towns in New Hampshire are using Avitar and the Town will have to eventually. McKeon stated, in looking at budget, we must be sensitive about where we are going. We should know by Town Meeting what the tax impact is, but we will know where we are, as far as ability to put back into general fund. We need to look at the bigger picture. Now, without the final Parks and Rec. budget and the library budget etc., we're \$32,000 higher than last year. If you take out payroll, the rest of the budget is down. We need to look at the remaining budgets before any other decisions are made. Norm stated in light of what M & N Assessing says, it would be best to do it soon. McKeon hasn't heard anything negative about Avitar. This item will be tabled until the next meeting.

Steven Buckley Invoice for truck radio system & portable radio

McKeon asked if the Forest Fire Warden has spent anything. It was noted they have line items for training and vehicle equipment maintenance. For this year they spent nothing.

McKeon moved to expend \$229.00 out of the forest fire budget for purpose of the installation of a portable radio in the vehicle of Steve Buckley for forest fire purposes. VanCor seconded the motion and it was approved unanimously by roll call vote.

McKeon moved to expend \$1,000.00 for the purpose of a portable radio out of the forest fire budget to be purchased from R & R Communications. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Boards and Commission Member's expiration dates

McKeon asked about positions expiring in 2019. VanCor asked how many members can be on the Planning Board. McKeon stated he is not sure if there's a limit, and that when he is no longer a Board of Selectmen member, he would possibly entertain a position on that Board.

A discussion took place in reference to Steve Hardy on the Conservation Commission. VanCor would like to see him resign, as he is not fulfilling his responsibilities to the Commission. McKeon stated Hardy is not sworn in and is only a member because he hasn't been asked to step down. We should look at alternates and ask one of them to be appointed to Hardy's seat. Aldrich stated Sue Donahue has been quite active. Aldrich would like to see her have the seat. VanCor stated she has good credentials. McKeon stated Donahue brings a different perspective, listens to other sides of an argument and helps the Commission come to an agreement. Donahue is not confrontational and is open minded. Donahue's term would end the same as Hardy's was scheduled to.

McKeon moved to appoint Sue Donahue to a full membership of the Conservation Commission position previously held by Steve Hardy. Aldrich seconded the motion and it was approved unanimously by roll call vote.

McKeon moved to re-appoint Joe Parisi and Joe Brodbine to the Planning Board if both agree to another term. Aldrich seconded the motion and it was approved unanimously by roll call vote.

McKeon moved to re-reappoint Kathy Thatcher to the Conservation Commission if she agrees to another term. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Aldrich will ask Sue Donahue to be a full member of the Conservation Commission and will thank Steve Hardy for his service. Aldrich will also ask Kathy Thatcher to stay and be re-appointed.

VanCor moved to ask Kristin McKeon to serve another term as alternate for the Conservation Commission. Aldrich seconded the motion. The motion passed with Jon McKeon abstaining.

VanCor requested the Town Administrator & the Administrative Assistant keep track of the Board and Commission Expiration of Terms spreadsheet.

Regional Association budget (Southwest Regional Planning Commission)

The Board of Selectmen reviewed the provided documentation

McKeon moved to approve the Regional Association Budget, as presented. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Election, Regulations, and Vital Statistics budget

VanCor stated the budget is up 15%, but this accounts for more elections. Aldrich stated it might look confusing that salary up 466%, but that is due to four elections this year. McKeon will speak with Thompson about election funds and spending.

McKeon moved to approve the Election, Regulations, and Vital Statistics budget created December 16, 2019. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Miscellaneous Health Agencies budget

McKeon noted Groundworks Collaborative is asking for \$200.00. McKeon stated, although it is reasonable, there are two items they don't provide and therefore do not meet the requirements. They did not provide the information that was needed. Aldrich stated it was decided last year if they do not meet the requirements the Town will not approve funds. C.A.S.A. and Community Transport Volunteer Company were also rejected as they did not provide needed information.

McKeon moved to approve said budget minus requests from Community Transport Volunteer Company, C.A.S.A. & Groundworks Collaborative, as they do not meet criteria voted on by the Town. Aldrich seconded the motion.

Discussion: VanCor stated he believes and agrees with what's been presented at the NHMA conference. Towns should not be involved in spending money for these purposes. VanCor stated he had not done proper research to be able to state what the legalities are but was an attendee at that presentation. NHMA believe towns should not be involved in what we're doing. McKeon stated the Board of Selectmen reached out to the NHRA, which stated it was acceptable. Unless and until there is a motion to stop dispersing funds to miscellaneous health agencies the Town will continue with our agreed upon criteria. VanCor noted at Town Meeting voters have been overwhelmingly supportive to these agencies. Aldrich concurs with VanCor and believes it is not in the best interest of town not knowing if these places service 1 or 100 persons. VanCor would prefer to keep donations local. McKeon stated our borders don't stop at the Town line.

VanCor votes nay. Jon McKeon and Jeanny Aldrich approve. The motion passed.

Personnel Administration budget

McKeon noted that health insurance costs went up 12.7% in total and it would be prudent to shop around next year. Retirement costs are up, but that is beyond our scope to change.

McKeon moved to approve the Personnel Administration budget dated December 16, 2019. VanCor seconded the motion and it was approved unanimously by roll call vote.

OTHER BUSINESS

Septic

In reference to the septic, McKeon wants to get input and hold off on this item to give people more time to read it. The item is tabled until the next meeting.

Rescue, Inc.

VanCor stated he would contact Evan Deutsch again as he hadn't heard from him in a week. The Town had received a letter from Rescue, Inc that states our representative to the board has violated section 8 of bylaws. Deutsch challenges that. VanCor asked Deutsch if he contacted Kathleen Hegge, but Deutsch stated he won't have time to do so until after Christmas. VanCor will contact Hegge to say he spoke to Deutsch twice and to see what the board's intentions are.

Area 51 Fireworks

Area 51 Fireworks went before the Planning Board and were granted two 40 ft containers to store equipment/inventory outside. They now want four more containers on the property. McKeon spoke against it. Area 51 explained that a warehouse was too much money and the containers were cost effective. The Town does not collect taxes on a building that is not there. It was stated trucks coming through the parking lot with pedestrians makes it non-compliant. The applicant came back and stated they are looking into building an addition and they are asking to keep the containers on the property for three years. The Planning Board listened, spoke, and gave permission with limitations that the containers are removed by 2023.

Harris Subdivision

Sandy Harris came to the Town with a minor subdivision plan. A professional did the work and Harris will be back with the 4th rendition. The Planning Board should have the finished application by January 1, 2020.

ADA Compliance

Aldrich spoke with Jill Diesel in reference to a request about ADA Compliance.

ACCEPTANCE OF MINUTES

McKeon moved to accept the amended minutes from the December 11, 2019 meeting. VanCor seconded the motion and it was approved unanimously by roll call vote.

ADJOURN

VanCor moved to adjourn at 9:25 PM. 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:



Jon P. McKeon, Chairman

15 JAN 2020

Date



Norman W. VanCor

1/15/20

Date



Jeanny Aldrich

1/15/20

Date