

Town of Chesterfield
Board of Selectmen's Meeting
MINUTES
February 26, 2020

Norm VanCor, Vice-Chairman, opened the meeting at 6:05 P.M. Also, in attendance, were Selectman Jeanny Aldrich, Town Administrator Alissa Thompson and Secretary Dara Carleton. Chairman, Jon McKeon is away and will join the meeting via Skype.

VanCor moved to allow McKeon to participate in the meeting remotely. Aldrich seconded the motion and it passed by unanimous roll call vote.

McKeon stated he had a meeting from 4:00-6:00 PM in Pittsfield, MA and was not able to leave there and then travel to Chesterfield in time for this meeting.

SUGGESTION BOX:

There were no suggestions in the box this week.

WEEKLY REVIEW:

Parks and Recreation Executive Director Report

The Board of Selectmen reviewed the report from Samantha Hill, Director of Parks and Recreation.

PUBLIC COMMENT:

Barbara Girs, the Town Clerk, stated that she attended the Planning Board meeting last Monday evening. She was present for a question from the audience that came from Mrs. Maibusch, of the Pine Grove Springs Golf Course, who asked why they were being treated differently than Nine A LLC, another applicant. Girs stated James Corliss, Chairman of the Planning Board, stated that he did not have an answer for them right now. McKeon responded that it wasn't a question the Planning Board should have been fielding at that time as they were reviewing a different application and the question was not relevant to the status of the application being discussed. McKeon noted that, to date, Maibusch has not submitted an application to the Town that complies with our regulations. McKeon also noted that the application submission from Nine A LLC. did comply with Town regulations. Girs stated Corilss' answer seemed like a stunning first response and sounded rather cavalier. McKeon stated he thinks Corliss understood that after the fact.

GUESTS:

6:45 PM Chris Lord, Director of Public Works – Quarterly Report

Lord reported that his budgets are looking very good. He stated his largest budget items are fuel, sand and gravel, repair and upkeep, salt, and overtime. Lord stated he has saved \$16,000.00 on sand and gravel and \$26,000.00 on salt this year. He also stated he cut overtime in half which saved roughly \$8,000.00. Lord focused on the salt and went on to say that from November through February of 2019, there were 20 treatable events and it cost \$2,950.00 per event in salt usage. He stated we had 16 events this year so far, but he is now spending roughly \$850.00 less per event this year, which equates to significant savings to the Town. Lord stated he knows the Highway Department will treat the road a few more times this year and believes that they will stay under

budget in that area. He stated mud season looks like it will be typical, and his department is being proactive in relation to that.

Lord noted that he does not have any pressing matters and stated that work was done to the backhoe, which was still under warranty. He also had preventative maintenance work performed while the backhoe was in the shop. Lord noted the backhoe is the most used piece of equipment the Highway Department has and that the new truck should be here next week.

Lord stated that Dave Weaver starts employment at the Highway Department next week. Lord noted there are trees that need to come down, even after Eversource cut some down, but he is waiting for Weaver to start employment as he has experience taking trees down. VanCor stated that Lord should contact Eversource to make sure that was in their best interest to take the trees down.

Lord stated that the Transfer Station is running well, and employees are pleased with their new jackets. McKeon questioned if outside of normal surfacing, did Lord have any other projects or culvert issues that the Board of Selectmen should know about. Lord said nothing out of ordinary and that he hopes to lay fabric down on road sections to help with mud season.

Lord spoke to resurfacing roads and using liquid asphalt injection. He noted ditches are the most effective tool to get water away from roads. In reference to water and North Shore Road, Lord stated his department will address it to the best of their ability. VanCor noted that he wanted to be updated on plans for culverts and catch basins etc. Annual maintenance is key according to Lord.

VanCor spoke to recycling and stated Lord needs to have a plan on how to implement the new separation of glass better than we do now and noted that education is vital. VanCor noted that it is in the Town's best interest to do everything we can to get the word out to everyone as to how we intend to separate comingled recyclables from glass. VanCor also noted the Transfer Station will need new signage and it needs to be strategically placed. In defense of hiring a part-time employee, VanCor relayed observations from his visit to the Transfer Station today. VanCor stated it is rare to see staff at the top observing. Today he leaned over and looked at the comingled recycling. VanCor observed cardboard, plastic shopping bags, styrofoam, a five-gallon bucket with a lid labeled "driveway sealer", garden pots and a galvanized pail mixed in with cans and glass. He noted the container was no more than 1/3 full. VanCor stated his observation today was an example of what goes in there and that it is incumbent upon us to recycle. It was also noted costs will escalate soon as New Hampshire will be trucking recyclables out-of-state.

Aldrich questioned how much the Town will save by implementing this program. Lord stated that it is hard to quantify and noted this is a forced separation as only two locations take comingled glass now.

VanCor noted he viewed vehicles without stickers at the Transfer Station today. Lord's department has been giving folks warnings when they come in without a sticker, but the Board of Selectmen desire a zero-tolerance policy at this point. VanCor noted the Board of Selectmen ought to make the decision and would like latitude in working with Lord on signage and how to roll this out. VanCor would like to work with Lord in developing a plan, and then bringing that plan to the Board of Selectmen. McKeon stated it is critical and essential that it be a well thought out plan. McKeon noted the Town would be remiss if we did not formulate a specific communication plan. VanCor noted a

mass-mailing may be in order. McKeon is in agreement with VanCor and noted that it made sense for VanCor to work with Lord on this project.

Lord stated that he would prefer the order for a zero-tolerance policy for vehicles without stickers at the Transfer Station come from the Board of Selectmen to Lord, as the Board makes the rules for the Transfer Station.

Aldrich questioned the April 1 deadline to roll out the glass separation program as far as allowing enough time for new signage. VanCor stated the goal is to roll this out as soon as we can and also added that date specificity and a timeline would be part of the master plan.

McKeon moved that, per the Board of Selectmen, we are instructing the Director of Public Works, from March 1 on, to institute a zero-tolerance policy with stickers placed on vehicles for use of the Transfer Station. VanCor seconded the motion and it passed by unanimous roll call vote.

The Board of Selectmen thanked Lord.

7:30 PM Susan Newcomer, Moderator

McKeon questioned if Newcomer received the Warrant Articles and how the Board of Selectmen proposed to lay out their responsibilities to present each Article. Newcomer stated she had and asked if she was responsible for moderating the elections taking place Tuesday March 10. The Board of Selectmen believed Rebecca Todd would be moderating the elections. McKeon stated he was emailing Todd to confirm that fact.

Newcomer expressed concerns about the flow of voters coming in for both the School and Town elections. Newcomer noted that one way to avoid a flow issue is to have separate tables for the school and for the Town to hand out voting ballots. Aldrich stated that would be good idea. Newcomer noted that the Lions Club, Girl Scouts, and a school bake sale will be providing a variety of food and desserts. Aldrich noted food was there last year and it all worked out well. Norm noted the food vendors are to stay in the hallway. VanCor will speak with Andy, the school custodian, about available outlets for crockpots.

Newcomer noted she thought there were a limited number of items that may cause a longer discussion at the elections and McKeon concurred. It was noted that the dedication portion of the meeting would be done at the beginning of the meeting. It was also noted that Newcomer requested a gavel be supplied for her. McKeon stated to Susan that we all should arrive at Town Hall at roughly 9:30 AM the day of Town Meeting.

OLD BUSINESS:

Town Hall Annex Plans

McKeon stated that Thompson has been part of an email conversation between McKeon and DA Brothers. McKeon stated Thompson should issue a check for the last requisition which will be for \$10,000.00. McKeon stated he was not certain of the status of the punch list the Board provided to DA Brothers, but that they have until the end of this month to complete the work. McKeon noted one of the Selectmen needs to go over to Town Hall and ensure items are completed from the punch list, but not until after February 28. McKeon noted there is still not a signed form of acceptance from Steve Dumont on the hood test and that the Board will discuss whether to provide them with a notice

to cure at the Board of Selectmen meeting next week. VanCor will be here for a meeting Saturday and volunteered to go over and check on the status of the work.

Former Town Office Plans

McKeon corresponded with Jay Jenkins, the potential purchaser. Jenkins will sign the purchase and sale agreement after Town Meeting to see if it will be a series of 5-year leases or a 99-year lease.

Progress on erosion issue on Town owned beaches

VanCor stated there will be heavy rain tomorrow and he intends to go to both beaches before dark and take photographs for documentation. VanCor will compare his photographs to those of Fuss & O'Neill's Regional Planning Director, Arnold Robinson.

Conservation Easement – Evans Meadow

It was noted that all three Selectmen reviewed the 42-page conservation easement document. McKeon stated in looking through the document, it is similar to others we have in town generically, and a few items that are different. McKeon doesn't see anything that causes him pause in the signing the document. Aldrich agrees. VanCor stated he disagrees, but to be fair to the project, we agreed from day one we supported this easement and feels an obligation.

It was noted VanCor & Aldrich will sign the document this evening, and McKeon will sign at his earliest convenience. VanCor has questions on many pages and suggested The Board of Selectmen have copies of all of the signed pages, including appendix C, page 41.

VanCor requested that he wants to have a clear map of page 41 which shows the boundary limits of the property. Lucky Evans, who attended the meeting this evening, provided physical copies of maps.

VanCor stated the Conservation Committee should be active in promoting this. VanCor would like to take promoting one step further and request the Conservation Committee create maps, guides etc. to all of the open space we have in Town. He noted that material should be made available to residents so that they know where the lands are, and when and how they are accessible. He noted it may also be an opportunity for Parks and Recreation to capitalize on that fact and provide outdoor beneficial projects for students and the public in general.

VanCor stated, on a personal note, he is not sure he can support an easement of this nature in the future that accepts federal funding. VanCor noted it is unlikely that the Monadnock Conservancy would fold, but if they did, the Town (VanCor refers to page 16 of the document that includes a hierarchy list) is last on the list of potential owners. VanCor stated he wishes the Town of Chesterfield had a land trust or another entity not involving the federal government. McKeon noted, in the past, the Town had enjoyed the ability to step back and not have responsibility for the property. McKeon noted the Town does not want to be the steward. Aldrich stated she wants more clarity as to how these properties were chosen. Aldrich noted for transparency, in the future, she would like an understanding as to how these properties were designated. McKeon noted he does not disagree with Aldrich or VanCor.

Public Comment:

Jeff Scott spoke about the Old Home Day group meeting tomorrow and wants permission to use Town property for storage. Scott noted he was pleased that Jay Jenkins is buying the house and questioned having to remove items that are currently stored in the house for Old Home Day and the Farmers Market. He questioned if the Board of Selectmen would consider allowing a 12' x 24' portable garage on the south side of the tennis court for storage for those events. Scott stated he is asking for consideration of that and the use of Town property for the Old Home Day event. Joñ questioned if the other members of the Board had an issue with using Town property for the Old Home Day event. Aldrich and VanCor both stated they support the endeavor but questioned the storage location.

McKeon stated as far as storage, the Board of Selectmen needs time to discuss and review that. Aldrich stated the Board needs more information and a picture of the proposed storage container. Chris Lord, Director of Public Works, noted he had an idea for Scott. Lord stated the Boy Scouts have an unoccupied trailer on town property that they suggested the Town utilize, as they no longer use it. Lord suggested that may be an option for Scott's storage issue. Lord suggested Scott should talk to Rick Cooper about the trailer, as Cooper was involved with the Boy Scouts when they were active in Town.

NEW BUSINESS:

Dara Carleton requested the contracted assessor for the Town, Dave Marazoff, use another computer station when he needs to come in next time. Thompson believes the remote VPN should be set up before Marazoff would have to come in again making this a mute issue.

McKeon read through the new Key Policy provided by Thompson and stated the Board of Selectmen is leaving the decisions of implementing a punitive/monetary cost to whoever doesn't follow the policy to the Town Administrator. VanCor questioned if there was a need for Attorney Ratigan to see review the policy as he wants to make sure we are in good legal standing. McKeon stated Ratigan should review the policy.

Thompson questioned what guidelines should be used in giving out the key other than just a request. She is concerned about too many keys being out and would like a set of guidelines to qualify who should be getting a key on a long-term basis. It was noted that it was easy enough to stop by the office and borrow the key for a one-day event. Thompson questioned what the threshold should be and how many uses per year would justify qualifying someone to have a key. Thompson noted the cleaning company would have a key but questioned if someone who uses the Town Hall on a limited basis should have one. McKeon stated he would like to think about it. Aldrich stated that she would want to go through the final list and evaluate it at that time. VanCor stated Thompson should develop a list and have the Board of Selectmen review it. Aldrich questioned if all members are in agreement with this policy. VanCor and McKeon said yes, after Attorney Ratigan reviews the policy.

OTHER BUSINESS:

VanCor stated that he had a meeting with the Parks and Recreation Commission and noted Parks and Recreation has plans to do a triathlon. Part of the planned triathlon would be swimming to Pierce Island which spurred a debate over the ramifications of what could go wrong with that plan. VanCor suggested replacing the swimming portion with kayaking.

VanCor noted it was a short meeting and part of the discussion focused on what will become of the commission as Samantha Hill is now reporting to the Town Administrator, and not the commission. VanCor stated the commission is planning on having a discussion to see what will work. VanCor noted a few resignations are coming up and that maybe a Friends of Parks and Recreation would be the end result. It was noted they may not have a quorum after Town Meeting.

Aldrich stated that she has not heard from the Conservation Commission this past week in relation to the proposed septic system ordinance. All entities involved had time to review the document, but McKeon noted the time to review is coming to an end and they must move on this.

A letter was created by Chris Lord, Director of Public Works, to DK East Development LLC. regarding Gateway Drive. Thompson and VanCor noted they are not quite ready with letter yet. The letter is being created for the purpose of explaining observations of existing road problems, and to explain the Board of Selectmen will not accept the road until or unless it is fixed to the Town's satisfaction. McKeon would like to review the letter to ensure the Board of Selectmen is not cutting itself short. VanCor wants to review the letter with Thompson and Lord first.

McKeon reported on the Planning Board application from Nine A LLC. and Pine Grove Springs Golf Course. There was a continuance to the second meeting in March. The Pine Springs application has been and will be a contentious application, he believes. McKeon stated the representative for Pine Grove Springs seemed unclear of our Town's rules and ordinances. McKeon noted they are presenting the application how they are normally used to presenting and that they want the Town to adapt to them. That's feeling we have as a board stated McKeon. Nine A LLC. has presented their plan. We voted that plan presented was complete enough to have a public hearing on it. They have answered all of the questions the Planning Board had or deficiencies the Planning Board saw with the application in its initial review. McKeon noted it was night and day between the process with both applicants. Nine A LLC. is doing everything they can to comply with the Town's regulations while the other applicant is not.

McKeon noted today in the Brattleboro Reformer, the front page refers to this board's request that the State of New Hampshire make adjustments to Route 9. The State's reaction in the article was positive and hopefully that will be of help to us, stated McKeon.

McKeon sent over the approved site plan for the Goderre property to Ted Athanasopoulos in hopes of trying to help Athanasopoulos look at the parking spaces and their use as designated in the approved site plan. McKeon noted the storage area is in the back of the building. The Planning Board decision and minutes on that meeting specifically state how many cars may be parked and where they can be stored. Athanasopoulos should be able to state to the owner that this is your approved plan, please abide by it or go back to the Planning Board for an amended site plan.

Thompson noted there is an old desk on the stage at Town Hall possibly left by the Visiting Nurses that occupied a room in the old Annex in the past. Thompson would like to have the desk removed. McKeon will reach out to Buddy at DA Brothers to see if they know who the desk belongs to.

Thompson provided the Selectmen with a list of meeting dates for Board of Selectmen meetings starting April 1 when the Board starts meeting every other week.

Thompson will email Aldrich the new rate schedule for Town Hall for Aldrich's approval.

PUBLIC COMMENT Jeff Scott stated he understands that he missed the thirty day period in which he could request a hearing on the Pine Grove Springs application, but questioned if that rule still stands when the Planning Board approves an application that was based on misinformation. Scott noted that in that application, Ploof stated both sides of the road are one lot. Scott stated that he thinks they should be forced to provide proof it is indeed one lot. Scott stated that John Koopman went through all of the documentation and could not find anything stating it was indeed one lot. VanCor stated that one deed does not suffice, and a title search should have been done. McKeon stated he was under the impression the applicant merged two lots by voluntary merger. McKeon noted it turned out not to be a voluntary merger, but was a Boundary Line Adjustment that went through the Planning Board, which did merge the lot that is to the lake side of Channel Road to the lot which is on the non-lake side and reconfigured. McKeon noted, in doing so, there is a 30-day period in which a decision by the Planning Board can be re-looked at if requested. McKeon also noted that period has passed. McKeon stated Attorney Ratigan stated whether this was done under the proper regulations or not, the decision stands now because the 30-day appeal period is over. McKeon stated in the future this needs to be brought forward to the Planning Board so that this learning opportunity is not lost. McKeon stated this is where a third-party consultant should be used to ensure the research, local ordinance and State RSA's are followed.

ACCEPTANCE OF MINUTES

McKeon moved to approve the Board of Selectmen meeting minutes from February 19 as amended in the meeting tonight. VanCor seconded the motion and it passed unanimously by roll call vote.

VanCor moved to approve the non-public session minutes, part one, of the February 19, 2020 Board of Selectmen meeting as amended. Aldrich seconded the motion, and it was approved unanimously by roll call vote.

VanCor moved to approve the non-public session minutes, part two, of the February 19, 2020 Board of Selectmen meeting as amended. VanCor seconded the motion, and it was approved unanimously by roll call vote.

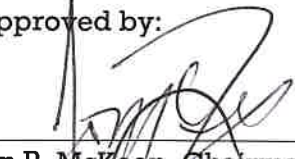
ADJOURN

McKeon moved to adjourn at 8:52 PM. VanCor 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

11 MARCH 20


Date



Norman W. VanCor

3/11/2020

Date



Jeanny Aldrich

3/11/2020

Date