

**Town of Chesterfield- Select Board Meeting  
April 24, 2019 Minutes**

**CALL TO ORDER:** Norm VanCor brought the meeting to order at 6:10 pm. Present were Norm VanCor, Jeanny Aldrich, Alissa Thompson and Susan Rigg. Jon McKeon asked to join the meeting by Skype as he is unable to be in Chesterfield due to work obligations. He stated he is alone in his office. *VanCor made a motion to invite McKeon to join the meeting. Aldrich seconded the motion and it was voted unanimously to allow McKeon to join the meeting.*

**Public HEARING:** *VanCor made a motion to open the Public Hearing for purposes of hearing testimony for the bond requirements for Broad Band for the Town. Aldrich seconded the motion and it was voted unanimously by roll call vote.* VanCor said the Public Hearing will address an article to be placed on the warrant for the upcoming May 11, 2019 Special Meeting at the Town Hall. The purpose of such meeting is to cure a procedural defect relating to a warrant article passed at the 2019 Annual Meeting of the Town that authorized the issuance of the \$1,800,000 in bonds to be used to finance the installation of a Fiber Optic Broadband network. This is in relation to RSA 33:8-a(l): There shall be at least one public hearing concerning any proposed municipal bond or note issue in excess of \$100,000 held before the governing board of any municipality. Said hearing shall be held at least 15 days, but not more than 60 days prior to the meeting, or adjourned session thereof, at which the bond or note issued is to be voted upon. Notice of the time, place and subject of such hearing shall be published in a newspaper of general circulation in the municipality at least 7 days before it is held. Whenever possible the governing board shall determine the form of the warrant article after the public hearing.

**Public Comment:** Gary Winn said he is puzzled as to why the new Public meeting is needed and asked if this will void the broadband vote approved at the Town Meeting. McKeon explained this will cure a misstep in the notification process. The notification should have been 7 days, but was only 6.

Brad Roscoe further explained this does not overturn the approved bond. The new warrant will correct the procedural error. If the new warrant is voted down, it does not invalidate the vote for the Broadband. However, the bond bank will not fund the process until the procedural issue is address and cured.

*With no further public comment, VanCor made the motion to close the Public Hearing at 6:20 PM. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

**OLD BUSINESS:**

**Town Hall Annex Plans** - McKeon has sent notification to the State for the oil tank removal. The 30 day notice period has started. McKeon believes the tank is outside of the area of work and he will determine who can remove the tank. At the next meeting the contractor should have more information about the start date.

**Former Town Office Plans-** McKeon did not have any updates. Aldrich wants permission to place the building on the State Registry of Historical Buildings. VanCor said he is concerned about restrictions imposed with the State Registry. Aldrich said no restrictions will be placed on the Town; she must do this in order to pursue the L-Chip Grant. Aldrich asked the board if they are they in favor of moving forward at this time. She said she will do the paperwork to apply; this would normally be done by an architect for \$2,000. *McKeon made a motion to provide Aldrich with the authority of the Board to move forward to prepare the application and paperwork to register the old town office building to be registered with the State of NH Historical Restoration Register. VanCor seconded the motion and it was approved unanimously by roll call vote.*

**Town green-** VanCor reported he has drawings with the septic location and the lease lines. He said Dave Mann should have the survey complete by the end of the month.

**Legislative Bulletin-** McKeon noted HB 700 made it through the house and is now in the senate. This is the Utility evaluation bill. No action was taken.

**GUESTS:** Chief Duane Chickering was invited for his quarterly meeting with the Board. He said he appreciated the meeting guidelines provided by the board.

**EMPLOYEES:** Chief Chickering said the full time roster is full and Lester Fairbanks will retire. He does not plan to fill the open part time position because the hiring and training process is not cost or time effective. He is working with his staff to schedule appropriate coverage while not asking officers to work every weekend. The summer months are expected to be busy and he schedules to be sure there is appropriate backup.

Derek Jackson is going out on military leave in June. Lt. Bomba is going to Nature's Classroom in May with the 5th grade classes. Officer Magdycz is teaching the DARE curriculum to 6<sup>th</sup> and 8th grade classes.

**BUDGET:** Chief Chickering reports the budget in on except for overtime. \$2700 has been spent year to date. When they do combined operations with other agencies they do not get reimbursement for the expenses. He is happy with the process and cooperation with the State and Federal agencies. External agencies are in the community assisting us at no cost to community members.

**CRUISERS:** Tires are being changed and updated. Vehicles are being updated; lower control arms are being updated. Chickering said they are looking creating a budget for electrical components and finding a company to do the electrical/wiring work in the cruisers. The work is done is through Fire Mutual Aid at this time.

**RESOURCES:** The rugs need to be deep cleaned throughout the station and the windows need to be cleaned inside and out. Thompson will meet with the cleaning company to arrange these items. Chickering wants the walls to be repainted. McKeon said this in on the capital maintenance plan. The floor in the sally port is very slippery. Chris Lord will be asked about an additive to correct this. Also, the camera system needs some updating and he is working with First Choice on the issues.

**EQUIPMENT:** Chief Chickering said he is looking for options for the officers to add Narcan and tourniquets to their gear. Current risks assessments require both these items to be carried by the officers.

**SELECTBOARD ASSISTANCE:** Chief Chickering said he appreciates Thompson keeping him up to date on training and classes offered by Primex. He is interested potential grants to update the school traffic lights. There was a grant available in the past and he would see if it may still be available. He would like to determine if LED or Solar are options. State RSA determines when the lights can be flashing.

**EMAIL:** He is receiving foreign scam emails and asked about a new server to eliminate these. Nancy Aichele will be asked about the appropriateness of Cloud servers for the PD. The Cloud server may be a concern for the PD.

**TRAINING AND GOALS:** Two blocks of online training are assigned to officers each month. They are doing work with drug recognition testing as a department. CPR and first aid training are required and they are looking at the Keene Fire Dept to do the first portion of the training. Some officers took part in an active shooter drill in the "warm zone" recently. The warm zone is during the time the shooter is still at the scene but contained.

**ISSUE RESOLUTION:** Parking issues with the school were reviewed. School employees and others are parking in the Town Office area and also in the Police Dept area. Chief said he does not ticket during school functions. Chief also said someone had parked in front of the sally port and an officer could not get out. McKeon said he is working with the Principal at the school to let people know the appropriate parking area for employees and visitors.

Chief Chickering asked McKeon about a statement made in the February 20 2019 meeting minutes in which McKeon said there was a feeling of autonomy within the Police Dept. McKeon said he was talking about in the past when the Board

felt there was a feeling of autonomy, but McKeon said this was mostly before Chickering and some during his early tenure. McKeon said this is much less now. Chickering asked for examples and asked if there has been a time he has not responded to requests from the Board. No, said McKeon. VanCor said no, but that was not the issue. He explained there were instances where the Selectboard was trying to get information for the Capital Maintenance Plan and were told that Chickering had already reviewed and hired contractors. These were contractors that Chief Chickering brought in independently. VanCor said Chickering is the only department head that does not share his employee evaluations with the Selectboard. Chickering said he has a two step review process and would change if the Board would like. VanCor said Chief Chickering should share the results of reviews prior to the Board approving pay raises. VanCor said he does not question the review process, but the Board should see the reviews. It was agreed that going forward, Chickering will provide the results of personnel reviews and the Board will review before the monetary aspects are decided.

Chickering again referred back to the February 20, 2019 minute where it was stated "the process of hiring could be revisited" by McKeon. In response, Chickering provided a detailed outline of the in-depth process he uses to hire a new officer. McKeon said no one is questioning his procedures and his professionalism. Chickering wants to look at resolving any issues between the Board and the Police Department. VanCor said the discussion on February 20<sup>th</sup> was because, as a board, we were taken back that a candidate was brought to the board without notification. VanCor said the Chief should come to the board when he has a potential candidate, but not bring the candidate. After consultation and review, the Board can help to make a hiring decision. A meeting with the Chief and the Board before the actual hiring is requested would be first and then a "meet and greet" after with the candidate is appropriate. Chickering said he now has a better understanding of what the Board wants. He will do what he can within the RSA's to work with the Board and keep communication open. The Board thanked the Chief for the update and praised his work.

**CHANNEL ROAD** McKeon said there is a request from a surveyor for information on Channel Road. McKeon said this is class 6 road. The Selectboard voted to put signs and a gate on the road in the past due to safety concerns. Chickering agreed there are gates and bars, which would make it a class 6 road. The Town does not perform any maintenance and the gate was installed because of public underage drinking and parking issues, said Chickering and McKeon. Fieldstone is surveying, on behalf of Pine Grove, the property abutting Chanel Road. Fieldstone wants the legal status information and they have asked the Board to give an opinion. McKeon wanted Chickering to confirm his recollection is correct: This road has not been abandoned and the gate was put up for safety reasons, said McKeon. In 2006 the Selectboard voted to install no parking signs at the end of the road, read VanCor. There is no more known at this time. The surveyor will have to research any further information.

**Non Public:** *VanCor made a motion to enter Non Public Session under RSA91-A:3, II(b) to discuss the hiring of a public employee. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

*VanCor made a motion to exit non-public session at 8:37 PM. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

**OTHER BUSINESS:**

**BOARD OF SELECTMEN PROCEDURES:** It was agreed to post the updated rules of procedure to the Town website.

**OTHER BUSINESS:** McKeon said he has had discussion with the Principal at the school to clarify the parking availability to staff and visitors. McKeon is working with the Principal at the school to discuss having a joint meeting. McKeon will meet with the school officials in person this weekend.

**Estimate for new ramp:** McKeon spoke with Jason Scaggs to discuss the new ramp for the gazebo. The ramp should have rails to look just like the gazebo. This can be done for less than \$1000 according to the contractor, Jason Scaggs.

**Computer systems:** VanCor asked if we are going to be up and running for Ware's Grove on Memorial Day. Thompson said she is working with Nancy Aichele and "E2Gov" people to put the payment system for use at Ware's Grove. She has sent in the paperwork, there are some other steps to do but the payment system should be working by Memorial Day.

**Thompson:** Boaters from the Sunapee Anglers club are coming to fish at Spofford Lake and they want to have a place to the park their boat trailers on May 4<sup>th</sup>. They have asked if they can park at the Town Offices. The Fun Run is at the school that day and it was agreed Thompson will suggest they contact the Spofford Fire Dept and J & J Discount to see if they have space for them to park.

*With no further business to discuss, VanCor moved to adjourn at 9:03PM. McKeon seconded the motion and it was approved unanimously by roll call vote.*

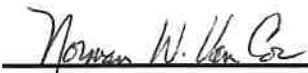
Respectfully submitted:

Susan Rigg, Secretary to the Selectmen

Approved:

Jon P. McKeon, Chair

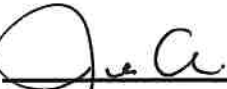
Date:



5/8/19

Norman VanCor

Date:



5/8/19

Jeanny Aldrich

Date: