

**Town of Chesterfield
Board of Selectmen
MINUTES
DECEMBER 5, 2018**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 5:03 p.m. Also in attendance were Norman VanCor and Jeanny Aldrich.

Phone Interviews 5:00 PM to 6:00 PM

Jon McKeon moved to go into non-public session per 91-A:3, II(b). The motion was seconded by Norman VanCor and passed unanimously by roll call vote.

Jon McKeon moved to come out of non-public. The motion was seconded by Norm VanCor and passed unanimously by roll call.

Thompson will set up interviews beginning at 12:00 PM on Friday December 14, 2018.

McKeon noted that the board could begin speaking with Duane Chickering but would need to stop if it went past 7:00 PM because of an appointment.

Chickering sharing shed:

Chickering provided the board with copies of the no trespass notice as requested. Chickering noted he has some concerns with the policy, most important item, criminal record if policy is followed. Chickering noted that offenders will have a criminal record for violating the terms of the policy of the free shed. Chickering noted that, the policy will require employees to actively record names, times and dates with their statements. Chickering also noted that it would be hard to prove "hoarding or monopolizing." Chickering noted that if there is that much concern with the sharing shed, an option to consider is closing it down. Chickering did note that it is however a source of enjoyment for the older population. Chickering suggested that after the violations are noted by employees, Chris Lord should intervene with the offender reiterating the policy. Chickering noted that the Town could ask for volunteers to monitor the shed for them. Chickering noted the Town should consider creating a policy, with a series of steps which are designed to change the behavior, including the final step of a fine. If the forfeiture is not paid, then a citation will be issued. The citizens should have a chance to come before the Selectboard and be heard before action is taken. Chickering suggested having the Town Attorney look over the policy before making any decisions. Chickering noted that maybe shutting it down for 6 months, for a cooling off period may help. McKeon noted that the board is attempting to create a policy that will reduce issues with the free shed. Chickering noted he is all for rules, but is not in favor of rules that will end with people having criminal records. McKeon noted that the board does not want a criminal trespass on someone's record either. Chickering noted that after hours is another story as the place is closed. VanCor noted that the Town does not need another policy for the sharing shed as there is a big board noting the rules on the front of the building. VanCor noted that Lord should be left to deal with any issues that arise as he is the supervisor. VanCor noted that if someone is there and making a scene, then the officer on duty can handle the situation. Aldrich noted that Lord needs some help with the policy as there is not a clear chain of command. VanCor noted that the chain of command is Julie Chickering ,

Chris Lord and then the BOS. McKeon stated that there needs to be something in writing for Julie Chickering to show the citizens otherwise they just say there is nothing in writing and ignore her. McKeon stated if there was a policy, she could give them a copy and they would have it in writing. Duane Chickering noted that the rules of conduct could be handed out with the new stickers. Aldrich will go back and simplify the policy and change the level of infraction as suggested by Chickering. (Documentation, mediation and forfeiture)

Chickering information technology:

Aldrich noted that she has been working with Chickering and Thompson and have met with 2 companies talking about consolidation of the 2 departments to save money. Chickering noted that each place is different and they are still waiting for more information. Each company will make a recommendation for our network. Chickering noted that he has offered to the town offices server in the PD IT room. This would alleviate some of the issues at the Town Offices when power is lost. It was noted that access to the server would be through Penny during the day and the officer on duty after hours. Aldrich noted that they are looking at consistent monthly maintenance as there have been security updates which have not been attended to. Chickering noted he is getting a lot of Chinese emails and was told one of the ways to combat that is to not have his email public. The public would have access to the department and anonymous tips through info@nhchesterfieldpd.gov. Aldrich noted that as of 2020 some of the systems will no longer be supported. McKeon noted that he does not want to rush the budget process and would like to make sure that it is done right without rushing. McKeon noted that in the near future, a ballpark budget number has to be available. Chickering noted that something needs to be done immediately for security and then a discussion regarding what the future goals are. Chickering noted that each department should have their own partitioned off section of the drive with specific people allowed access to different parts of the partitioned drive. Aldrich noted that combining the maintenance costs with the PD will save money. Aldrich will have a narrative to help explain what is needed to the budget committee and the public.

Duane Chickering - Cameras and keys

Chickering noted that he received quotes from First Choice and he would rather have First Choice come in for maintenance and issues only when needed. Chickering noted they will do the updates and changing of batteries as part of the maintenance. Chickering noted it is a 5 year contract. McKeon noted the Town cannot enter into a 5 year contract unless there is an out clause. The board reviewed the contract and there is a paragraph about early termination and paying half of the remaining contract. The board believes that the contract provides the appropriate termination clause. McKeon noted he would like Attorney Ratigan to look over the contract to make sure it contains the correct out clause for the Town.

Jon McKeon moved to enter into a 5 year contract with First Choice Communication of Brattleboro for \$1150.00 per year for the camera system and \$1440.00 per year for the access control key fob system, conditional on Attorney Ratigan's confirmation on the escape clause for the contract. The motion was seconded by Norm VanCor and passed unanimously.

WEEKLY REVIEW

Code Enforcement Review

PUBLIC COMMENT

No public comment

OLD BUSINESS

Town Hall Annex Plans–

VanCor noted that there is important stuff missing from the minutes which was not included. The board reviewed the minutes.

Jon McKeon moved to accept the minutes from the November 30, 2018 meeting. The motion was seconded by Jeanny Aldrich and passed unanimously.

Former Town Office Plans

McKeon sent information to Aldrich on the person that was interested in occupying the building a few years ago.

Progress on erosion issue on town owned beaches

VanCor noted that he heard back from 4 of the 6 contractors and has sent them PDF's. VanCor noted he will be notifying them of a date and time he will be at the beach and invite them to join him.

CMP - To do list

Thompson is working on the list.

Budgets –

Cemetery

Thompson noted that she spoke with Flagg and the amount of weeks has not changed. VanCor will contact Flagg for more information.

Elections & Registrations

Thompson noted that the computer software IT can probably be lowered as there is only one computer the Town is responsible for the upkeep. It was noted that some of the items that the Town Clerk has mentioned needing can be purchased from this years budget. Thompson will have them purchase the needed equipment and get a number on how much the line can be reduced.

Once those changes are made, the budget is ready for the budget committee.

General Insurance

Ready to go to budget committee

Finance Administration

Thompson noted that the revenue is not on the sheet yet as some numbers are still needed from the Tax Collector .

The salary for the bookkeeper was removed and went into the executive budget. The assessing line should be \$16,500.00. Telephone will be lowered to \$420.00

It was noted that the tax collector also has one computer and \$1500 will be added and \$1500 for a new computer for the Treasurer.

With those changes, the budget is ready for the budget committee.

Executive

McKeon is talking to Clerk Works people.

Thompson noted that one file cabinet needs to be replaced in the office and another is needed for tax maps. \$3200.00 will be added under office equipment for file cabinets rated no less than 1 hour fire rating. VanCor noted that printing Town Reports will be more expensive. It was noted that the Police Department has a company they use for printing. Thompson will get the contact information for an estimated cost this year to print Town reports. It was noted that with the property cards available online, the property inventory report is no longer needed. This reduces the cost to the town and paper waste.

With the noted changes, the budget is ready for the budget committee.

General Buildings

It was noted that the total for the door change is \$2590.00

This is ready for the budget committee with that change.

Assessing Software

This is still in the works

GUESTS

7:00 PM Jeff Dunham – RSA 91-A :3, II (c)

Jon McKeon moved to go into non-public session per RSA 91-A: 3, II (c) The motion was seconded by Jeanny Aldrich and passed unanimously by roll call vote.

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

7:30 PM Duane Chickering – RSA 91-A :3, II (a)

Jon McKeon moved to go into non-public session per RSA 91-A: 3, II (a) The motion was seconded by Jeanny Aldrich 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.

8:00 PM Parks & Rec Budget

Sam Hill, Fran Shippee and Dewey Auger were present.

It was noted that there are no justifications for increases or decreases and they need to be added.

The board went over the budget line by line. Shippee took notes and will make the suggested adjustments and add justifications for all changes and get it back to the board for review.

NEW BUSINESS

Letter from Colleen Gurnee

Board reviewed the letter

Rescue Inc Contract

VanCor noted that the information in front of them is a proposal for a three-year contract. A breakdown of all charges to patients and stand-by charges, will be provided at a later date.

The contract is renewed in April and the board will receive a copy prior to expiration.

Cheshire County Budget

Board reviewed the budget and had no comments

Abatement Application

Cliff Emery has asked for an abatement. Dave Marazoff sent over paperwork explaining the request and recommending the board approve the request.

Jon McKeon moved that the board approve the abatement request from Cliff Emery for \$16,000.00 based on the input from Dave Marazoff. The motion was seconded by Norm VanCor and passed unanimously.

Library Bookkeeper Line Item

Thompson noted that the library is requesting to take \$500.00 from the bookkeeping line item and put it toward the appropriation amount. It was noted that instead of sending out payroll to Thompson, they cut the checks. It was noted that because of the appropriation and how they are directed, the board must make a motion in order to get the money moved.

Jeanny Aldrich moved to allow the library to remove \$500.00 from the bookkeeper salary and move it to the library appropriation. The motion was seconded by Norm VanCor and passed unanimously.

Town Meeting/Ideas for Higher Attendance

The board will go over this next week.

Highlander Arms – License to sell pistols renewal

The license will be forwarded to Duane Chickering as he must look at it before the board signs it.

OTHER BUSINESS

McKeon noted that the property on the lake that belonged to David Gale has been transferred. McKeon noted that there were issues with DES previously and McKeon will send a note to Code Enforcement to take a look at it.

VanCor noted that he is writing a media plan for the school shooting drill.

VanCor noted that a bid is on its way from Window masters for the Town Hall.

VanCor noted he is meeting with Russ Huntley to look at the Town/School property line.

Aldrich noted that Jeff Newcomber has resigned from the Conservation Commission.

ACCEPTANCE OF MINUTES

Norm VanCor moved to approve the minutes from November 28, 2018 as amended. The motion was seconded by Jon McKeon and passed unanimously.

McKeon moved to accept the minutes from November 7, 2018 as amended. The motion was seconded by Norm VanCor and passed unanimously.

LEGAL

PUBLIC COMMENT

NON-PUBLIC

McKeon moved to adjourn at 12:08 AM. The motion was seconded by Norm VanCor and passed unanimously.

Respectfully submitted,

Tricia Lachenal
Interim Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Norman W. VanCor

Date

Jeanny Aldrich

Date