

**TOWN OF CHESTERFIELD  
BOARD OF SELECTMEN  
MINUTES  
FEBRUARY 27, 2019**

**CALL TO ORDER**

At 6:00 PM Jon McKeon called the meeting to order. In attendance were Norm VanCor, Jeanny Aldrich, Alissa Thompson, Town Administrator and Susan Rigg, Secretary to the Selectmen.

**OLD BUSINESS:**

Town Hall Annex Plans McKeon said he has been communicating with the contractor & architect. The cost is over budget which will require changes to the plans, including a smaller entry area. The kitchen should be roughed in for all of the equipment, but install only the essential pieces as a cost saving measure. The front door cost is about \$15,000 but it should be used, as it is appropriate to the building. McKeon thinks we should reduce the height of the other doors to cut costs. Aldrich suggested Kitteredge Equipment could have the equipment needed. McKeon said we should put together a list of equipment needed within the next two month. Aldrich will go look at the equipment available.

Progress on erosion issue on town owned beaches VanCor spoke with Jon Radigan (Atty). He felt we should maintain two separate contracts, one for each beach. Fuss & O'Neil agreed to serve as a consultant as needed. VanCor called Ryan Hogue, of Pat Rawson Construction, to let him know we have a contract and would like to make an appt with him. No agreements have been received back from the abutters, although one certified card has come back.

Legislative Bulletin - nothing

Warrant Article Assignments (Review for questions) – No one had any questions or concerns regarding the Warrant Article assignments for the Town Meeting.

**GUEST**

6:30 pm Brad Roscoe came before the board to discuss the Broadband Project. The attorney for the Town wants us to have one more hearing with 48 notice to discuss how broadband will financially benefit the Town. This additional meeting will satisfy the RSA on the topic. The value of the broadband is determined by the increase in town values versus the bond amount. John Ratigan said there are many private/public partnerships in the State. The draft contract needs to go to Jon Ratigan for review, said McKeon.

**NEW BUSINESS:**

NHMA to come to the town and give presentation: Aldrich is interested in providing training for the committee members on the Right to Know Law. VanCor suggested the members attend a Webinar on March 13<sup>th</sup> which is available at the NHMA site. After that webinar, it can be determined if more training is necessary. Aldrich asked Susan to send an email to boards suggesting the webinar.

Discussion of warrant article request/Revenue and total Warrant amount: McKeon said an easier to understand budget form is being developed by Alissa. McKeon asked for everyone to review the form to determine if it makes the information more clear. McKeon said it is hard to understand how the requested Warrant is less than the prior year, yet the tax rate will increase. The simplified budget will be presented at the Town Meeting. Aldrich suggested an explanation of the revised revenues should be included. McKeon reiterated the need for review and feedback. He stressed this is all a forecast and explanations can be made at the Town Meeting.

Thompson told the Board that Sam Greene from the Department of Revenue Administration was in the office this week. He reviewed the Exemption and Current Use files. It was suggested we could potentially increase revenues when those files are examined and updated by staff.

Town Policies project for upcoming year: The board discussed the compilation and review of existing Town Policies. These should be in one file and easily available, including on the website. Aldrich will work with Thompson to organize the policies and Thompson said she will try to have this project done by June.

Kray Extension: Mr. Kray has requested an extension until April 11, 2019 to comply with the Code Enforcement issues on the premises. The original deadline was Sunday, March 3<sup>rd</sup>. McKeon spoke with our attorney and he said we should grant the extension. Aldrich expressed concern that this will be into mud season and will make removal more difficult.. McKeon said the Town Attorney advised the Town needs to show the situation is causing harm to the town, without that proof the Town will not prevail in court. VanCord said it would be difficult to remove the structures at this time due to the ice and snow. It was agreed to grant the extension and McKeon signed the letter to Mr. Kray, which was reviewed and approved by the Town Attorney.

Route 9, A-Frame: A letter has been sent stating the business cannot be run out of this residence and the business items have to be moved. Unfortunately, the letter sent by Code Enforcement previously was not dated. Another letter will be sent via registered mail to comply with notice requirements. McKeon said the new letter will also include information from the junk yard ordinance, which is also being violated. McKeon signed the letter.

McKeon proposed employee Tricia Lachenal be given the authority to sign letters drafted by the Town Attorney for Code Enforcement issues.

*McKeon moved that Trish Lachenal is given authority to sign code enforcement deficiency letters as they are put through the Town Attorney and McKeon. VanCor seconded the motion. Discussion followed regarding her ability to sign Certificates of Occupancy? It was confirmed Dumont would signed any other forms. The original motion was approved by unanimous roll call vote.*

Aldrich asked if we will receive Code Compliance updates. McKeon said Tricia Lachenal should summarize what is going on in the department. An Excel spreadsheet of permits and their status would be helpful. McKeon reached out to someone he knows in the Code Enforcement area and said we will have a new applicant and interview soon for the position.

## **OTHER BUSINESS**

VanCor brought up the upcoming Tax Collector and Deputy Position vacancies. McKeon said the Town Tax Collector and the Deputy will no longer be employed following the Town Meeting. McKeon says he expects there will be a write in-candidate and the new Tax Collector will have a sharp learning curve. He continued, the Town is responsible to hire the Deputy and this will have to be done quickly. A job advertisement should be put out as soon as possible, said Aldrich. Thompson expressed concern about training, as the tax billings go out in May. They hope to hire a deputy with experience.

VanCor asked about the Dept of Transportation letter which was included in the Board Packet. Thompson said this is just an FYI for the Board. The letter advised there will be road work at the intersection of Stage Road and Route 63. The Department will remove the "Y" intersection and will reconstruct this to a "T" shape to eliminate traffic problems in the area.

Next, Aldrich said Jon Piper would like to join the Economic Development Committee. Andrew Cushing, Historical Preservationist, will come and speak with the EDC about options for fundraising and potential grants. The EDC is working on creating their own website.

Aldrich said the Historical Preservation Committee has a March 11<sup>th</sup> hearing regarding the Evans property at 7:00 PM. She is currently about 2/3 of the way through the employee policy manual and said it is complicated and needs an overhaul. The policies have been put together piecemeal and it is time for a revamp of the booklet. She will meet with Thompson and send this to Primex and John Ratigan for review. She should be through the review by the end of next week; she will send copies to McKeon and VanCor.

Aldrich will start looking at reworking the entire Town website. McKeon agreed the website is not intuitive. The Town of Wilton has a good website, continued Aldrich, and she asked if the other members could look at the website. Wilton took 4 months and \$11,000 to get their site up and running and they pay \$250 per month to keep it running effectively. Wilton has managed to bring people into their town due to the work the EDC has done. McKeon said Marlborough also has a good website.

McKeon said at the Planning Board Meeting a boundary line adjustment was passed. Next meeting of the Planning Board has been cancelled due to lack of applications.

## **PUBLIC COMMENT**

Jeff Scott expressed frustration regarding the Dept of Transportation letter read earlier. He believes the intersection at Rte 9 and Rte 63 is more important. Mr. Scott then asked if Granite State Auto is licensed for wholesale or retail sales. McKeon said he is licensed for wholesale. Further, the town signed a release to allow him to get a license to offer retail sales, although McKeon does not know if that has yet been granted by the State.

**ACCEPTANCE OF MINUTES-**

*VanCor moved to approve the minutes as amended. Aldrich made the second to the motion and it was unanimously approved.*

**ADJOURN-**


*With no futher business to discuss, VanCor made a motion adjourn. Aldrich seconded the motion and it was unanimously approved to adjourn at 7:40 pm.*

Respectfully submitted:

Susan Rigg

Secretary to the Selectmen

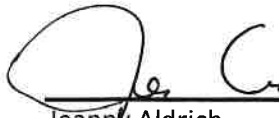
Approved:

  
Jon P. McKeon, Chair

3/13/19  
Date:

  
Norman VanCor

3/13/19  
Date:

  
Jeanny Aldrich

3/13/19  
Date: