

Board of Selectmen's Meeting

MINUTES

February 5, 2020

Jon McKeon, Chairman, opened the meeting at 6:00 P.M. Also, in attendance, were Norm VanCor, Alissa Thompson, and Dara Carleton.

SUGGESTION BOX:

There were no suggestions in the box this week.

WEEKLY REVIEW:

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker documents. McKeon was informed that Ted Athanasopoulos, the Code Enforcement Officer, accompanied by a police officer, hand delivered a cease and desist order to Mr. Anthony Martini of Spofford Lake Cabins today.

The Custom Drive Shaft violation report was reviewed by the Board of Selectmen along with photographs. It was noted Athanasopoulos needs to review the site plan for the approved layout of where the customer parking, employee parking and the storage of vehicles are designated. All storage should be in the rear lot, but it appears that is not the case. If Custom Drive Shaft wants to use anywhere other than the rear lot for storage, they need an amended site plan. That space is for customer parking and employees only, not storage for other vehicles.

Parks & Rec Executive Director Report

The Board of Selectmen reviewed the Director's report. Thompson handed a photograph of potential logos for Parks and Rec. shirts to the Board of Selectmen for approval and/or input. McKeon stated in order to choose a design he would prefer to know what color the t-shirts will be. VanCor stated he feels the designs are too busy. McKeon prefers the center design without knowing what color the shirts will be.

PUBLIC COMMENT:

OLD BUSINESS:

Town Hall Annex Plans

McKeon stated not to release a check until we hear from DA Brothers and is not sure if the hood passed the testing for the fire suppression system yet.

Former Town Office Plans

McKeon has not heard anything from Jay, the potential purchaser. McKeon sent a duplicate complete package to Jay including the purchase and sale agreement, the lease and a sketch. The package should be all he needs to make a decision and is sending it to his attorney again. McKeon noted that he told Jay we will need an answer by mid-February. VanCor noted we should codify that as the public is inquiring. VanCor questioned if it would be appropriate to add another week to Jay's action date. The Board of Selectmen agreed to postpone any action until February 21 due to the miscommunication between McKeon's email and Jay's not seeing it.

Progress on erosion issue on Town owned beaches

VanCor stated there is nothing new to report but noted that the Martini property on Spofford Lake has code and building violations. McKeon stated he would contact Attorney Ratigan in relation to that matter.

Hinsdale PD MOU

Police Chief, Duane Chickering met with the acting Assistant Chief of Police and a police lieutenant in Hinsdale today. They requested one more week to firm up the details. The agreement between both departments should be signed next week.

NEW BUSINESS:

Possible new hire for Highway Dept.

A letter from Chris Lord, Director of Public Works, to Thompson prompted a discussion about a new hire in the Highway Department. The Board of Selectmen noted it makes sense to go with Lord's recommendation. This person comes to the Town with a foundation of knowledge. McKeon stated it is a benefit to us. VanCor, after thinking, realized there are more pros than cons for the Town. The Board of Selectmen is in agreement with Lord's hiring recommendation and stated Lord can move forward with the hiring process.

Budget Committee decisions – possible assignments for Town Meeting

It was noted that Aldrich will return February 14. McKeon would like to make assignments for the Selectmen for Town meeting next week. McKeon wants to give everyone enough time to formulate a presentation and have a final discussion on assignments at the February 19 meeting. McKeon noted he would like to have our moderator pro tem, Sue Newcomer, in on February 26. That will be two weeks prior to Town Meeting.

McKeon asked VanCor his thoughts about items the Budget Committee adjusted down. VanCor noted the part-time employee issue at the Transfer Station is something he can live with. Thompson stated no funds were budgeted for first part of the year for that employee. McKeon asked Thompson to calculate the cost of the current part-time position held until Town Meeting. This will be part of the Board's amendment to Warrant Article 4.

There was a brief discussion about the \$10,000.00 that would come from the Capitol Reserve Fund for Spofford Lake that was not recommended by the Budget Committee.

Primary Election Day Coverage

McKeon will try to be at the Primary Election in the afternoon. VanCor plans to be there for the duration. Aldrich is away and will not be present at the election.

Tax Collector pre-payments

Thompson stated tax overpayments cause challenges. Thompson noted there was \$6,000.00 of overpayments this week alone. With the proposed pre-payment system there would be no more overpayments. The overage would just apply to the next tax payment. Summer residents would be able to pay before they leave the area for the season. Currently, overpayments of \$5.00 and more must be returned, and interest payments cannot go over \$25 or it will be returned as well. McKeon

expressed concern about creating a situation where some are paying early and receiving a benefit. This would place a greater burden on those that cannot. Thompson stated there is no benefit with the proposed system. Although citizens would be able to pay early, they will not receive a benefit for doing so. It was noted the Tax Collector cannot currently accept credit card payments but would most likely be able to do so once the Avitar software is in place. McKeon stated to Thompson the Board of Selectmen would like the Tax Collector to be able to accept credit card payments sooner than later.

McKeon moved that we adopt the method for prepayment for the Tax Collector's office as outlined in RSA 80:52A. VanCor seconded the motion and it passed unanimously by roll call vote.

OTHER BUSINESS:

VanCor requested a review of items on the agenda listed under "Tabled until a future date".

Camp Spofford Agreement:

VanCor stated the Board of Selectmen should contact Attorney Ratigan in the spring and request guidance as to how we should proceed. McKeon stated he would help if the Board of Selectmen reaches out to him at that time.

Town Policies – Aldrich, at a prior date, stated she sent the first seven pages of a revised personnel policy to the other Board members and has not received any feedback to date. McKeon understood they would look at it as a whole together. Thompson noted she sent Aldrich all the policies we have, and believes Aldrich is working on that.

Article 21 – Painting and Maintenance of Historical Society:

VanCor stated he will take ownership of this item. The Warrant Article covering this is over a year old and is now null and void, but the Board has the ability to expend out of the Expendable Trust for those types of things. This item is on the Capital Maintenance Plan. The Board decided to keep this item under the list of tabled items but will remove "Article 21" from its heading.

Conservation Commission Authority: VanCor, at one time, requested the Board of Selectmen review the responsibilities and duties of the Conservation Commission. VanCor currently believes the Conservation Commission is doing fine and this item can be removed from the agenda.

Parks and Rec. Executive Director:

VanCor noted this item was added to track the progress of Samantha Hill, Parks & Rec. Director reporting directly to the Town Administrator. A review will be done April 1.

A brief discussion took place on the Warrant Article budgets. The Budget Committee decided last night what to recommend and the amount of funds they are recommending. This becomes their budget at Town Meeting. The Board of Selectmen are able to make a motion from the floor to amend any of the articles in order to have a discussion if desired on a change to the article.

VanCor noted someone should contact Town Moderator, Sue Newcomer. Aldrich previously spoke about having food here but should check with Newcomer first.

VanCor noted in proofreading the minutes for the Economic Development Committee, he read a line that stated they retained a real estate agent. He noted they do not have the authority to retain an agent. VanCor noted to Thompson that the Town is not to pay any invoices from a realtor.

VanCor stated the Lion's Pancake Breakfast had half as many board and commission members from the Town as last year. He also noted the police presence and participation was noticed and

appreciated. VanCor also stated that Samantha Hill, Parks and Rec, Director, will be a guest speaker at the Lion's Club at a future meeting.

VanCor reported on the last OEM meeting and stated Mike Chamberlin is looking for the Spofford Lake dam inspection reports. Thompson stated Chris Lord has those reports which go out annually. OEM wants this information in order to respond to questions from the State. Thompson noted the dam is inspected by Lord annually.

VanCor noted he was asked to create a PR emergency plan for the Town. He's having more difficulty than he thought he would and asked for suggestions. McKeon questioned if the State has a template. VanCor indicated they did, but it is a state plan, and it is not a PR plan at the town level. The deadline for the PR plan is Town Meeting day, March 14. Thompson suggested VanCor contact our insurance company.

VanCor reported that proofreading submissions for the Town Report is going well and he will email the final versions to Thompson by Friday.

McKeon briefly reported on the last Planning Board meeting.

Thompson noted the Chesterfield Fire Commission will meet with the Board of Selectmen next Wednesday at 6:30 PM to discuss the Town generator screening request.

Connor from Eversource stopped in to talk to Thompson to discuss tree trimming around wires all over town. Connor stated a letter needs to be sent to Bob Allen at Eversource, who wants to trim trees to improve reliability and to help avoid the potential for trees to fall on lines. McKeon noted that there is one road designated as scenic (Gulf Road) and that Eversource would have to hold a public hearing through the Planning Board for trimming on that road. Thompson will request Connor draft a letter to give to her for a draft for the Board of Selectmen to use for notice to Mr. Allen.

Carleton noted that Sylvia Chin Yun Ryder will display her paintings in the Town Offices for the months of February and March. Carleton will display her work in the months of April and May.

ACCEPTANCE OF MINUTES

VanCor moved to approve the minutes of the January 29, 2020 Board of Selectmen meeting as amended. McKeon seconded the motion, and it was approved unanimously by roll call vote.


ADJOURN

VanCor moved to adjourn at 8:09P.M. McKeon seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted,

Dara Carleton
Secretary to the Board of Selectmen

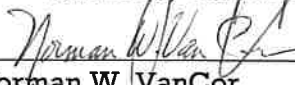
Approved by:



Jon P. McKeon, Chairman

12 Feb 2020

Date



Norman W. VanCor

Date

Jeanny Aldrich

Date