

Board of Selectmen's Meeting

MINUTES

January 29, 2020

Norm VanCor opened the meeting at 6:02 P.M. Also, in attendance, were Jon McKeon (arrived at 6:25), Jeanny Aldrich, Alissa Thompson, and Dara Carleton.

SUGGESTION BOX:

The first suggestion stated, "I have always brought my cans and bottles to the recycling center. I have looked in past budgets but can't find them anywhere as revenue. What happens to this money? Please follow up as to what happens and who handles this money. Show it in this budget".

The second suggestion in the box stated, "Why are the Selectmen's minutes so far behind on the website? Two months is a VERY long time – makes one wonder what you are trying to hide. Any committee that I've ever been on approves the minutes at the next meeting, why not you? Why isn't the website up to date with correct names and years of expiration for those serving on the Boards and Commissions?"

VanCor noted there was staff turnover, and we are in the midst of setting and reviewing budgets. We strive to have minutes available as soon as we can. Aldrich will follow up with Lachenal about names and expiration dates on the website.

WEEKLY REVIEW:

Code Enforcement Tracker

The Board of Selectmen reviewed the Code Enforcement Tracker documents. Aldrich noted that she has been meeting with Athanasopoulos every other week, and although she did not see him this week, she has been in contact with him via email.

It was noted Athanasopoulos mailed a cease and desist letter to Anthony Martini of Spofford Lake Cabins this week. Aldrich noted she emailed Athanasopoulos today to say that the letter must be served in person, and that a police officer should accompany him. VanCor stated this needed immediate attention. Aldrich noted Athanasopoulos is hesitant to go out there again.

It was noted that Athanasopoulos must go out to Performance Auto with the site plan to make the parking issue clear between the upper and lower lots.

It was noted Mr. Leach has come into compliance except for one issue, which is a 55-gallon oil barrel that Leach refuses to move. Athanasopoulos is seeking guidance from the Board of Selectmen on this issue. Aldrich noted that Leach had plenty of time to come into compliance and already received a cease and desist order on September 25. The case will be reviewed, and further steps will be taken.

Parks & Rec Executive Director Report

The Board of Selectmen reviewed the Director's report. VanCor questioned if Hill is checking in with Thompson regularly. Thompson stated she is in the midst of training Hill to process bills and make deposits and sees Hill on a regular basis.

Aldrich questioned if Hill has submitted an IT priority list as she wants to make sure software is up to speed for the summer.

VanCor noted that Thompson should guide Hill in preparing ahead of time for projects such as making flyers for the snowshoeing program.

PUBLIC COMMENT: Barbara Girs, the Town Clerk, wanted to make sure the Board of Selectmen was familiar with New Hampshire Constitution Part 2, section 32 which states, "For State primaries and general elections the New Hampshire Constitution requires the attendance of the selectmen", and RSA 658:21 which states, "If a selectmen is absent or unable to perform his or her duties for all or any part of the day at any State election, the selectmen is authorized to appoint a pro tem to perform his or her duties...". VanCor questioned if all three of the selectmen must attend the entire election as he did not recall having to do so in the past. Girs stated that would have been an error on the part of the Board of Selectmen as it is required. Girs also noted having the Board of Selectmen there is helpful. Aldrich stated whatever is required is what will be done.

Girs also inquired about having a Candidates Night before Town elections. After a brief discussion March 7 was the date chosen for that activity.

Fran Shippee questioned if the roads that didn't get paved last year will be done this year. McKeon stated yes. Shippee also noted zoning and planning ordinance changes and offered to have an informational meeting at the library to inform the public late February or early March. This would be organized by the Friends of the Library. Shippee requested one member each from both the Zoning Board and the Planning Board attend. A "meet the Candidates" night was suggested as well.

GUESTS:

At 6:30 PM Mike Darcy, Chairman of the Hinsdale Board of Selectmen, was invited up to the Board of Selectmen's table, along with Selectman Bernie Rideout and Chesterfield Police Chief Duane Chickering. Darcy stated Hinsdale is trying to weather the storm as best as we can, and they do have police officer candidates coming in. Darcy expressed he is thankful for any help and is not looking to cause burnout for the Hinsdale or Chesterfield Police Departments. Darcy stated he is attempting to make this transitional period as short as possible. Aldrich inquired as to how many applicants they have. Darcy stated the police department is going through the process of reviewing 18 applications.

Aldrich noted there is a concern for every police department to retain officers. Rideout stated that Nashua is down twenty-five officers.

Darcy stated he agreed with everything discussed, and that if the BOS needs to rewrite the agreement or call a special meeting he would understand completely. All are in agreement. McKeon will make minor changes to the agreement and will send it to Hinsdale next week. Chickering will meet with Hinsdale Police Lieutenant, Melissa Evans, to make sure the scheduling works. Darcy stated he knows this is budget season which means everyone is busy and challenges are there. McKeon wants to give Chickering enough time to speak with his counterpart to see what their thoughts are. Darcy noted he would rather have one changed document instead of several rewrites and is willing to wait knowing there is potential help. VanCor questioned if Chickering would be ready to sign next Wednesday. Chickering stated yes.

7:20: ~ Nancy Aichele, of Solutioneering

Aldrich emailed Aichele some questions in preparation for this evening's meeting. The first question asked where we were in relation to the goals of Warrant Article #34. Five tasks were outlined in that

Warrant Article. Aichele stated that the server was installed the first weekend in November of 2019 and has been stable. The server operating system is completed.

Aichele has installed seven new computers and has purchased three more to be installed.

Aichele stated as far as cloud back-up, we paused on that because we found out it would cost thousands of dollars instead of the small amount we thought it would. We need to take a second look to see if there is something more affordable, so that task is not complete.

Aichele noted the task of establishing a Wi-Fi access point has changed a bit. Instead of extending an access point, we spoke about putting Wi-Fi in the Town offices portion of the building. This has not been done.

Aichele stated the fire wall does not need replacing. Bill Vermouth, the former IT person, replaced it in 2018 and thinks it is fine.

Items not yet completed include the cloud, the switch and the Wi-Fi access points.

VanCor is unclear about the Wi-Fi. It was noted the PD have their own private wi-fi, OEM has one for themselves and one for guests. The one for guests is the one the public connects to. After some discussion, Aichele stated the Wi-Fi situation will change for the Town Offices portion of the building once fiber is installed.

The Board of Selectmen questioned the amount of time in which IT tasks have been completed. Aichele stated, when negotiating a year ago, she suggested twenty hours of service per month for the first year, and ten hours per month after that. She noted the Town decided to devote ten hours per month only to the Town offices instead. Ten hours for Town Offices and ten hours for the Police Department was the agreement. That is part of the issue according to Aichele.

Aichele stated priorities are unclear from where she sits, and she is also missing some of the information she needs to proceed with certain tasks. Vermouth left notes that documented technical aspects of issues accomplished. If Aichele had that information, some of the processes would have taken less time. Aldrich stated she did not know Aichele needed that information as Aichele did not reach out to the Board of Selectmen for that.

Aichele stated she is struggling to get organized. To that end, the Town staff is getting into a flow with priority lists. Part of the Department Head meeting now includes discussing IT needs. McKeon stated those issues raised at the Department Head meeting will be prioritized. His thought is out of that list, Lachenal would take care of low-level items and maybe Thompson will prioritize with Aldrich before going to Aichele. McKeon also noted employees with IT issues are not to grab Aichele if she is walking by. It was noted Thompson and Lachenal will go over the IT issues list and prioritize. The list will then go to Aichele. Lachenal will create instructions on how to troubleshoot before declaring emergency. If Lachenal cannot help, she would be the one to call Aichele. Aichele may be able to troubleshoot with Lachenal.

Aichele stated she also has her own list of priorities from an IT perspective. She will go over that list at her monthly meeting with Aldrich in person.

VanCor questioned how the Town's priority list squares with her time. Aichele stated there is flexibility with her contract. Aichele stated she is willing to go above and beyond to give more hours and will bill separately for anything over ten hours. Aldrich noted people should be cognizant of Aichele's time. As far as flexibility, Aichele reminded the Board of Selectmen that she has regular

customers who may have emergencies of their own. The top three emergencies she would have to address immediately would be if a server is down, if a company cannot run payroll, or if email is not flowing.

Aldrich questioned where we are with VPN security. Aichele stated she has dragged feet because companies normally have a strict policy requiring staff to sign a form stating they understand what repercussions they are under if security is breached. Aichele noted she feels like she is on the line without certain measures in place if we allow VPN access for Thompson and Marazoff. Aichele wants the Board of Selectmen to sign a waiver stating we will not hold her liable if security is breached in that manner. McKeon noted written direction substitutes for a waiver. It was further noted that any outside contractor is now required to bring in the computer they use to make sure they have sufficient antivirus software, Firewalls, etc. Thompson stated she didn't know until the other day that Marazoff would be on the same VPN as she would be. Aichele expressed a desire to obtain software to monitor VPN access.

It was expressed the staff wonders if Aichele is supposed to be at the Town offices on certain days. Aichele stated she tries to come in the same day of the week so staff knows when she will be here, but noted she is not an employee. Aichele stated she is respecting the contract and keeps logs of her time. The last question in the email was what we can do to help. Aichele stated inserting Lachenal is a great help and so was her conversation with Aldrich.

McKeon communicated to Aichele to incorporate the Town Clerk needs into what she is doing. Aichele stated this confused her and wanted to know if that time is coming out of her normal ten hours. Aldrich stated Thompson will manage that list as well.

Thompson asked about downloading a program called Grammarly. It would need to be downloaded and installed on her computer. Aichele stated this process needs to be part of an IT procedure for downloading. Aichele and Aldrich expressed a desire for an IT policy. Aldrich would like processes in the policy and suggested for a short period time we could increase Aichele's hours for six months or so.

The Board of Selectmen requested Aichele give Thompson an estimate for hours/cost on the three issues left to be addressed. McKeon told Aichele to take two hours and charge them as Warrant hours for that. McKeon also wants to place \$1500.00 in the Town Clerk's budget for IT and wants Thompson to figure out how many hours that is. Thompson requested a tally of Aichele's hours to date.

Aichele wants to review the VPN policy with Thompson and Marazoff. Aldrich stated the policy needs to be created quickly as VPN access is a priority. Aldrich noted she will be away the first week of February.

OLD BUSINESS:

Town Hall Annex Plans

McKeon met with Dan from DA Brothers Monday, January 27, at 5pm for a walkthrough. McKeon received an email from DA Brothers after the meeting wanting to know if the Board of Selectmen could reduce the retainage/holdback based on the walkthrough. Aldrich questioned if that is the \$5,000.00 we should have sent. McKeon stated no, they requisitioned everything left to the construction budget excluding the retainer. We held \$8,000.00 and had \$5,000.00 held previously. In total we have held \$13,000.00 back. McKeon noted there is not \$13,000.00 worth of items left to address. VanCor stated if we had a better idea of the larger items left to fix, it would help determine the amount to hold back.

McKeon stated one normally holds out money one estimates it would take to correct deficiencies. In an email from DA Brothers they disagree that the ramp needs rails all the way down to the end, but they're going to do it. DA Brothers also agreed the rail on the rear stairs is not long enough either. They are also contesting the stair tread issue. Buddy, from DA Brothers, and McKeon will have to look at the code and figure out who is correct. DA Brothers would have to cut tubes, weld them back together, and paint. McKeon estimates \$500.00 for work on the rail out back and \$1,500.00 for the front rail extension. McKeon assumes the fire alarm test and hood will all work fine. McKeon suggested we hold back \$3,000.00 and remit \$10,000.00. VanCor suggested the Board of selectmen put money aside assuming McKeon is reading the wrong code. VanCor is concerned about having some kind of state inspection and failing and also concerned about obtaining a manual for the boiler. It was noted DA Brothers also owes us a set of drawings of the building, so we know where things are located. They were going to label hot water lines as well.

McKeon moved to reduce the holdback to DA Brothers on the Town Hall Annex requisition and pay \$10,000.00 out of the \$13,000.00 we were holding. Aldrich seconded and the motion passed unanimously by roll call vote.

Former Town Office Plans

McKeon reached out to Jay, the potential buyer, who stated he had just given the Purchase and Sale agreement to his attorney for review today. Jay is aware of the deadline to act.

Progress on erosion issue on Town owned beaches

VanCor had nothing new to report at this time.

Hamilton Fund 2019

Thompson researched past practices with this fund and how to verify who should receive monies. It was decided that the Town would disperse funds to thirteen citizens on the Elderly Exemption List. The Town has already verified that group is low income and in need.

CMP

McKeon noted there were several different versions including one with adjusting contributions to \$50,000.00 in 2021, then there was 2025 and 2030. If you look at those, the \$50,000.00 in 2025 made the most sense. In going through, McKeon believes that will work as it doesn't put the fund into the red until roughly 2040. That timeline is well beyond what we can project, and McKeon feels more comfortable knowing it is that far out.

NEW BUSINESS:

McKeon still hasn't heard anything from NH DOT in reference to the letter he sent. He will reach out again to the local office asking what was going on with the salt reduction situation.

The Board of Selectmen reviewed and discussed the Warrant Articles.

McKeon reviewed the latest budget sheet from the library. It was noted the Warrant Article pertaining to the library included funds for carpeting, which the Board of Selectmen agreed was a priority. The Article also contained funds for shelving. It was noted that eventually the library will have a new Director and that person may want different shelving or a different configuration. It was agreed not to fund shelving until the library has a new director.

Aldrich took issue with the carts to be purchased. It was noted the test for the carts already purchased on the carpeting had not been completed. The Board of Selectmen are in agreement not to keep

funding in the budget for carts. Aldrich stated that new chairs and tables are needed. VanCor stated the Library hasn't learned to spread expenses out over time. Aldrich is glad the library staff is so excited about making improvements, but also noted expenditures needs to be thought out, as in the end, funds come from the taxpayers. The Board of Selectmen removed \$14,789.00 from their proposed budget.

Fran Shippee, in the public audience, contributed to a discussion about the Friedsam Trust Fund in relation to cemetery expenses.

Thompson and the Board of Selectmen discussed details of handouts to be dispersed at the Budget Hearing this Saturday.

OTHER BUSINESS:

McKeon stated he received a note from Chesterfield resident Mr. Kowalski stating he wants to add signs to North Shore Beach iterating that a decal is required for entry. He expressed a desire to have a new sign up stating "Residents Only". VanCor noted he and Chris Lord, Director of Public Works, moved the sign to a more visible place last fall. Kowalski also wants signs on Route 9 and Twin Brook Road restricting trucks. It was noted this subject was entertained before but is not allowed as the sign would be on a State road.

McKeon questioned if submissions for the Town Report were getting to Thompson in a timely manner. Thompson and VanCor have a system for tracking submissions.

It was noted Susan Newcomer will be the Moderator for Town Meeting this year.

She would like something to use as a gavel. Newcomer also suggested doing something in the Town Report for Elizabeth Benjamin. McKeon stated he thought this is not a bad idea as Liz had a long history of service to the Town. VanCor stated said he would figure out placement.

Shippee offered to gather information and forward it to VanCor.

VanCor spoke with Lord who is developing a proposal for changes in recycling. VanCor believes it is a worthy discussion to have. They also spoke about the generator the school is looking to re-home. It is a Town owned generator. A good application may be at the Highway Department. In the meantime, Lord will contact Powers Generator Service and get history on the machine.

VanCor attended the monthly meeting for OEM. They are getting ready to do more in detail for a school shooting exercise. In the spring there will be a full-blown practice session. VanCor is supposed to prepare a PR plan for the Town and stated it is a project more cumbersome than anticipated. Sharyn D'Eon says SAU will take over in the event of an OEM emergency. VanCor stated he is not sure what authority the school has. Once the plan is in place, we will learn from the actual drill.

VanCor met with Thompson and Christine Prah, member of the Trustees of the Trust Funds. It was a very productive meeting, and suggestions were made to facilitate better communication. All walked away with a better appreciation for how we can work cooperatively.

Amanda Fryberger is not running for another term on the Trustees of the Trust Funds. Prah is interested in staying with Trustees and has ideas for the future. Administration will be working with her on record retention.

Aldrich stated the Conservation Commission is asking if Ted Athanasopoulos, Code Enforcement Officer, can send an official letter to Fieldstone Land Consultants stating the Town does not recognize

permeable pavers. McKeon stated he prefers the Board of Selectmen send the letter and noted he would write it over the weekend. The Conservation Commission also noted other zoning violations and will report those to Athanasopoulos.

Aldrich stated she will discuss Athanasopoulos's verbiage and the way he addresses people. Stating "I'm just the messenger" in delivering information about code violations is unacceptable.

Thompson stated the Town is receiving dividends from an old investment through Metlife. Aldrich suggested Thompson call to sell the shares. McKeon was not certain the Board of Selectmen has the authority to do that. Jeanny questioned who the Trustee of the Employees Retirement Plan was. It is believed to be the Board of Selectmen.

McKeon moved to sell these three shares from Bright House Financial. VanCor seconded the motion and it passed unanimously by roll call vote.

ACCEPTANCE OF MINUTES

McKeon moved to approve amended minutes of the January 22, 2020 meeting. VanCor seconded the motion, and it was approved unanimously by roll call vote.



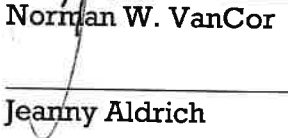
ADJOURN

McKeon moved to adjourn at 9:49 P.M. VanCor seconded the motion, and it was approved unanimously by roll call vote.

Respectfully submitted,

Dara Carleton
Administrative Assistant to the Board of Selectmen

Approved by:

		
_____ Jon P. McKeon, Chairman	_____ Norman W. VanCor	_____ Jeanny Aldrich
	5 Feb 2020 Date	
	2/5/20 Date	
		Date