

**Town of Chesterfield
Board of Selectmen
MINUTES
JANUARY 30, 2019**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:09 p.m. Also, in attendance were Norman VanCor and Jeanny Aldrich

PUBLIC COMMENT

John Koopmann asked if the Town owns a drone for aerial photography or inspections. McKeon noted that the Town does not. McKeon noted that the Police have used one in the past, but it is the Chief's personal drone. Koopmann noted he would suggest the Town getting one. Koopmann noted that after the rain, if the Town had a drone, it would have been helpful to follow the debris on the lake and find the areas where the runoff caused the debris to run out onto the lake.

OLD BUSINESS

Personnel Policy Review

VanCor noted that he looked over the personnel policy, but notes he is not looking at it from an expert point of view. McKeon noted that he went through the items previously discussed by the board, but suggested that the board send the policy to Rattigan and have his team look it over. Aldrich noted that Chapter 1, #4 indicates each department having their own departmental rules. Aldrich noted the Board of Selectmen should have copies of the rules. Aldrich noted that Chapter 3 #2 indicates a joint loss management program. Aldrich noted she has not seen it. McKeon noted that there is a safety committee that meets quarterly. Thompson noted that one of the tasks in March is to review and update the program. Aldrich noted that page 7 speaks about Overtime. Aldrich asked how the board tracks and monitors overtime. McKeon noted that there is supposed to be a written explanation of why overtime is needed. McKeon noted that it has not happened recently mostly due to transition in department heads. VanCor noted that the board has said if the overtime is affecting the budget, then the department head needs to figure out how to compensate for it, or come see the Board of Selectmen. Aldrich asked what types of ongoing training is available to the employees. McKeon noted that training is available for all employees. Aldrich asked how the training is tracked. Thompson noted that certificates of attendance are given to the Selectmen's office and kept in the employees file. It was noted that Chapter 4, #1 f, will be removed due to a previous decision made by the board. Aldrich noted that computer usage (page 16) should be looked at by the attorney and everyone should be aware of the policy and anything they do from home. Aldrich noted that the vacation accrual is not clear and should be updated for clarification. IT was noted that workers compensation forms must now be filled out within 24 hours. It should also be added that they need to go to Convient MD.

VanCor noted he has nothing to add at this point. McKeon will take Aldrich's suggestions and get them to the attorney for review.

Thompson noted that page 26 should be Medical Insurance instead of Medical and Hospitalization Insurance. Thompson noted that the accidental death and dismemberment

insurance needs to be checked into as the PD and the Fire Precincts are not on the primex bill. Thompson will contact Primex. The supplemental life insurance should be added.

Budgets – Warrant Articles, Revenues, Capital Reserve

The board reviewed the proposed handouts for the Public Hearing on Saturday. Thompson noted that the Parks & Rec department received a gift of \$4,000.00 which was put into the general fund. Thompson will contact the DRA on the correct way to remove that donation from the general fund and allow the Parks & Rec access to the money.

Building inspector/Code Enforcement Officer Position

The board will interview three candidates: E. Ladd Kautz, Luis Angel Ortiz and Terry Winn. Thompson will set up interviews for Tuesday from 5:30 - 6:30 half an hour each. If someone cannot make that time, they may be scheduled for Wednesday January 6, 2019 selectmen meeting.

Audit Financial Report

Aldrich noted that she has never seen a financial audit for our town before. VanCor noted that the auditors indicated a breakdown in the process of information in and out of the tax collectors office. VanCor noted that the report indicates these items need to be addressed and corrected. McKeon noted that the board needs to look at the Tax Collector process and making suggestions on how to improve the process. McKeon noted that the board needs to come up with a strategy for the Tax Collector, have her in, provide her with the strategy and receive her input. McKeon noted that the corrections need to be made quickly and efficiently and there needs to be a timeline for implementation of the changes. The board would like a meeting with Matt Murray at his earliest convenience to speak about the audit and any necessary adjustments needed by the Town.

GUESTS

6:30 Conservation Commission (Evan's Property)

Bruce Jacobs and Stacy Cibula were present.

Jacobs noted that in September a presentation was made to the Board of Selectmen to obtain preliminary approval to purchase a conservation easement on the Evans property allowing the Mondanock Conservancy to apply for a grant to fund the project. Cibula noted that the meeting tonight is to inform the board that the grant has been received and a more formal approval is requested. Cibula noted that a tentative public hearing has been scheduled for March 1, 2019. Cibula noted that in order for money to be disbursed from the fund, the Town must take a legal interest and the Town will be the backup holder of the easement. Cibula noted that the Mondanock Conservancy will be the primary holder. It was noted that there are currently 7 other properties in Chesterfield totaling 750 acres that have conservation easements. McKeon noted that the board will not give approval, but will have a public hearing and then make a determination following the public hearing. McKeon inquired as to the status of the restriction agreement. Cibula noted that the easement documents are still being drafted. Cibula noted that funding for the project is coming from the Federal Government and the State Government and therefore there is some language that must be included. Cibula noted the

board will be able to view the document prior to it being finalized, but will be unable to change any federal or state language that is included.

Jon McKeon moved that the Board of Selectmen support the conservation project and discuss again after the public hearing. The motion was seconded by Jeanny Aldrich and passed by roll call vote.

NEW BUSINESS

Chesterfield Happenings

A survey was provided by Southwest Regional Planning Commission and will be added to the Chesterfield Happenings Email.

Jon McKeon moved the Board of Selectmen have Alissa Thompson distribute the Chesterfield Happenings Email as amended. The motion was seconded by Norm VanCor and passed by roll call vote.

OTHER BUSINESS

Thompson noted that the board received a letter regarding renaming Stones Mill Road. Thompson noted that Chris Lord spoke with Rod Parsons previously and informed E911, the Town will not be changing the name. McKeon noted that the burden put on the surrounding area is not worth it for renaming and renumbering one residence.

Thompson noted that Home Hospice is giving up their rental space in the Town Hall. It was noted they can do most things from their vehicles.

Thompson stated there is a welfare administration meeting and she will be signing Susan Riggs up for the training.

McKeon noted that one of the State Reps is asking for a copy of the memo of understanding with Consolidated Communications. The Town will not be sharing the memo prior to a signed contract.

Thompson will be signing up for the Municipal Management Association for \$100.00 per year.

The board requested Lachenal attend the next meeting to assist Susan Riggs.

Aldrich noted that she has a lady interested in joining the Parks and Rec Commission. Aldrich will direct her to email Thompson and the board will have her in for a meeting.

Aldrich noted that she was contacted by Betty Tichy indicating that she needs an exemption to having a transfer station sticker. McKeon noted that the board is not giving exemptions. Aldrich will write Tichy a letter and have Thompson get forward it to her.

VanCor noted that there is some good and bad things in the recent Legislative Bulletin provided by NHMA. VanCor asked how the board will be indicating their position. McKeon noted that the board can have this on the agenda each week and provide input if the board feels necessary.

VanCor noted he has the agreements for the abutters at North Shore Beach ready to be signed.

Thompson noted that the Planning Land Use manuals have arrived. Lachenal and Thompson will get them out to the boards.

ACCEPTANCE OF MINUTES

Jon McKeon moved to accept the minutes from 1/16/19 as amended. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

LEGAL

PUBLIC COMMENT

NON-PUBLIC

Jon McKeon moved to adjourn at 9:11 PM. The motion was seconded by Norm VanCor and passed unanimously.

Respectfully submitted,
Tricia Lachenal
Interim Secretary to the Board of Selectmen

Approved by:

Jon P. McKeon, Chairman

Date



Norman W. VanCor

2/20/19

Date

Jeanny Aldrich

Date



Jeanny Aldrich

2/20/19

Date