

**Town of Chesterfield
Select Board
Working Meeting Minutes
May 8, 2019**

CALL TO ORDER: VanCor brought the meeting to order at 6:01. Present were Norm VanCor, Jeanny Aldrich, Alissa Thompson and Susan Rigg. Jon McKeon is on site at work and he was unable to travel back to Chesterfield to attend the meeting. *VanCor made a motion to allow McKeon to join the meeting via Skype. Aldrich seconded the motion and it was unanimously approved by roll call vote.*

NEW BUSINESS: The Board received a request to allow the B2VT - Vermont annual bike race – to use the parking lot at the fire station as a rest stop during the race. The race is scheduled for June 8th. The Board is not aware of any conflicts on that date. *McKeon made a motion to allow the bike race coordinators to use the parking lot. VanCor seconded the motion and it unanimously approved by roll call vote.*

OLD BUSINESS:

Former town office plans: VanCor is expecting a map from Surveyor David Mann this week regarding boundaries of town owner land around the town offices, including the field in front of the school.

Progress on erosion issue on town owned beaches: VanCor reported the Dept of Environmental Services promised the Wetland Permits this week. The DES apologized for the delay. They made changes to their groups and the applications were overlooked. VanCor reported that Pat Rawson Construction will go back next week to finish Ware's Grove, and then move to North Shore.

VanCor also reported there are concerns about potential liability issues with the open rip rap in the plunge pool at Ware's Grove. VanCor and Thompson sent a letter to Primex with questions about potential liability issues. VanCor will send out the response upon receipt and put this on next week's agenda for discussion.

Legislative Bulletin: There was general discussion about SB77 which would take \$.50 per dog license from towns to cover costs of animal cruelty cases in the State. The Board also briefly discussed HB616 which addresses COLA adjustments. The NHMA is watching these issues, said VanCor and no action was taken.

Use of Old Town Office for Old Home Days: The Board agreed that the building can be used for the art show during Old Home Days on September 21, 2019.

GUESTS:

Faith Mba visited with the Board about his request to join the Economic Development Committee. He has lived here for 15 years and owns a business in Brattleboro. He believes he has ideas that could be useful to the EDC. VanCor advised Mr. Mba that the appointment requires a time commitment and a commitment to attend the NHMA Right to Know Seminar. Mr. Mba assured the Board that he is willing to put in the time required and will attend the seminar to learn about proper board procedures. With that, the Board thanked Mr. Mba for coming and congratulated him on the appointment.

Mike Chamberlain, Office of Emergency Management and John Keppler came before the Board to discuss the new emergency notification system being suggested by the Davison of Emergency Services & Communication (DESC). VanCor reviewed the email received from Kelly Teeter at the E911 Dept of State of New Hampshire. Per Mike Chamberlain, there is already a NH Emergency Management System. It is the same as the new Code Red, but geared just toward New Hampshire. Code Red allows towns to put out the notifications direct, without going through the State of New Hampshire. He said the state emergency managers did not know of this new system. He believes we should stay with the existing systems, NH Alerts, for the time being. The new system is the same as what we have

now. The only difference is going direct to the public vs. going through the State first. A notice will be put in the Happenings to let people know that NH Alerts is available. Chamberlain suggests we wait until the State Emergency Management director comes out with more information. John Keppler said a new plan would have to be set up with the Code Red and the difference between the NH Alert and Code Red need to be determined. It was agreed to hold off and make a more informed decision. Chamberlain said the Code Red events come across NH Alerts at this time. There is nothing that indicates they are getting rid of NH Alerts. Chamberlain will keep the Board apprised of updates.

BOARD PROJECTS STATUS:

McKeon Projects:

1. Annex Building: McKeon reported he should have finalized plans and signed contracts within the next three weeks. He plans to handle inspections and submittal reviews. McKeon expects a September completion date.
2. Former Town Office: He does not know the completion date. Aldrich will also work on this and the project will be ongoing.
3. McKeon would like to meet with the Board regarding Capital Maintenance Plan implementation. He will schedule this with the Board and Thompson for next month.
4. McKeon has identified five roads in town that should be addressed on the Capital Maintenance Program for the roadways. The existing fund won't cover the costs of all needs, but he thinks the Board should review and start to draft a plan. The drafting will take most of this year, said McKeon.
5. McKeon said he would also like to help VanCor with the transfer station/recycling area issues.

VanCor Projects:

1. Transfer Station and Recycling Center. VanCor talked with North East Recycling about the current processes. He would like to have a plan prepared by the end of August to address changes moving forward, including adding an employee. Chris Lord has information regarding the previous use of the land and suggests the town will need to be careful if excavating the area.
2. Ambulance: VanCor's work with an Ambulance Action Committee has given him information and contacts regarding ambulance needs. The ambulance in Cheshire County cannot sustain itself much longer, reported VanCor. This is a great concern and municipalities need to start to talk with each other about this issue. He would like to begin discussions in the fall or after the next budget cycle.
3. Drainage projects: The delay at this point is the plantings. VanCor only has one bid from Maple Hill Nursery. McKeon suggested VanCor call E.C. Brown Nursery. VanCor will call them tomorrow. He expects the work at Ware's Grove will be done by Memorial Day; North Shore should be completed soon after that.
4. Spofford Lake Implementation Committee: VanCor is working with this group which was formed in response to issues uncovered during the grant process last year. There are 72 items identified; VanCor is responsible for addressing 30 of the items. He reported that some of these items will require joint meetings with other boards and commissions. Funding will need to be discussed. The Implementation Committee is meeting once per week at this time.
5. VanCor is also writing a Town Media and Public Relations Plan. He is working with Mike Chamberlain to determine who will work with the press in the event of an emergency event in the community.
6. VanCor is also researching road salt usage with Chris Lord. They are learning about alternatives to salt and new technologies, along with costs of such. Community members are asking why we use so much salt and he would like to be proactive in providing answers.

Aldrich Projects:

1. Aldrich is working on the computer network for the Town Offices. She will have a monthly meeting with Thompson and Nancy Aichele to keep up to date on issues; she expects this to take many months.
2. Aldrich is also working on funding grants for the work at the former town office.
3. Aldrich expects the Personnel Manual to be done by the end of June. When the manual is done she will forward the information to the Town Attorney for review. After review, she will bring this to the Board for

final review and revision.

4. Safety & Health procedures should be completed by the end of summer.
5. Website updates: Aldrich would like to get a warrant put together for the town website updates. She is looking into the potential for a Cloud based website.
6. Equipment for the annex kitchen: McKeon and Aldrich will work on the equipment list. Aldrich will get the vendor involved for the equipment purchasing. McKeon will work with the contractor for cut sheets and rough-in information.

VanCor reported he is worried about the new payment system for Ware's Grove. Samantha Hill is aware this will not be done in time for Memorial Day, said Thompson. The new laptops will be ordered and a merchant ID number should be assigned soon. Hill knows she may only be able to accept cash for the first week or two at Ware's Grove.

Aldrich advised the new Donations Policy will be going on the website. Thompson said she talked with Hill regarding the donation accounts. As the revolving fund is only for sports, she would like a fund for program donations to include Zumba, Trivia Night and other programs. A Materials Fund would be for other items not included in the budget, such as tables and chair for the rec building and life jackets.

VanCor said at the last Parks & Rec meeting it was made clear that Hill cannot host fundraisers. She has a budget and if there are things she wants she will have to wait, or find the funds to make purchases, said VanCor. Aldrich said the new donation funds will not be set up for just Parks & Rec. The Board does not want fundraising because plans weren't made at budget time. A fund for Programs is acceptable; also a Summer Concert fund. Aldrich said projects which may receive donations would be the old Town Office, the Annex project and the Summer Concert Series.

OTHER BUSINESS: Aldrich said the vacant Code Enforcement position needs to be addressed. Having Tricia, Norm, Steve and Jeanny cover the job is not working. Tricia Lachenal has been working 47 per hour week for several weeks. Aldrich wants to reach out to the former candidate with a higher salary offer. VanCor reviewed the wage review study from three years ago. Based on that information, it was agreed to increase the hourly wage to \$25. McKeon will go back to the previous candidate and offer the \$25 per hour. In the meantime, Aldrich suggested Ron Rzasz be asked to do building inspections and Richard Aldrich to do the permitting. Aldrich will call Ron Rzasz to determine if he is interested for a limited time. McKeon said there are two concerns about hiring Richard Aldrich. The first is that he is a member of the Zoning Board. It was agreed he can recuse himself if an issue comes up before the Zoning Board. Also, working in the office on permits is less likely to pose a conflict for him. The second concern is the appearance of nepotism. It was agreed the biggest concerns are the work and stress on the employees and the delays to the people needing the service. The Board decided, without other options, hiring Aldrich and Rzasz could solve the problem until a new full time employee is brought onboard.

Town Meeting: The Board members said they are ready for the Curative Special Town Meeting on Saturday. The meeting was published in the Keene Sentinel and the correct time of 9:00 AM was listed. McKeon reported he spoke with the school principal regarding the annual town meeting and the school meeting being on the same day. The principal will speak to her board about the merits of having combined meetings in the future.

Ramp at the Gazebo: McKeon talked with Jason Skaggs about the options for the ramp. If all pressure treated lumber is used, the cost will be about \$ 1,250; including labor. Another option would be to frame using pressure treated lumber and mahogany for the decking. This would cost approximately \$1,600. Aldrich asked about using Trex materials. The Trex materials would cost less than mahogany, said McKeon. However, Trex is not maintenance free, said McKeon. The pressure treated option should last about 20-25 years with regular maintenance. The mahogany will last another 10-15 years, said McKeon. VanCor said the purchasing policy requires 3 bids; these three options could be interpreted as three materials/options. The Board agreed McKeon should pursue final quotes for the pressure treated wood option.

MINUTES: tabled

Thompson asked about classes that were suggested during her performance review. McKeon asked her to look at classes going forward create a plan to review with the Board in the future.

Aldrich said we should touch base with other employees who received reviews, as it has been 6 months since reviews were completed.

VanCor made a motion to adjourn at 7:45 PM. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted:

Susan Rigg

Accepted:

Jon McKeon, Chair Date:


Jeanny Aldrich Date: 5/22/19


Norm VanCor Date: 5/22/19