

**Town of Chesterfield
Board of Selectmen
MINUTES
NOVEMBER 14, 2018**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:00 p.m. Also in attendance was Norman VanCor. Jeanny Aldrich was present via Skype. Aldrich noted she is unable to attend the meeting in person as she is out of the State due to work and she is alone in the room.

Jon McKeon moved to allow Jeanny Aldrich to attend the meeting via Skype. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

McKeon noted that the meeting is being recorded.

McKeon noted that there are meeting minute adjustments to be made to the minutes from October 31, 2018. The board could not locate the minutes and will take this up at the next meeting.

WEEKLLY REVIEW

Code Enforcement Review

The Code Enforcement activity report was reviewed by the Selectmen for the week ending November 9, 2018.

PUBLIC INPUT

None

OLD BUSINESS

Town Hall Annex Plans– Meeting with DA Brothers November 30

McKeon noted that he received an email that all of DA Brothers people are available to meet on November 30th at 10:00 AM in the Town Office Building. They have our list of items to be discussed and some ideas on floor plans that was discussed at the last BOS meeting.

Former Town Office Plans

Jeff Scott noted that he would be happy to meet with the Dompier on his own as long as the Selectboard is clear about what is not negotiable in the lease. McKeon noted he will reach out and set up a meeting with the Dompier, and Scott. VanCor noted that the lease is clear and everything that was in there was put there because it needed to be there. McKeon noted that they will be asking them specifically what they have an issue with that is in the draft lease and start there.

Aldrich noted that if this falls through, the board should consider forming a non-profit and finding someone to manage it and let it go from there. Aldrich noted that this would self-form according to the Town's wishes.

Progress on erosion issue on town owned beaches

VanCor has called several contractors and is looking to schedule appointments. He will set a day and offer it to all of the contractors to visit and ask questions on the design plans of Fuss & O'Neil.

Parks & Recreation Cottage insulation – Schedule 11/14 to 11/17

Work is expected to be happening this week.

CMP – To Do list

VanCor noted that he needs another week to look this over. They will talk about this more at the next meeting.

Budgets – Rest of budgets will be presented to Selectboard on 11/28/18

GUESTS

8:00 PM Town Clerk budget

The board reviewed the proposed budget with Barbara Girs and Kristin McKeon. It was suggested to add some containers that will be used for the new document retention that is dictated by RSA. This will begin with the newest and back feeding. The Town Clerks office is still working on gathering information on what needs to be saved and how it must be saved. They are waiting for the requested response from the different departments that was due on November 10th. Tricia at the Highway Department is the only one who has complied with the request as of this meeting.

The Town clerk office is proposing a new software program called Clerk Works to be purchased. This will allow the town citizens to use Credit cards and perform on line registrations. There is also a feature that would allow for credit card use for the Transfer station and Parks and rec. there are advantages for the dog registrations and for the Police Department also. More information to come.

The Town Clerk will update the budget and the BOS will look at this again at the next meeting.

NEW BUSINESS

Fire Warden & Deputy Fire Warden

VanCor noted that he received a phone call from Dave Jordan and answered via email. The board would like to have Steve Buckley present at a meeting in order to answer some questions. McKeon will have Thompson set up an appointment.

Primex Insurance Rates for 2019

The board reviewed the CY 2019 Workers Compensation Program renewal from Primex. It was noted that the letter requires a final decision no later than November 17, 2018 at 4:30 PM.

McKeon noted that historically the board has looked into pricing with other insurance companies. McKeon noted that Primex was not the lowest at one point and the Town changed from Primex to another carrier, but the rates jumped after a year or two and the Town went back to Primex.

Jon McKeon moved that the Town use Primex for the Workers Compensation Insurance as outlined in the CY 2019 Workers' Compensation Member Contribution Summary, property liability insurance and any other insurance before the board this evening. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.

The BOS would like Thompson to put it on her calendar for next September to get quotes for pricing on this insurance for comparison.

Planning Board Abutter Notice

This is notification that Camp Spofford is going before the Planning Board for a Site Plan Application.

OTHER BUSINESS

McKeon noted that Richard Aldrich has resigned from the Planning Board.

Jon McKeon moves to appoint Richard Aldrich to the Zoning Board of Adjustment. The motion was seconded by Norm VanCor and passed unanimously by roll call.

McKeon noted that the Planning Board looked at a plan from Camp Spofford to see if it was complete enough to continue with a hearing. The application was complete enough and a hearing has been scheduled for November 19, 2018.

McKeon noted that the board received correspondence from Tony Sousa regarding property that he is negotiating a deal with the State to purchase. McKeon stated that there was some action that needed to be taken by this board and he is not sure if it has been done.

McKeon stated that he is also not sure where the Town is with the land that was sold through open bid. McKeon noted that he believes there was an issue with true ownership of the parcel. McKeon will check with Thompson as to where it stands and pass it along to Ratigan.

McKeon noted that Thompson called Fieldstone Engineering regarding the as-built survey at Gateway Preserve housing for converting the performance bond to a maintenance bond.

McKeon noted that the budget committee had a meeting last night. Chief Chickering presented the PD budget. There were not a lot of questions for the Chief. McKeon noted that the BOS presented 6 or 7 budgets. There were a few questions about the Zoning Board which was explained. A mistake was found on the Code Enforcement budget. The last line has \$4000.00 and should have been \$500.00. The remaining \$3500.00 should be encumbered from the warrant article last year. The increase for a lease of a car for Code Enforcement was discussed and a suggestion to use an old PD car or a used vehicle was discussed. McKeon noted that we no longer favor repurposing the PD vehicles as they are historically not in good condition for continued use, noting that there is 11,000 miles of use by the CEO alone. There will be more conversations regarding this issue. The budget committee had some questions regarding the

Highway budget. The committee will be provided more information before their next meeting and Chris Lord will be present to answer questions at that time.

The Selectmen Administrative Secretary and Code Enforcement positions have been advertised.

VanCor noted that Rescue Inc. is a year to year contract and he has not received information on the proposed rates. McKeon noted that in the past, someone has contacted Rescue Inc. and asked what was anticipated. VanCor will call Drew Hazelton, Operations Director of Rescue.

McKeon noted that in the beginning of October a second letter was sent to Rancourt regarding the underground conduit that they installed on the property at North Shore Beach. The letter indicated an October 19, 2018 deadline to remove the underground lines. McKeon noted that nothing has been done and he contacted Attorney Ratigan to see what the next step was for the Town. Ratigan noted that it is the Town property and he does not have an easement for underground service so he recommends contacting the electric company to check for electric wires and going and digging it up. McKeon noted he will get in touch with Chris Lord and have him take care of it.

VanCor noted that he has spoken with one surveyor regarding the school and Town property line. It was noted that the BOS is looking for a title search and an as-built drawing making sure to include the dimensions from a fixed building such as the school or the Town Office building.

VanCor noted that the Parks and Rec duties and responsibilities has been completed and is ready for distribution. VanCor noted that he will be looking for feedback from the BOS and the P&R Commission. Sue Parker is the new member on the Parks and Rec Commission and there are still 2 open seats so the word should go out for anyone interested.

Aldrich noted that she has been working on the website, email and server. There are two companies that will be giving estimates and maybe more if phone calls are returned. Aldrich noted that she has received many requests to update the website, but with her full time job she has asked Margret for assistance. The website is old and needs to be updated. She will continue to work on the server issues and email issues. Aldrich noted that some boards and commissions have asked for access to the website to update their information.

Aldrich noted that a couple of people in the community have come to her and noted they feel a bit like the board does not recognize the amount of things that are accomplished by civic organizations. She would like to figure out a way to acknowledge what they are accomplishing and assist them in the gatherings they have in Town. Aldrich noted that she believes that lack of communication is the main cause for concern. There was talk about the rules for use at the Town Hall. Aldrich will look into it more going forward and bring a presentation to the board. McKeon noted that there is a policy in place that needs to be considered. VanCor noted that some people in Town are upset that some organizations are allowed to use the Town Hall for free.

Public Input

Jeff Scott asked if the board was going to consider changing the building permit cost. Scott suggested a different way to issue renewals to have the renewal the same cost until concrete is poured and then perhaps a grace year then double or even triple the cost. McKeon noted that he would hate to punish the people that are truly working toward getting it done, but run into other issues. It was noted that building permits could be pulled if substantial progress is not made within a time limit.

Barbara Girs noted that the BOS should look into some acoustic absorbers for the Town Hall. McKeon noted that they are looking into that as well as window treatments.


Girs noted that the issue with people feeling like the BOS is not supporting them sometimes stems from their attitude and how things are explained. Girs noted that a better and nice explanation may help with the issue.

Norm VanCor moved to adjourn at 9:07 PM. The motion was seconded by Jeanny Aldrich and passed unanimously by roll call.

Respectfully submitted,

Tricia Lachenal
Interim Secretary to the Selectboard

Approved by:



Jon P. McKeon, Chairman



Date



Norman W. VanCor



Date



Jeanny Aldrich

Date