

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
NOVEMBER 6, 2019**

**CALL TO ORDER**

Jon McKeon called the meeting to order at 6:01 P.M. Also in attendance was Norm VanCor, Alissia Thompson and Tricia Lachenal. Jeanny Aldrich was excused.

**SUGGESTION BOX**

There were no suggestions in the suggestion box.

**Weekly Review**

Code Enforcement Tracker

The board reviewed the information provided by Code Enforcement. McKeon noted that 146 North Shore Road notes on 10/30/19 indicate asking DES about lot coverage. McKeon wants to make sure that the Code Enforcement Officer is aware that the property owner must follow the most stringent regulations. The Town regulations are more stringent than the DES regulations and those must be followed. Thompson will convey this message to Code Enforcement. McKeon noted that he is unsure of what the last notes mean. McKeon noted that there are two options. The first option is to return what was there and the second option is loam or grass. Thompson will convey this message to Code Enforcement as well. VanCor noted that this needs to be conveyed to the property owner in writing. VanCor noted that the next step for 217 Route 9A should be a letter. The letter should include all of the information indicating the consequences for non-compliance.

Parks & Rec Executive Director Report

Thompson noted that Sam Hill has no new updates for the board.

**Guests:**

Bayard Tracy – Spofford Lake Exp Trust Fund

Tracy stated he would like to propose an Aquatic Invasive Species Treatment and Control Expendable Trust with an initial Town contribution of \$5,000.00. Tracy noted that proceeds from the Expendable Trust would be used to control and remediate invasive species infestation in Spofford Lake in conjunction with funds from the Spofford Lake Association and the NHDES matching grant program. Bayard noted that if the lake had a new infestation, DES would pay 100% of the treatment costs and up to 50% for repeat management practices. It is expected that local dollars will be available to support control efforts. In 2017 boat registrations funded the DES program and yielded a working budget of \$893,000.00, but as requests for control grants are expected to continue to exceed current budgeted amounts, DES guidance speaks to matching grants around 25%. Bayard noted that there are many factors in determining the cost of controlling invasive species. A small relatively

new find may cost between \$7,000.00 and \$20,000.00 annually. Bayard noted that any invasive plant infestation would have an immediate effect on real estate values, dropping property taxes and negatively affecting the entire town. Bayard noted that the Town would have to generate the same amount of revenue, raising taxes for all properties in Town.

Bayard noted that this would not be an insurance policy, but a reserve fund. Bayard noted that the Lake Host program conducted 1800 hours of boat inspections. Bayard noted that the Spofford Lake Association has created a \$50,000.00 reserve fund for control and remediation of invasive species. Bayard noted that he recommends the Town establish a fund, funding it to a reasonable amount and then leaving it there in case it is needed. Bayard noted that the SLA has \$50,000.00 and he would recommend the Town also having that amount in reserve. McKeon asked if the initial investment of \$5,000 was enough, noting that he believes the number is too small. It was noted that the Selectmen would be the agents to expend the funds. Bayard noted that the State reimbursement is not known until it is received. Thompson will look into the process of having money spent from the expendable trust and then reimbursed. McKeon noted that this is a serious concern for the entire Town and believes the initial investment into the trust should be \$10,000.00. McKeon and VanCor agree that the BOS should move forward with a \$10,000.00 initial contribution. Bayard noted that he is willing to speak with the budget committee and at Town Meeting.

#### Non-Public 91-A (e)- Duane

*Jon McKeon moved to go into non-public session per RSA 91-A: III, 2(e) for the purpose of potential litigation. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

*Jon McKeon moved to come out of Non-Public session. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

*Jon McKeon moved to seal the non-public minutes. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

*Jon McKeon moved to go into non-public session per RSA 91-A:III, 2(a) for the purpose of disciplinary action of employee. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

*Jon McKeon moved to come out of the non-public session. Norm VanCor seconded the motion which passed unanimously by roll call vote.*

*Norm VanCor moved to seal the minutes. The motion was seconded by Jon McKeon and passed unanimously by roll call vote.*

#### **PUBLIC COMMENT**

Jeff Scott asked if the roof leak on the Marsh house could be moved up as he must leave the meeting at 7:30.

Jeff Scott noted that he would like the board to direct the members of boards and committees to speak louder as it is sometimes hard to hear what is being discussed. Scott noted that other people in Town have noted the same concern of not being able to hear what committee/board members are saying during meetings.

## **OLD BUSINESS ----**

### Town Hall Annex Plans

McKeon noted he received a note from DA Brothers wanting to know if the Town wanted more green space of the left side of the handicap ramp. VanCor noted that he spoke with them and indicated that the Town wants it grass on both sides of the ramp. VanCor noted that the drip edge should go into grass not onto pavement. VanCor noted he told them six (6) feet of grass. VanCor noted that the completion date is still November 18, 2019. VanCor noted that DA Brothers is looking to speak with McKeon regarding the hood placement in the kitchen. Thompson noted that two residents went and talked to the contractors and were told there will be no cabinets or counters in the kitchen. McKeon noted that there will be counters and cabinets. McKeon noted that the building is a construction zone and nobody should be on site or speaking with the contractors. If anyone has any questions they need to address the Board of Selectmen. McKeon noted that the contractors were informed of this and are not to let anyone on site.

### Former Town Office Plans

McKeon noted that he had a conversation with a group that is looking into forming a non-profit and providing an option for the former town office. McKeon noted that he has not heard from the first guy that was interested. McKeon noted that the first guy has been busy with a project in South Carolina, but McKeon will send a note to him this week.

McKeon noted that the Board needs to look at expending some money on the roof. McKeon noted that if there is rot, it needs to be fixed so we can stop any infiltration into the building. VanCor noted he thought repair work was done and it was fixed. McKeon noted that the snow was removed and some slate was replaced, but it is still leaking. Jeff Scott noted there are a couple of other spots further back on the ell that are leaking. McKeon noted there is \$500.00 in the budget that has not been spent and it needs to be addressed. Thompson will call and get someone to come look at the roof. Scott is willing to take them over to the building to point out the spots he is aware may be an issue.

### Progress on erosion issue on town owned beaches

VanCor noted that he heard from DES and after speaking with John Rattigan, with the permit in hand and an agreement signed by Anthony Matini Sr., it is our belief that the permit and agreement are valid and letter needs to be sent to Martini Jr. and he needs to get back to us within 7 business days or we will proceed within the conditions of the permit. McKeon noted he will contact Pat Rawson construction and find out if they will be able to complete the work this fall or if it will be next Spring.

### Highway Dept Budget

Tabled until Chris Lord gets back from vacation

### Transfer Station Budget

Tabled until Chris Lord gets back from vacation

### Police Dept Budget

The board reviewed the proposed budget.

VanCor noted that he is having trouble with a 4% increase in the total operating budget. VanCor noted that the full time salary line has everyone going up a step. VanCor asked if it is the right time to go up a full step for all employees. McKeon noted that if they have done what was asked of them in order to get their next step, then they should get the next step. VanCor noted that there are no special aspects required in order to get the next step. McKeon noted that it is laid out what the employee needs to do in order to get the step, and if they do it, then they should get the next step. VanCor noted that he has not even seen the reviews. VanCor noted that it is the Board of Selectmen that approve raises, not the department heads. McKeon noted that employee retention is an aspect to consider also. McKeon noted that if one person leaves, it will cost the Town more money to hire someone new than it would to give a current employee a raise. VanCor noted that there is an employee that will be working 5 hours a week but is included in all of the required training. This employee will be maintaining the evidence room but will be attending all of the training. VanCor noted that it seems excessive to put all employees through the expensive training if they will only be working 5 hours a week in the office. VanCor noted that the secretarial salary should be discussed again next year when the current secretary retires.

VanCor noted that there is a line item for transcription. VanCor noted that the board should be looking to see if there is another way to accomplish this as it is a large expense. Thompson will check with Chief Chickering.

VanCor noted that there is money in the proposed budget for new officer certification, but there is no new officer this year. McKeon noted that if someone leaves in the middle of the budget season, the Town must be prepared to hire a replacement. VanCor noted that is not how a budget should work. McKeon noted it can be removed and in the event of someone leaving, the money will have to be found somewhere else in the budget.

VanCor noted that the Board should start working on having Chris Lord taking over the fleet maintenance. VanCor noted that Lord will have the best information about where to get tires and parts. It was noted that before Lord takes over there will need to be a supervisor for the Highway department.

VanCor asked about the \$100.00 for the bearcat. McKeon noted that it costs Chesterfield \$100.00 per year for the maintenance of the bearcat and it is available to the Town when needed.

VanCor noted that there is a radio replacement in the operating budget for \$2,000.00. McKeon noted that one is purchased each year and it used to be in a capital reserve fund, but people in the Town were unhappy with that and asked that it be included in the operating budget.

### EDC Budget

The board reviewed the proposed budget.

McKeon noted that he sat in on the EDC meeting last Monday in Aldrich's absence. The committee met to vote to expend money.

VanCor noted that he notes a Miscellaneous line for unanticipated expenses and even though the budget is small, it is a bad habit to start. The Misc line will be removed. \$3612.00 will be the final proposed budget for the EDC. This will be sent along to the budget committee.

## **NEW BUSINESS**

### Insurance not otherwise allocated budget

The board reviewed the budget.  
Board is ok with \$72,880.00. This will be sent along to the budget committee.  
General Government Buildings Budget

The board reviewed the proposed budget.  
The board is ok with the \$73,000.00 proposed budget and it will be sent along to the budget committee.

#### Debt Services Budget

The board reviewed the proposed budget.  
The board is ok with the proposed \$440,025.00. This will be sent along to the budget committee.

#### Health Officer Budget

The board reviewed the proposed budget.  
The board is ok with the proposed \$2,834.00 budget. This will be sent along to the budget.

#### Financial Administration Budget

The board reviewed the proposed budget.  
The board is ok with the proposed \$70,697.00 budget. Thompson will fix the % on the sheet.  
This will be sent along to the budget.

#### Ambulance Budget

VanCor will contact Chief Howard to get the new contract as the Town has not received it to date. The contract is up in March 2020.

#### Letter from Cindy Dotlich

The board received an email from Cindy Dotlich asking the board to reimburse her for the interest from unpaid taxes. VanCor noted that the board is sympathetic to her story and what she has experienced, however from a Town standpoint, many people are in similar situations and the Town is unable to grant her request.

### **OTHER BUSINESS**

#### Library Usage of Town Annex

McKeon will discuss the use of the annex with the library trustees.

#### VanCor

VanCor noted that there was a Lions Club meeting at the Spofford Fire Precinct on November 5<sup>th</sup>. VanCor noted that Chief Steve Dumont came into the meeting and explained that the Fire Department will be conducting a lot of training coming up and as of the first week in January, the Lions Club will have to find a new place to hold their monthly meetings. VanCor noted that it was stated that Dumont had spoken to him, but that was not correct and this is the first VanCor is hearing that the Spofford Fire Department will be denying the use of the room in the future.

VanCor provided a list of emails that would like to be included in the Chesterfield Happenings email. Lachenal will add the emails.

VanCor noted the pancake breakfast invites need to go out to the board and committee members. The breakfast is Super Bowl Sunday from 7:30 to 11:00.

*Jon McKeon moved for the Town to pay for the pancake breakfast for all committee and board members. The motion was seconded by Norm VanCor and passed unanimously by roll call vote.*

VanCor noted that a letter needs to be sent to the State DOT. The wooden fence by the boat launch belongs to them and is falling down. The fence needs to be replaced or repaired as it is a hazard.

VanCor noted he plans to attend the NHMA conference on November 13 and 14, 2019.

### McKeon

McKeon noted that the Planning Board had a meeting on November 4<sup>th</sup> and they are requiring an environmental impact study to be performed on the Pine Grove Springs subdivision. The charge is to document the potential impact with the maximum development allowed on each lot.

### Thompson

Thompson noted that Town Clerk, Barb Girs is on vacation from November 14 through the 21.

Thompson noted she needs a date for the Employee Christmas get together. VanCor will order the turkeys, the date for the party will be December 12, 2019.

Sam Hill's review will be returned to Fran Siippee to go over with Hill.

Thompson noted that Ted Athanasopolos wants to take a construction supervisor instructor course. The cost of the course is \$175.00. Athanasopoulos needs to take this class to keep his Massachusetts license. McKeon noted that this course would include code requirements, but it has more to do with the Massachusetts general law. VanCor noted that it is a license in another state and he does not see how it benefits the Town. The board would rather see him take a code enforcement seminar and the Town would pay for it as it is applicable to the position he holds in the Town.

The Asbury church's craft fair is scheduled for November 23<sup>rd</sup>. McKeon noted that the Annex it should be completed by November 18<sup>th</sup>. . Thompson will let them know that as far as we know, they will be all set.

Thompson noted that she would like to use the money encumbered from the Code Enforcement Information Technology fund to purchase the new computers needed. McKeon noted that it is all for the same purpose and that Thompson can purchase the necessary computers from that fund.

Thompson will contact the board's top 4 candidates for the Administrative Assistant position and set up phone interviews for the next Selectmen's meeting on November 20<sup>th</sup>.

## **ACCEPTANCE OF MINUTES**

Tabled to the next meeting.

**LEGAL**

**PUBLIC COMMENT**


**ADJOURN**

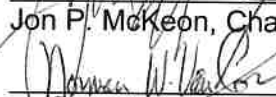
*Norm VanCor moved to adjourn at 9:37 P.M. The motion was seconded by Jon McKeon passed unanimously by roll call vote.*

Respectfully submitted,

Tricia Lachenal  
Interim Secretary to the Selectmen

Approved by:

  
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Jon P. McKeon, Chairman

  
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Norman W. VanCor

  
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Jeanny Aldrich

  
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