

Board of Selectmen
October 9, 2019
Meeting Minutes

Norm VanCor opened the meeting at 6:00 PM. In attendance were Norm VanCor, Jeanny Aldrich, Alissa Thompson and Susan Rigg. Jon McKeon was in Pittsfield, MA and was unable to leave work on time to be present. *VanCor made a motion to allow McKeon to join the meeting via Skype. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

Old Business:

Town Hall Annex: McKeon said the building should be ready by the end of October. The issue regarding the steam hood over the dishwasher has not been settled, said McKeon.

Marsh House: Jay, the potential buyer, has not had a chance to look at the adjustments to the purchase and sales agreement or the lease, said McKeon. Another party is also interested in purchasing the building, McKeon will talk with them this weekend via Skype. Aldrich said she has a class on October 22, 2019 for the Seven-to-Save L-Chip Grant.

Progress on the Town Beaches: VanCor said David Mann has been to the beach to set the iron pin on the northwesterly corner of Ware's Grove. Most of the erosion controls are in place at both beaches, reported VanCor.

McKeon received an email from Jeffrey Blecharczyk of NH DES. He said they reached a decision today about the ongoing Ware's Grove abutter situation. The decision will be issued in writing tomorrow.

Non-Profit Criteria: Aldrich suggested any of the priority one group using the Annex should have their fee set at 20% of their profit for the day of use. VanCor also suggested the use of the term "non-profit" may eliminate many groups. He said some groups may not technically be "non-profit", they may be an "ad-hoc" group without specific status. Wording will be changed to "sanctioned by the town" to include groups which have events to benefit the town. Programs which already use the facility will be exempted from any new fees, these programs include the Parks & Rec Department, Age in Motion and Senior Lunches. The senior lunches collect a fee, but this is just to cover the costs of the lunch. The revisions will be made and brought back to the next meeting.

Guests:

Chief Chickering came before the BOS to review the Police Department budget. The first review was of salaries and the pay "step" available to employees. Merit increases are based on performance and attaining of goals, said Chickering. Partial steps are not given. The increase in overall salary budget is because the police department is now fully staffed. Next Chickering outlined the budget for the department computers: All computers and laptops need to be updated with Windows 10 said. Software/email expenditures are expected to be \$2,875. Chickering said he researched Cloud based emails, but they are unacceptable due to security issues.

Personnel Evaluations have been completed by Lt. Bomba. Chickering will review those and pass them on to the BOS. Training is valuable to retain employees, said Chickering. He has added \$3,300 to the training budget. The State Police Academy does not fund many of the specialty trainings.

Guest: Barb Girs, Town Clerk came to the Board to discuss her budget for 2020. She said there are four elections in 2020, which increase expenses. She will talk with the Chesterfield School about holding elections in their facility as she expects a large turnout for the Presidential election. There was general discussion about set up of elections at the annex, and how space is an issue. Rules for the layout of the space are very specific, said Girs.

Girs said they are looking at record retention and eventually they would like to scan old records. The line item is the same as last year. She will order shelving and other materials to start this process.

Thompson reported that John Koopmann suggested the funds for the Zoning and Planning Board's labor be included in the Clerk's budget. The BOS said no, that expense is for organization and should be on the Zoning and Planning budgets.

At 7:30, VanCor made a motion to enter Non-Public session per RSA 91-A:3 II (c). Aldrich seconded the motion and it was approved unanimously by roll call vote.

VanCor made a motion to come out of Non-Public Session. Aldrich seconded the motion and it was approved unanimously by roll call vote.

VanCor made a motion to seal the minutes of the Non-Public Session. Aldrich seconded the motion and it was approved unanimously by roll call vote.

GUEST: Chris Flagg came before the BOS to review the cemetery budget. Flagg said his budget includes COLA raises for employees and he has included \$2,000 to pave the Spofford Cemetery driveway. VanCor asked about the costs for tree maintenance work. Flagg said this is included under maintenance projects. VanCor asked if Flagg needs any funding for safety supplies. Flagg said this is not necessary. With that, the BOS agreed by consensus to approve the budget and move it to the Budget Committee.

Highway and Transfer budget: VanCor questioned the amounts added for culvert replacement on North Shore Rd. He thinks it still seems too low. McKeon said Chris Lord should review the DOT Best Practices for culverts. McKeon said he will talk with Lord about the estimated number of culverts to be replaced and the estimated cost per culvert. Thompson said Lord thinks a part-time person for two days a week was adequate. VanCor thinks 20 hours a week would be better. Lord will be invited in on the 23rd of October to discuss these items.

Conservation Committee budget: The budget was reviewed and approved by consensus. This will be sent to the Budget Committee.

Animal Control Budget: After discussion, it was agreed the budget is approved and will be sent to the Budget Committee. The BOS decided not to hire an animal control person at this time.

OTHER BUSINESS:

Aldrich said Pam Walton sent a letter to the Planning Board regarding concerns about further development around the lake and the Spofford Lake watershed. The Conservation Committee is concerned about the lot line adjustment being considered for Pine Grove Golf Course.

VanCor said he would like to schedule Sam Hill, Parks & Rec Director for the October 23rd meeting. Thompson will schedule this.

Nancy Aichele would like to close the Town Offices when the new server is being installed. This will be on a Friday, so will only impact the office from 9-12. Aichele would like to ask Tricia Lachenal to assist her during the installation.

Aldrich wants to add a tab to the website with a link to the Seven-to-Save project and the Marsh House. Thompson will also review to be sure policies, ordinances and forms are all available on the Town Website.

MINUTES: VanCor made a motion to approve October 2, 2019 minutes as amended. Aldrich seconded the motion and it was approved unanimously by roll call vote.

OTHER BUSINESS:

VanCor suggested McKeon be given authority to act upon receiving the NH DES decision tomorrow. VanCor made a motion to give authority to Jon McKeon to take appropriate action he deems necessary when he receives comments from NH DES tomorrow. Aldrich seconded the motion and it was approved unanimously by roll call vote.


McKeon said he has not seen anything regarding demotion of Spofford Hall. A notice was supposed to be received by September 1, 2019. McKeon said the attorney for 9A, LLC. will get back to us when he returns from vacation on October 17, 2019.

VanCor made a motion to adjourn at 9:03 PM, McKeon seconded the motion and it was approved unanimously by roll call vote.

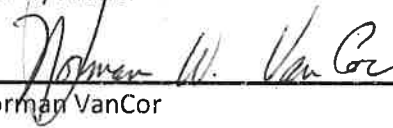
Respectfully submitted,

Susan Rigg

Approved:

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Jon McKeon, Chair Date 300019

Jeanny Aldrich _____
Date

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Norman VanCor Date 10/30/19