

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
December 23, 2013**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:18 p.m. Others attending were Elaine Levlocke, Rick Carrier, Town Administrator and Chet Greenwood, Town Building Inspector.

**FOR DISCUSSION**

- **Wares Grove Cottage**

Greenwood presented the Selectboard with a written inspection report of his findings of the Wares Grove Cottage with a list of deficiencies found on December 18, 2013 and included inspection results of the structural conditions with Ron Bell, of Bell Engineering, completed on December 23, 2013. Included with Greenwood's report were four photos taken on December 23, 2013 in the attic and one photo in the crawl space of the Wares Grove Cottage.

Greenwood reported a broken rafter in the attic. He could not determine how long the rafter had been broken or how the rafter was broken. Greenwood stated that the roof should be okay for a while and that there is no immediate threat of collapse, providing there is no extra weight on the roof itself. Greenwood stated that there are reinforcement repairs needed to the broken roof rafter "asap".

McKeon stated that the selectboard was attempting keep Melissa, Mike and family safe from danger of the place collapsing or having anyone hurt. The selectboard will get someone to do the structural repairs at the cottage and to insure that the roof gets shoveled off every time it snows, to be done by a town employee, and not the occupant. Mike Metivier asked that the snow from the roof not be left in front of the doorway entrances.

McKeon reported that the selectboard have had discussions of looking at the cottage for overall condition. This would be a part of the new job description that requirements for that position to include living at the cottage. McKeon added that Selectman Jim Larkin had done an inspection of the cottage on December 18 and reported back to the selectboard at the December 18<sup>th</sup> meeting of structural issues and at that time, the board felt that a structural engineer was needed to look at the issues and evaluate the damage. The board had concerns of immediate collapse of the building with the structural issues. Marilyn Riley asked that, in future cases, the board have a structural engineer look at the problems before contacting the tenant to move out of the building. McKeon stated that that was the board's intent.

Greenwood reported that he had concerns of the poor condition of the building and, with the upcoming storm predicted for the weekend, he felt that it was necessary to call for safety first. Amanda Rancourt asked why there has not been an annual inspection done on the building.

McKeon replied that the board has been trying to get an inspection scheduled and tried to fit it into Melissa's schedule. McKeon added that an annual inspection has not been done every year.

McKeon reported that the board had determined that they need to hire someone to remove the snow from the roof and to hire an engineer to see where they needed to go with the cottage condition. McKeon added that the board will be addressing the immediate issues that are in the report.

Riley inquired as to whether the Metiviers will be able to stay in the cottage. McKeon replied that the board will take responsibility to keep the snow off the roof and repair the rafter. Levlocke added that the snow from the roof will be kept away from the doorway.

McKeon stated that it wasn't this board's intention to throw anyone out or ruin anyone's Christmas but to keep the tenants safe.

Carrier will make arrangements for a contractor to work with Greenwood on the rafter repair. Greenwood stated that Ron Bell, will submit a report to the board for the December 30<sup>th</sup> meeting of his December 23<sup>rd</sup> inspection.

John Melvin asked if the housing is going to be part of the compensation package. Levlocke reported that it is, at this time. McKeon stated that the job description for the director's position has still not been completed.

Deb Bokum stated that the Parks and Recreation Commission doesn't have a budget yet for the Budget Committee in two weeks, not knowing how the cottage will be part of the budget and they don't have a job description. McKeon replied that the Commission has been working on the job description and the selectboard may not have information on the cottage at the deadline. McKeon stated that the funding for cottage repairs may come from somewhere other than Parks & Recreation budget.

Metivier asked that it be noted in the minutes that the condition of the cottage was not worse than when she moved into the cottage sixteen years ago. McKeon stated that Metivier has done many repairs over the years.

McKeon stated that the broken rafter needs to be repaired A.S.A.P. Melissa reported that her work schedule will not allow her to be present at the cottage for the next two weeks. McKeon responded that she does not have to be present, and she will need to allow access into the cottage for the repairs to get done. Carrier will contact Marvin Smart or Rick Gauthier to schedule the repairs of the broken rafter and Carrier will give Metivier a 24-hour notice of the schedule. McKeon asked that the work be scheduled within the next week.

McKeon stated that the snow removal from the roof cottage roof needs to be done properly and the doorways be cleared.

McKeon also stated that there was no discussion, motion or finding about giving anyone authority to condemn the cottage without the structural report at the December 18<sup>th</sup> meeting.

*With no further business, Levlocke moved to adjourn at 7:20 p.m. The motion was seconded by McKeon, which carried.*

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairperson

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Date

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Elaine H. Levlocke

\_\_\_\_\_  
Date

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James M. Larkin

\_\_\_\_\_  
Date