

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
July 11, 2012**

**Call to Order**

Vice Chair Elaine Levlocke called the meeting to order at 6:15 pm. Others in attendance were Board member Jim Larkin and Administrator Rick Carrier. Jon McKeon arrived at 6:25 pm.

**Appointments**

- Barbara Girs (unscheduled)

Girs was present with Anthony Carbonaro who is a computer information major from Champlain College. Girs asked that he design a dog licensing program. The program would be on a standalone computer and not on the Town's network. Carbonaro advised it would take him approximately 2 weeks to develop the program at \$300. Girs recommended having a slight range in the fee in the event there is more work required. Carbonaro stated they will be visiting Keene to see their program and they would also like to get Cooper's input before programming begins. Carbonaro stated he can't imagine it would be more than an additional \$100 - \$150 but based on what it would take to get this up and running he can't see it costing more than \$300. There will not be a need for other software or yearly updates.

Carrier asked about tech support. Carbonaro stated he would be willing to help. His fee would be \$15/hour for any tech support work as a 3<sup>rd</sup> year student. Carrier stated there should be checks and balances. McKeon suggested giving Girs 2 hours for tech support before she has to come to the Board for approval. This would avoid a wait time if a Selectboard was not meeting in a timely way for her needing tech support.

Carrier asked if the information could be exportable to excel. This would help Cooper by avoiding the need to retype the information. Carbonaro stated it would be exportable.

*Larkin moves to go forward in the planning and development of the dog licensing program. Levlocke seconded the motion, which carried unanimously.*

**For Signature**

- Manifest #28
- Selectmen minutes – June 27<sup>th</sup>
- Land Use Change Tax – Roscoe
- Unlicensed dog warrant-
- Intent to cut – Yankee Arrowhead

- Payroll change notices – Parks & Rec

### **For Discussion**

- Fuel Oil bids

Three bids were received for the upcoming heating season.

#### **Sandri:**

Prepay #2 fuel oil \$3.238/gallon and Kerosene \$3.519/gallon total of \$31,037.20  
10 payments budget plan-#2 fuel \$3.288/gal and Kerosene \$3.688/gal for a total of \$31,507.20

#### **Fleming:**

Prepay #2 fuel oil \$3.199/gallon and Kerosene \$3.638/gallon total of \$30,550.60  
10 payments budget plan-#2 fuel \$3.249/gal and Kerosene \$3.569/gal for a total of \$31,020.60

#### **Bob's Fuel Company:**

Prepay #2 fuel oil \$3.269/gallon and Kerosene \$4.059/gallon total of \$31,913.60  
10 payments budget plan \$3,210.10 monthly for a total of \$32,101.00

*Levlocke moves to accept Fleming Oil's bid for the 10 month fixed price plan. Larkin seconded the motion; which carried unanimously.*

- Farr Road subdivision development agreement

The Board reviewed the agreement. Carrier asked the Board if they were satisfied that the conditions of the Road Acceptance policy are covered in Item 5. The Board agreed to use the Town's Road Acceptance Policy verbage to replace Item 5.

The agreement will be sent to the Town Attorney for review.

- Tax deeding property

Pam Secore had not paid her 2009 property tax on the extended date given her and has not contacted the Selectmen's Office of Tax Collector. The Town has gone above and beyond to contact her. The Board agreed to pursue tax deeding the property.

John Koopmann had gone by his payment extension date. This situation is different in that he has paid his 2010 and 2011 taxes. Only the 2009 are unpaid. McKeon will contact Koopmann again and this will be discussed at the next meeting.

- Girroir ZBA decision

McKeon stated he would like to have the Selectboard appeal the ZBA decision for the Girroir property. This is based on 2 items:

1) McKeon believes the ZBA erred in their interpretation that an RV is not a structure. McKeon stated that the definition of RV fits in as a definition of a structure as a manufactured housing unit. Just because RV has a separate definition doesn't mean it is not a structure and should be considered so under the wording of, "...but not limited to..". An RV is on wheels but it does house people and should be considered a structure.

2) McKeon believes the increase in the intensity of use of the property beyond what historically has been there. If an RV was used prior to zoning it still cannot be expanded as a non-conforming use. The ZBA has allowed 3 trailers on the site.

Levlocke stated she would have to abstain as she was a long time family friend and has visited there. She remembers a camper on the site. McKeon noted that Levlocke remember 1 camper.

Larkin stated that he would like to see clarification in the zoning ordinances. He stated he voted in favor of the application and goes back to a reasonable use of the property. He advised if they cannot have an RV on the lot they lose the reasonable use of the lot because it is not buildable. McKeon stated they do have use with one trailer that was established prior to zoning. The ZBA decision has no limits to the number of vehicles they could have on the lots. This decision will have huge impacts for the Town.

Larkin stated he doesn't see it and cannot overturn the ZBA's unanimous decision.

*McKeon moves to have the ZBA relook at the Girroir application for an Appeal of Administrative Decision.*

The motion dies for lack of a second.

➤ Revaluation post card

The Board reviewed the verbage provided by Commerford, Neider and Perkins as notification to property owners with regard to the Town wide revaluation of properties. McKeon asked that the postcard be sent alerting property owners of the upcoming revaluation.

Larkin stated he would like to have the postcard note that an adult property owner be present to allow entrance to the home. Levlocke suggested that perhaps the Board could contact CNP and make sure they ask for an adult home and if there is no adult then the visit would be scheduled.

McKeon stated that the contract calls for entering when there is an adult present. We are doing due diligence in asking for an adult. Larkin suggests it be the property owner. It was noted that if the property is rented, the owner would not be present. Larkin stated in that case the renter would be the one who has control of the property and that would be fine.

The postcard notes, “They (CNP) will inspect the interior of the house if you are home.” Levlocke suggests adding “if you or an adult are at home”. Larkin stated for the postcard that’s fine but direction to CNP is to ask for an owner being home. McKeon stated the contract notes an adult.

Larkin suggested that if the owner is not there to provide a form for the owner to complete and return to CNP in lieu of inspecting the interior. It was noted that if the owner does not allow inspection of the interior of the house, the owner loses their right to appeal the assessment.

Carrier advised that the property owner has 3 chances for inspection.

1. When CNP makes the initial visit to measure the lot.
2. The owner could call and make an appointment for CNP to inspect the interior.
3. After the values are completed and mailed to the owners, the owner could request CNP to come back to view the property again if they disagree with the assessment.

The Board agreed to be proactive and send the notifications to all property owners. Carrier will get the costs for the mailing. Larkin asked that the revaluation information also be put in the newspapers and on the web site.

➤ Lacroix forest fire bill

Yeaw agrees the he did not deliver the “warning” to Lacroix until at least a week after the fire. There is no evidence that Lacroix was not in Florida at the time of the fire and thus is nearly impossible to prove that he is responsible.

The Board agreed to have a letter sent to Lacroix agreeing he does not owe the cost of the fire. Yeaw will receive a copy. Larkin asked that Fairbanks be advised of the arson in that area.

➤ Deputy town clerk position

Jane Carroll has submitted her resignation. The Board agreed to advertise for the position as has been done in the past.

➤ Selectman project list

Business Development Group – Levlocke and Larkin will be reviewing the suggested program supplied by McKeon.

Development plan for expanded recreational system – Larkin advised he will be meeting with the P&R Comm on June 16<sup>th</sup> and expects that Sharyn D’eon will also be there to discuss ideas.

Transfer Station enhancement project plan – Larkin advised they are viewing a recycling program in another town next Wednesday. The book storage and swap shop planning is underway and he would have the plan ready in 4 weeks. They are discussing a fund raiser to be held at the Recycle Center.

CIP – McKeon is to email information to Levlocke. She advised she has been gathering information. McKeon will get CIP folders to John Koopmann and Roland Vollbehr.

Highway Overtime policy – Carrier supplied a list of recommendations from Bevis as well as other OT programs. The Board will review for discussion at the next meeting.

➤ Old business

Rounds Road – Bevis to set up a meeting with McKeon and property owners on site.

➤ Next week's manifest

The manifest will be ready for signing by Tuesday afternoon.

➤ Other business

McKeon advised that the Planning Board Farr Rd subdivision approval has been appealed to the ZBA. The ZBA had continued to the next month to get legal counsel if the ZBA was the correct place for the appeal.

### **Information**

- Primex Premium Holiday correspondence
- Town Hall & Town Offices Fire Alarm Inspection reports
- NHMA Legislative policy proposals
- Misc. correspondence & newsletters

### **Adjournment**

*With no other business to conduct, Levlocke moved to adjourn, Larkin seconded and the motion carried.*

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

Carol Ross  
Secretary

Approved by:

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Jon P McKeon, Chairperson

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Date

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Elaine H Levlocke

\_\_\_\_\_  
Date

\_\_\_\_\_  
James M Larkin

\_\_\_\_\_  
Date