

**Town of Chesterfield
Board of Selectmen
MINUTES
April 23, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:12 p.m. Others in attendance were Board members Elaine Levlocke and Jim Larkin. Absent: Town Administrator Rick Carrier.

FOR SIGNATURE

- Manifest #17
- Selectmen Minutes – April 16, 2014
- Traci Fairbanks Letter

APPOINTMENTS

- **6:30 p.m. Jordan Williams**

Williams introduced himself to the board and expressed his interest to volunteer on the Parks and Recreation Commission and his interest in working with children. He felt that the children would enjoy working with someone closer to their age. The board welcomed him to the Commission and recommended that he attend the P&R Commission monthly meetings.

- **7:00 p.m. Lester Fairbanks**

Fairbanks explained that background checks for hired personnel are not done through the police department but can be done through an outside company for background investigations. The background checks can be done for criminal investigations to motor vehicle, depending upon the position.

- **7:15 p.m. Valerie Starbuck**

Starbuck stated that she is representing a group of citizens who are working with two attorneys to appeal the ZBA decision of April 8, 2014 on the Nine A LLC application for subdivision in the Spofford Lake District. Starbuck requested the support from the Selectboard as an appellant of record, in name only for the appeal. Starbuck verified that there will be no cost to the town.

Steve McGrath, Spofford Lake Association Executive Board, wanted to remind the Selectboard that the decision to allow the cluster development will alter the lake forever. The SLA Executive Board wants to opportunity for the courts to make the decision on the variance.

McKeon stated that there will be a minimal cost to the town for an attorney present the town's documentation to the court and filing with the court for the ZBA side. There will be no cost to the town from the BOS side and the citizen group, Val Starbuck is representing, will be handling all the costs.

Levlocke made a motion to grant permission to Valerie and John Starbuck et al to file an appeal on the ZBA decision, using the Chesterfield Selectboard as the appellant of record with the condition that the Selectboard will be speaking with their legal counsel, depending on the outcome, that the Selectboard has the option to withdraw this permission. The motion was seconded by McKeon.

The vote was taken: Levlocke – yes; McKeon – yes; Larkin – no.

FOR DISCUSSION

- **Town Clerk Seminar**

Barbara Girs requested approval for her and Kristin McKeon, Assistant Clerk to attend a seminar on May 7, which is a scheduled work day. The board requested that Girs post the closing of the Town Clerk's office. The board gave approval of Girs and McKeon to attend the seminar.

- **Town Hall and Annex Specifications**

McKeon provided specifications that will be required for contractors when working on the Town Hall. McKeon will continue working on the specs and get back to the board to discuss the changes. Joanne Condosta is on the Town Hall Annex Committee and has asked how the rest of the committee will be gathered. An email will be sent to the prospective committee to inquire of their continued interest in this project.

- **Town Hall Bathroom Repairs**

Grace reported the need to have a toilet replaced at the Town Hall. Larkin volunteered to get a new unit at the Town Hall for a licensed plumber to install on Thursday.

- **May Meeting Schedule**

Levlocke will check her schedule and contact Grace for any calendar changes before posting the May schedule of committee meetings.

- **On Line Property Map Cards**

Requests have been made to have the property assessment cards on line. The board requested information on getting the property cards on line, such as if an initial fee or annual fee is required, what are the limits or maintenance fees and information on when changes to the property cards are done. The possibility of limited changes to the cards could result in inaccurate information. McKeon stated that faxing the information is a convenience and the town is not obligated to send them out, only to make the information available for viewing. If copies are requested, they can be purchased in the office.

- **Community Kitchen Matching Funds**

The board agreed to have the donation of \$5,000 be paid to the Community Kitchen by April 30, providing that the funds are available, to allow for matching funds of the 17th Annual Finstein program. The food coalition benefits Joan's Pantry.

Project List

Levlocke has added background checks and reviewing the town policies to her project list. Project list items for McKeon are to develop a better means of communication to the public on meeting dates, with priority to the budget public hearing and Zoning Board prospective Zoning changes that are going to occur and Town Meeting. McKeon also will develop a section of core group questions for applicants for different positions. McKeon will make a list for grounds facility, and maintenance schedule of facilities equipment, life cycles and upkeep of where those are.

Outstanding Issues

Town Hall Annex: The board will do a mission statement for the committee, and when the committee should report to the board. Larkin will be the selectboard representative as guidance to the committee.

Library Parking Lot: Bart Bevis will need drawings of the library parking lot to present plans and specifications.

Mill Road/Cross Road Water Flow: Levlocke visited Mill Road, Old Chesterfield Road, Chamberlain Way and Old Ferry Road with Bevis. Bevis stated that if a swale was put in at the Mill Road/Cross Road, it would make it difficult for the property owner to access his property near the barn area. McKeon stated that water flow would divert onto another property and he feels that no action should be taken.

- **Other Business**

Parks & Recreation: John Melvin, Deb Bokum and Levlocke have completed the interviews for the Parks & Recreation Director. The P&R Commission will be meeting on April 28. The Commission is requesting that the Selectboard allow an interim P&R employee for the collaborative effort to help get the program off the ground. Melvin will get a list of life guards who worked at Wares Grove Beach last year.

Old Ferry Road: Levlocke asked that Chet Greenwood to check on the barrier being built for erosion control on Old Ferry Road.

Library Roof: Larkin reported that there is only one attic access, being on the gable end facing the old town hall. The sills and shutters have rotted and maintenance is required to prevent water damage to the sheetrock. There are also issues with the crown molding around the parameter of the roof line.

Planning Board: McKeon reported that a building is under construction at the Truck Camper Warehouse and there are no signed plans available. Four sets of plan sheets were submitted which was affected by the zoning variance. There was a Notice of Decision based on the 2009 changes of what ZBA granted with a side setback along Lyman Way. Information is missing on where the building should be located with references to building boundary lines and site

setbacks. The building is in the side setback as a result of the zoning variance. The property owner doesn't have a signed copy either. The Planning Board has sent an email to the building inspector reminding him that the contractor should only be building by signed prints from the Planning Board. Larkin suggested that a cease and desist be issued until the process has been taken care of.

The Cersosimo plans will be discussed at the next Planning Board meeting. McKeon reminded the selectboard responsibility of the signing the excavation permit to the Planning Board.

Spofford Fire & Rescue Raffle Permits: The raffle permits will be approved upon the completion of the raffle forms have the required information.

- **Nonpublic RSA 91-A:3 II (b)**

Levlocke moved to enter into Non-Public session pursuant to RSA 91-A:3 II (b). McKeon seconded the motion, which carried.

McKeon moved to adjourn from Non-Public session and seal the minutes. Larkin seconded the motion, which carried.

- **Nonpublic RSA 91-A:3 II (b)**

Levlocke moved to go into Non-Public per RSA 91-A:3 II (b). The motion was seconded by Larkin, which carried.

Levlocke moved to adjourn from Non-public session and seal the minutes. The motion was seconded by Larkin, which carried.

With no other business to conduct, Larkin moved to adjourn at 9:10 p.m. The motion was seconded by Levlocke, which carried.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date