

**Town of Chesterfield
Board of Selectmen
MINUTES
November 12, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:10 p.m. Others in attendance were Board member Jim Larkin and Rick Carrier, Town Administrator. Elaine Levlocke was absent.

FOR SIGNATURE

- Manifest #46
- Selectmen Minutes – November 5, 2014
- Tax Collector's Warrant
- Camp Spofford Correspondence
- Bennett Road Abutters Correspondence (4)

APPOINTMENTS

- **6:15 p.m. Chet Greenwood**

The Wares Grove cottage inspection report by Greenwood dated October 21 was reviewed. Warren Stevens, an engineer, responded to Greenwood's report stating that there was not "substantial structural damage" to the cottage roof and has made recommendations to the rafter fix for snow loads. Larkin suggested that Stevens do a physical inspection of the floor joists and footings. McKeon stated that the board is looking to bring the building up to meet the code requirements.

Greenwood gave an update on conditions of the junkyard and that he has sent letters to the property owner. Greenwood will provide the board with photos of the property.

Greenwood reported on his inspections and that he has sent letters to property owners having noncompliant rental/living units.

FOR DISCUSSION

- **Town Office Snow Removal Position**

The position is still vacant. Larkin stated that he will fill in until a permanent placement is made. The road agent will also provide backup personnel after the roads have been plowed.

- **Gateway Preserve Plan Note**

Dave Bergeron provided a copy of a security note that is being added to the Gateway project and has requested selectboard approval of the note. Carrier noted that Phase 4 was not on the original plan. Carrier will get copies of all the phases from the Planning Board and have them available at the November 19th selectboard meeting.

- **Town Hall Annex Committee**

The Town Hall Annex meeting minutes of September and November were reviewed with the committee's options for changes to the annex. The board will discuss the options at a full board meeting on November 19.

- **Town Clerk Computer**

An estimate was received from Vermouth Computers for a replacement computer for the town clerk's office. Another estimate from Advantage will be reviewed at the November 19th meeting, along with pricing for computer setup and options for IT.

- **Vermont Mutual Insurance Correspondence**

Carrier left a phone message for the Vermont Mutual Insurance adjuster but has not received a return call regarding the floor damage at the town hall. The Board approved sending the complaint to the NH Department of Insurance.

- **Coachman Road Deed**

A draft deed was reviewed from the Attorney Crocker for the town takeover of Coachman Road. A copy of the deed will be given to David Mann after the changes are made and the board has reviewed them. The board agreed that the town will take over the road, subject to the deed.

- **Parks & Rec. Commission Letter of Interest**

An email from Joe Hanzalik was reviewed expressing his interest in serving on the Parks & Recreation Commission. Hanzalik will be invited to come to a board meeting.

OUTSTANDING ISSUES

Wares Grove Cottage: The board will need to budget for work to be done on the cottage.

Board Appointments: Waiting for a full board for further discussion.

OTHER BUSINESS

ZBA Chairman, Burt Riendeau stated that he had an issue with the public meeting minutes of the October 29 selectboard meeting on the "Other Business" portion. He felt that the minutes didn't reflect all that was discussed. McKeon replied that not every word discussed at the meetings is recorded in the minutes. McKeon explained that a draft is presented at the board meetings for corrections or changes to be made with all members being in agreement of changes. Following agreed changes, the board members sign the minutes. McKeon stated that if Riendeau has issues with the minutes, he can submit the requested changes in writing to the board and the board will review them. If the board agrees with the changes, the changes are recorded in the current meeting minutes and reference the changes to the correct meeting. Larkin stated that there were lengthy non-public meeting minutes for the discussion with Riendeau.

McKeon stated that there was no vote taken for the selectboard to go to a Zoning Board meeting. Larkin added that he feels that the two boards should get together and he didn't care where the boards should meet.

Riendeau stated that he felt the selectboard should discuss ZBA procedures with the entire ZBA board and not just the chair or vice chair of the ZBA. Riendeau asked to have the ability to listen to the recorded tape. Grace responded that there are other non-public meetings recorded on the tape since the October 29 meeting. McKeon stated that the selectboard will stay consistent on how the recorded minutes are handled by the State process, in that once the minutes are signed, they tapes are erased.

Richard Rudolph and Melissa Davidson approached the selectboard as to what Rudolph needs to do to comply with letters he received from the code enforcement officer on a junk yard ordinance violation. Davison stated that Rudolph has monetary reasons and health issues as to why he has not been able to comply with the ordinance violation. Davison stated that a contractor has not been contacted to assist in removing the junk. Rudolph stated that the red Chevy blazer does not belong to him. The selectboard and Rudolph agreed to a deadline date of April 30, 2015 to have the junk removed from the property. Rudolph and Davison have agreed to meet with the code enforcement officer to find out what is expected in the process.

Carrier stated that he has met with the interim Parks & Rec. director and Carrier is waiting for him finish the paperwork for employment.

With no other business to conduct, McKeon moved to adjourn at 7:48 p.m. The motion was seconded by Larkin, 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