

**Town of Chesterfield
Board of Selectmen
MINUTES
April 1, 2015**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:04 p.m. Others in attendance were Jim Larkin, Brad Roscoe and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #14
- Selectmen Minutes – March 25, 2015
- CCC Q2C Trails Grant Letter of Support
- Veterans' Tax Credit Application
- Certification of Yield Taxes (2)
- Timber Tax Warrant
- Intents to Cut (3) – Furlone, Gladke & Kwader
- Auditor Letters Acceptance (2)

APPOINTMENTS

- **6:30 p.m. Leon Dunbar**

An accident investigation letter was sent to Dunbar from Philip St. Cyr, Primex Consultant, regarding an incident of snow falling off the roof at the Transfer Station on February 10. The board reviewed the three options provided by St. Cyr to minimize future incidents. Dunbar presented sketches of how he would like to relocate the bins and the traffic flow to make the facility safer. Adding snow guards to the roof will be reviewed.

Dunbar will discuss the evaluation of the buildings with Ron Bell and option changes at the facility with St. Cyr and will bring a report back to the board.

- **7:00 p.m. Bruce Adler**

Adler stated that he is interested in the upcoming vacancy in the road agent position. McKeon stated that the position would most likely not be filled until after May 1 and an interim position may need to be filled in the meantime.

FOR DISCUSSION

- **Organization Chart**

McKeon noted that Brad Roscoe was officially sworn into office. McKeon and Larkin welcomed Roscoe to the board. The board chose James Larkin as board chairman and Jon McKeon as vice chairman during the 2015-2016 year.

The following selectmen representative positions were assigned as follows:

Position/Representative	Meeting Day	Selectman
Chairman	Wednesday	Jim Larkin
Vice Chairman	Wednesday	Jon McKeon
Planning Board	1st & 3rd Monday	Jon McKeon
Chesterfield Fire Precinct	3rd Monday	Brad Roscoe
Spofford Fire Precinct	3rd Monday	Jim Larkin
Parks & Recreation	3rd Monday	Jim Larkin
Conservation Commission	4th Monday	Brad Roscoe
Zoning Board of Adjustment	2nd Tuesday	Jim Larkin
Budget Committee	Tuesday	Jon McKeon
Cemetery Commission	2nd Tuesday	Jon McKeon
Library	3rd Tuesday	Brad Roscoe
OEM	Various	Brad Roscoe & Jim Larkin (alternating)

- **Blue Tarp Financial Invoice from Last Week**

The invoice from last week's manifest for Blue Tarp was for a \$39.99 membership fee which gives the Highway Department discounted prices on items purchased from Northern Tool. The Board requested that the free gift card be noted on the invoice when used.

- **Timber Value Setting**

The board reviewed the table of values on timber, which the State provides every six months. The values are used to determine the timber taxes due. The board has chosen the option of using the average price listing.

- **Conservation Commission Concern – Pipeline Project**

Energy company Kinder Morgan has proposed running a natural gas pipeline through southern New Hampshire towns, entering into Winchester from Massachusetts and re-entering from Pelham. The board reviewed the letter written from the Chesterfield Conservation Commission in opposing the gas pipeline through Winchester and southern New Hampshire.

McKeon moved to support the Chesterfield Conservation Commission's letter. Larkin seconded the motion, which passed unanimously.

- **Road Agent Vacancy**

The current job description for the Highway Supervisor/Road Agent was reviewed by the board. Additional duties and responsibilities should be added to include that the highway department supervisor should provide weekly and daily schedules, long term plans for the roads, create a maintenance schedule for a culvert replacement plan and a CIP plan for the roadways. More details and other changes to the job description will be brought to the next board meeting for further discussion.

McKeon noted that Lawrence “Stubb” Thomas has agreed to work on the search committee. Larkin will invite a member of the Zoning Board and McKeon will invite a member from the Planning Board to work with Thomas and McKeon in the job search. Roscoe suggested that the search committee rate the applicants individually. The job description will be posted on the Town’s website. Advertising for the position will go out this week and the deadline for applications will be 12:00 noon on April 22 in the Selectmen’s office. The board’s goal is for the search committee to meet with the selectboard on April 15 to discuss the hiring process.

- **Library Parking Lot Contract**

An Owner/Contractor Agreement was reviewed by the board for Hodgkins and Sons to perform the repairs to be done on the library parking lot. Carrier will change the format of the contract before McKeon sends it to Hodgkins.

- **RFP Town Hall Annex Project**

The Request for Proposal was reviewed for the architectural design work for the Town Hall Annex project. On December 3 Larkin had asked for a proposal from an architectural firm to provide an assessment to include mechanical, electrical and structural information. McKeon stated that the RFP was designed to use the three options that the Town Hall Annex Committee requested in a conceptual process. They will assess a projected construction cost for each of those and list the implications for that footprint, then on to construction documents so that the contractor can be hired. The Town will need to give input as to what option should be used. McKeon noted that the Town Hall is the focal point of the center of town.

Carrier stated that it is the best interest of the Town is to provide the town with information to make the decision for the Annex.

- **Bennett Road Update**

An email was received from Richard Diesl stating that he has removed the stonewall next to his garage. McKeon stated that the LP tank is still in the side setback.

- **Old Town Office Building**

A request was made for renting the old town office building to be used as an insurance office. McKeon noted that there are structural issues on the second floor of the building as well as lead paint issues. Negotiations with the tenant to remedy the lead paint and other issues, in lieu of reduced lease payment, may be discussed. Parking and water for bathrooms would need to be discussed. Carrier noted that the water supply for the old Town Office is same as the new Town Offices. He added that the Town Offices well ran dry today, as a result of a faulty toilet not shutting off. A full report of the old Town Office building will be reviewed and discussed at next selectboard meeting.

- **Forest Ave Area Plowing**

The road agent indicated to Carrier that the Highway Department does not plow the parking area on Forest Ave/Glebe Road behind the school bus. The Highway Department started plowing Forest Ave., based on the survey provided by David Mann on what portion of the road was discontinued and what was not discontinued. Carrier noted that he will hold off on updating the tax maps until the selectboard has reviewed this further.

PROJECT LIST

Develop a Board of Assessors Plan: Larkin wants to compile a list of other towns doing town assessments. McKeon noted that Keene has three hired assessors. McKeon stated that assessing firms work by assessing standards.

OLD BUSINESS

Tax Deed Old Chesterfield Road Property: Carrier noted that no inspection report has been received on the asbestos.

Town Hall Cupola: Mitch Momaney will meet with the board in May to go over finalization for the summer project. McKeon noted that the project should not be worked on from June 21 to July 31 because of the library project being done at that time.

Town Office Hours: Carrier noted that he would like add Town Office hours for Friday morning from 9:00 a.m. to noon, beginning on May 1. The board also would like to have a suggestion box available at the desk inside the entryway at the Town Offices. The Town Clerk's new evening hours will be 4:00 p.m. to 7:00 p.m. on Mondays and Thursdays beginning May 1.

OTHER BUSINESS

Town Clerk, Barbara Girs, requested that a panic button be installed in the clerk's office. Police Chief Chickering will be contacted to discuss the installation of a panic button and how it would best be connected into the police department.

Jeff Scott asked for a draft agenda be available in advance of the day of for the selectmen's meetings. The board agreed to have a draft agenda available on Monday, prior to the date of the meeting.

McKeon noted that copies of the salary surveys have not been received from Parks & Rec, which had been requested by the selectboard in November. P&R would like to use the surveys as their salary structures. He could not support the increases without the backup.

McKeon stated that the ZBA made a decision in December to deny a variance for a property owner to not allow a single family home on Pond Brook Road from being used as a two family unit. The owner was instructed to vacate one apartment. Since that decision was made, the owner has renter the second unit. The code enforcement officer will be requested to enforce the decision of the ZBA.

Bob Duso has been filling in for Chet Greenwood, Code Enforcement officer, until April 13. Carrier reminded Duso that he will be required to contact Carrier before building permits are issued for new structures to ensure that lots are buildable lots.

Dutch Walsh, Co-Chair of the Economic Development Committee, would like to offer support to the new company that is in the process of coming into Chesterfield on Mill Road. McKeon stated that the company has done the traffic study and the drainage is in. The company is working with Brickstone for the land development. Walsh would be willing to talk with legislators. McKeon noted that a big hurdle may be the requirements by the State for the entrance onto Route 9.

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

McKeon moved to come out of Non-public session and seal the minutes. The motion was seconded by Larkin, which carried.

With no other business to conduct, McKeon moved to adjourn at 9:35 p.m. The motion was seconded by Roscoe, which carried.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

James M. Larkin, Chairperson

Date

Jon P. McKeon

Date

Brad Roscoe

Date