

**Town of Chesterfield
Board of Selectmen
MINUTES
May 6, 2015**

CALL TO ORDER

Chairman Jim Larkin called the meeting to order at 6:06 p.m. Others in attendance were Jon McKeon, Brad Roscoe and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #19
- Selectmen Minutes – April 29, 2015
- Notices Not to Tax Deed (3)
- Solar Energy Exemption Application
- Bevis Correspondence
- Pole License

APPOINTMENTS

• **6:15 p.m. Bruce Adler**

Adler provided copies of the Highway Department's grading and shaping of the gravel roads by identifying the roads and the order in which they are normally worked on. He noted that the grader is brought back to the highway garage at the end of each day.

Adler stated that the Highway Department has replaced the stone from the swale and added cold patch on Bennett Road. He added that most of the work that was done by Richard Diesel has been undone. Adler noted that David Gale has offered to provide and install the culvert. A map of Bennett Road was drawn by David Gale noting where and what work he felt needed to be done. Adler noted that the Highway Department would provide the barrel blocks.

Dianna Warhol stated that frost heaves are created on the tar portion that was put in place by Diesel. David Gale will need to remove the tar beyond the ditch and bring the road back to gravel. Tom Marstaller had concerns of wash out and what would exist after the tar is removed. McKeon noted that the road base would be left after removing the tar. Adler will contact the town administrator before the work on Bennett Road starts.

• **6:30 p.m. Dan Robel & Nonpublic RSA 91-A:3 II (b)**

Robel received salary ranges for lifeguards, concessions and counselors from Walpole, Fitzwilliam and Swanzey. Robel stated that lifeguard applications are low for 2015. It was determined that the pay scale will depend on the number of years of service to Chesterfield and the qualifications and experience of the individuals applying for the positions.

The board advised Robel to review the P&R budget to be sure that the salaries stay within the budget. The board suggested that the lifeguard salaries be set from \$9.75 to \$11.25, concession staff wages be set from \$8.25 to \$8.75 and counselors at \$9.00 to \$9.50. Carrier

noted that P&R have salary line items for Ware Grove salaries, which include lifeguards and concessions, North Shore salaries and Summer Program salaries. The beaches are open from Memorial Day to Labor Day, from 9:00 a.m. to 7:00 p.m. seven days a week. Robel noted that he will need to hire 12 lifeguards and 5 cashiers for the 2015 season.

- **6:45 p.m. Mitch Momaney**

Mitch Momaney of Southern Vermont Paint & Restoration stated that he will start working on the Town Hall cupola project in July or August. This project was approved at the Town Meeting for the project. A list of the Town Hall rentals will be provided to Momaney prior to the start of his work. McKeon instructed Momaney to use type end mortar on the exterior of the building. Momaney will be responsible for general liability insurance coverage of \$2,000,000 and proof of workmen's compensation.

- **7:15 p.m. Nonpublic RSA 91-A:3 II (a&c)**

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

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

FOR DISCUSSION

- **Wares Grove Cottage Update**

Roscoe met with the building inspector and Dan Robel on May 5 to look at Wares Grove Cottage. Roscoe noted that there were discrepancies of what was needed between Ron Bell's report and M&W reports. McKeon stated that it was Bell's opinion that the building was not worth saving and the M&W was a solution report.

Roscoe had concerns with the short-term commitment to the P&R director for having the cottage available as a residence as part of his employment compensation. Roscoe stated that he felt it would be more cost effective to tear down the building and put up something cheap and simple. McKeon replied that it is crucial to look at what can be done there and that Wares Grove was a granted facility through the State, which limits what the town can do there. Larkin added that he would not recommend doing repairs on the structure and he expressed his interest in promoting a better long-term solution of one that would be sustainable for quite a few years.

McKeon stated that if \$10,000 were spent on the building this year, which becomes a dedicated part of the compensation for the P&R director, the cottage would be able to be used for a second year with another \$5,000-\$10,000 of repairs. The investment is less than what the director will be compensated for without the repairs. Carrier will get information on issues of putting up a trailer as a temporary structure. McKeon stated that there would be issues of the Land Protection Act, which was previously called the Shoreline Protection Act.

McKeon noted that there is a list of code deficiencies that are needed to be done that have not been started. Larkin stated that the P&R Commission was looking into what would best benefit the program with their monies between the work shed and Wares Grove Cottage. In that

process the Commission was trying to find contractors that would quote the work so no one dealt with it over the harsh winter. He added that they don't have quotes from perspective contractors to do the work. McKeon stated that the cottage is meant for someone to be there for the convenience of being at the lake and the ability to be at the lake. The codes are used for making the cottage safe. Roscoe stated that there is no foundation and McKeon replied that there are intermediate braces that need to be put in. McKeon added that the town was told that the cottage was going to be upgraded and it was going to be part of the compensation package, which needs to be followed through. McKeon added that the code enforcement officer stated, at a previous board meeting, that he didn't want his tax dollars to have the repairs done to the cottage. He added that we have a commission that is not very cohesive and hasn't done work on this over the winter, when was a perfect time to be doing most of the work in the cottage. Now the board is having a second round of not wanting to do what has already been discussed of what was going to be done.

Roscoe stated that he feels uncomfortable asking the director to live in the cottage with safety and liability issues. He suggested that a small module could be put in for \$50,000 or \$60,000 plus a foundation and site work. If the repairs are started now, it won't be ready for occupancy for two or three months. He noted that there is an obligation to our town employee and for security at the beach. Larkin stated that the cottage is going to be the No. 1 subject at the next P&R meeting.

Jeff Scott reminded the board that on December 15 the commission voted to make the repairs. He read the meeting minutes as follows: "*Larkin estimates that needed repairs to the cottage would be \$20,000. Discussion ensued. Condosta made a motion to move forward with repairing the cottage. The commission voted to make repairs to the cottage at this time.*" Scott noted that the delay is driven by our code enforcement officer. Larkin stated that it is the code enforcement officer's opinion, based on the code definitions. Larkin agreed that Greenwood is not an engineer but he is the town building inspector. McKeon added that Greenwood stated at a meeting that he did not want the building livable and it wasn't good for his taxes. Larkin would like to have Greenwood attend a P&R meeting to help in coming to a resolution or direction. It was agreed that there is money in the P&R for this project and the town voted to spend it. McKeon stated that the final estimate was \$20,018.90 which incorporated some of Greenwood's interior design desires. Carrier noted that \$20,000 was in an expendable trust fund as a building fund.

John Koopmann stated that it was the consensus of the Budget Committee that this was a good choice and a lot of residents of this town are expecting the repairs to occur. He added that this project should be way down the track by now.

McKeon stated that P&R came to the board during their budget presentation and stated that they had decided to not go forward with the shed and to put the money into the cottage. He added that is what was presented to the town.

Scott noted that Elaine Levlocke had been reporting to the board that P&R were moving forward in getting prices. Scott added that P&R should be encouraged to get bids to get the project going. Larkin stated that the cottage needs to be updated of any damage that may have occurred over the winter.

Carrier suggested that P&R hold a meeting on May 11. Larkin will contact Erik Barnes to get the added meeting scheduled. Carrier noted that there was no information as to what would consist of a compensation package for the director.

- **Asbestos Report – 40 Old Chesterfield Road**

The board approved Catamount Environmental to remove the kitchen sink containing asbestos at a cost of \$150. The Highway Department will demolish the structure and remove the debris.

- **Subdividing Lots on Class VI Road**

NH Municipal Association responded to the question as to whether the town could subdivide property on a Class VI road and that it would violate the town zoning in their legal opinion and that a new lot cannot be created. Richard Drew will be contacted with this information.

- **Bennett Road Town Survey**

The board received legal opinion for the town having a survey done for Bennett Road. Larkin stated that there may be residents who might contest a survey. Roscoe noted that legal counsel warned of potential legal risks for the town. McKeon stated that it is the board's responsibilities to maintain the boundaries of the town roads and to keep those areas clear of passage. Carrier noted that an option for the board is to lay out the road as a Class VI highway, subject to gates and bars. Carrier added that it would be difficult to determine metes and bounds from descriptions of the 1800's. The board will contact legal counsel to provide a layout process, subject to gates and bars.

- **Online Job Postings for Road Agent**

Three applications were received after the deadline date. The board requested that the advertisement be pulled from the websites. The Search Committee will meet on May 7 to discuss the road agent position.

- **Website Feedback Page**

The board requested that the website tab be named Website Feedback and post it live on the Town's website.

- **Complaint Policy**

The reformatted complaint policy was reviewed by the board that was designed by McKeon. Roscoe felt that this was a good starting point and that formal complaints should be in writing. The complaints will go to the department heads. The board made minor wording changes to the document.

Koopmann asked how the complainant will know if his complaint is being addressed. McKeon stated that a report will be sent to them.

McKeon moved to accept and institute the policy as amended tonight. Roscoe seconded the motion, which passed unanimously.

The board recommended that the new complaint policy be announced on the town website and on the monthly email. Copies will be available in the Selectmen's Office.

- **Tax Deed List**

The board members have started contacting property owners of their delinquent property taxes.

- **Suggestion Box Process**

The suggestion box is now available in the front entry way of the Town Offices for residents. McKeon asked that the information be written on the designated note paper for the selectmen to gather the suggestions to be read each week at the board meetings.

- **CT River Byway Bicycle Signs**

Southwestern Regional Planning Commission requested that the town sponsor the maintenance and accept liability of 17 signs. The signs will indicate the bicycle byways that meet certain criteria for suitability of bicyclists. It was noted that DOT has not agreed to be responsible for the signs. The board will allow the signs to be placed in the state's right-of-way but will not provide the maintenance for them.

- **Fran Chickering Donation for Town Hall**

Chickering is a former resident of Chesterfield and has offered to donate a storm door for the Town Hall Annex. The board accepted the donation and asked that the design comes within range of the style similar to what is there now.

- **Planning Board Resignation**

The board received a letter of resignation from Mike Lynch as an alternate to the Planning Board, due to a change in his work schedule. The opening position will be posted on the town's website.

PROJECT LIST

Research Broadband Options: Roscoe met with WiValley to discuss improving service to the town. WiValley is a wireless relay system and has a new tower on Highland that will provide access for more areas. WiValley will need 20 people to sign up for the tower on Welcome Hill to cover through the valley area. Roscoe plans to meet with Comcast and Argent and is scheduled to meet with FairPoint on May 22.

Town Buildings: McKeon provided a draft of the CIP, Annex and Town Office buildings to Roscoe and Larkin. He will request an inventory of equipment from the highway department.

OLD BUSINESS

Rudolph Junkyard: A letter was sent to Dick Rudolph from the code enforcement officer regarding his deadline of April 30 to clean up the junk.

Town Hall Annex Engineering Review: The RFP is on the website and the meeting is scheduled for May 20 at 1:00 p.m.

Library Parking Lot: McKeon has requested that the submittals started.

ZONING ISSUES

McKeon has been working with the code enforcement officer regarding several issues that are either being addressed or need to be addressed on properties in Chesterfield.

OTHER BUSINESS

McKeon reported on the recent Zoning and Planning Seminar offered by the Office of Energy and Planning that was held in Concord, which was attended by four board members and one resident.

McKeon also reported on the Planning Board approval with conditions for the GS Precision application.

The Planning Board had concerns of Route 63 work regarding humus on top of the stone and bedding material by the lake. The materials should be as pure as possible to prevent invasive materials in getting into the lake water.

McKeon wants to revisit the Town Office work schedule activities for Friday to be sure that the hours are contiguous to the public. Carrier noted that the last hour was quiet.

Carrier reported on the Vermont Yankee Coordination meeting that he attended. He noted that it was a group of people from various organizations to see what can be done about Vermont Yankee closing with three counties working together. SWRPC website dedicated a page to the VY closure, listing all the updates.

Grace stated that the town clerk and town clerk assistant have requested approval of the board to attend an Annual Monadnock Spring Workshop on June 10 in Milford. The fee is \$45 for each. The town clerk will post the closing of the Town Clerk's office for the day. Larkin and Roscoe gave approval of the two employees to attend the workshop. McKeon recused himself.

Grace announced that the Spofford Fire Precinct has requested approval of the board to hold a 50/50 raffle on May 24 at their annual Pancake Breakfast at the Spofford Fire Station. The board approved the raffle.

Jeff Scott inquired as to the number of used cars at Manny's Appliance on Route 9 in Spofford. McKeon replied that a certified letter was sent to Mark Lanoue. Carrier stated that Lanoue is in violation of Code 410.2 of junkyard requirements of having two or more unregistered vehicles and has until May 12 to correct the issue. McKeon added that Lanoue is also in violation of a site plan.

Scott also noted that the Master Plan survey is not getting out to all the residents. McKeon replied that the surveys were sent out through the postal service approximately two weeks ago and the Master Plan committee has extended the deadline date for accepting the completed forms.

Scott asked why the radar cart wasn't occasionally being used on Route 9. Carrier stated that it is currently being used on another road. McKeon suggested that Scott contact the Chesterfield Police Department if he would like to have the cart set up in a specific location.

Scott reported of recent vandalism and human waste left at Chesterfield Gorge and would like to see more police coverage at the Gorge. John Koopmann added that the police presence may help reduce the vandalism and waste left at the Gorge with the increased volume of people

using the facility. The board will contact Chief Chickering to ask for more police coverage at the Gorge to reduce the issues.

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

Larkin moved to come out of Non-public session. The motion was seconded by Roscoe, which carried.

McKeon moved to go into Non-Public per RSA 91-A:3 II (a&c). The motion was passed by Roscoe, which passed unanimously.

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With no other business to conduct, Roscoe moved to adjourn at 9:45 p.m. The motion was seconded by McKeon, which carried.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

James M. Larkin, Chairman

Date

Jon P. McKeon

Date

Brad Roscoe

Date