

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
June 3, 2015**

**CALL TO ORDER**

Chairman Jim Larkin called the meeting to order at 6:08 p.m. Others in attendance were Jon McKeon and Brad Roscoe. Absent was Rick Carrier, Town Administrator.

**FOR SIGNATURE**

- Manifest #22 & 21a
- Selectmen Minutes – May 20, 2015
- Pre-RFP Meeting – May 20, 2015
- Selectmen Minutes – May 21, 2015
- Chesterfield Cemetery Commission (Doody)
- Non-Acceptance of Tax Deeds (Ring)
- Intent to Cut (Dudek)
- Intent to Cut (Orr)
- Payroll Change Notices

**APPOINTMENTS**

- **6:15 p.m. Leon Dunbar**

Leon Dunbar, of the Transfer Station, presented the board with a list of figures for the solid waste heavy equipment Capital Reserve Fund from year 2015 through 2044, subject to annual review. Dunbar contacted manufacturers to get average life expectancy of the compactors, backhoe and balers.

Dunbar reported that the public feedback was very positive on the composting program. Board members made suggestions to keep the program active and possibly have an educational day at the Transfer Station on composting.

Dunbar noted that the snow guards should be arriving next week. The bids for installing the guards came in as follows:

Vonderhorst & Sons Inc.	\$900.00
Ferguson Roofing	\$1,500.00
Guyer & Son Roofing	\$2,350.00
Walker & Company Roofing	\$3,000.00

*McKeon moved to hire Vonderhorst & Sons to install the already purchased snow guards for the Transfer Station roof. Roscoe seconded the motion, which passed unanimously.*

Dunbar stated that he only has room for 15 bales of cardboard and he is interested in additional storage space to keep the more cardboard bales dry.

- **6:30 p.m. Bruce Adler**

Bruce Adler presented a list of roads that were worked on, driveway permits and other projects performed by the Highway Department in May and work that is scheduled for June. McKeon requested that the Woodbury Road culvert and catch basin be cleaned out of dirt and leaves to be scheduled in June.

Adler announced that he received bids for replacing the 32” culvert to a 36” smooth bore culvert on Chandler Road. The bid includes the excavator and the operator to perform the work.

The bids for the project came in as follows:

Arthur Chickering	\$850/day (10 hr. days)	4-5 days
Pat Rawson	\$1,000/day (10 hr. days)	"
Tayne Rancourt	\$1,100/day (10 hr. days)	"

Chickering was awarded the winning bid for the project with a starting date of June 15.

Paul Hubner spoke with Adler to get approval to close Orchard Road on June 10 through June 15 to work on the foundation of his barn next to the road. Residents would be able to use Castle Road as an exit during the road closure. The board suggested the Highway Department send out letters to the Orchard Road residents, in advance of the project, informing them of the road closure. Adler will notify Cheshire County Dispatch, the Chesterfield Police Department and the Fire Departments. The board approved the closure of the road.

- **7:15 p.m. Nancy Aichele**

Nancy Aichele and Scott Selvidio inquired as to the process of having a gate installed on Mill Road to prevent through traffic into their neighborhood, as a result of the increased cars entering and departing from the proposed GS Precision facility on Mill Road. Selvidio stated that he wanted to avoid any potential problems for pedestrians on that road. Aichele noted that she had not heard any neighborhood complaints of traffic problems with Twin State Trucking vehicles on Mill Road.

Larkin stated that the selectboard had decided, at the May 20 meeting, not to put up a gate at this time and to give GS Precision the opportunity to prove that they can control the through traffic from entering the Mill Road residential area. Larkin added that the selectboard was informed by legal counsel that, under RSA 41:11, the selectboard has the authority to make the decision of installing a gate and a town meeting decision would not be necessary. Roscoe noted that the board will do something, if needed, in the future.

McKeon stated that the selectboard could include the cost of the gate in the grant request for the infrastructure.

- **7:30 p.m. P&R Director Dan Robel – Nonpublic RSA 91-A:3 II (b)**

Robel brought applications for Parks & Rec positions to the selectboard for review and discussion.

## **FOR DISCUSSION**

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Parks & Rec Commission & OEM Resignation**

The board members read John Melvin's letter of resignation, dated May 26, 2015. *McKeon moved to accept John Melvin's resignation from the Parks & Recreation Commission and the Office of Emergency Management positions, effective immediately. Roscoe seconded the motion, which passed unanimously.*

- **Memo of Understanding**

The board approved the memo agreement between Dan Robel and the town regarding the compensation for not having the Wares Grove cottage available for occupancy.

- **Building Number Display Ordinance for Chesterfield**

Roscoe presented a draft of the ordinance from researching similar town ordinances as to their requirements for displaying their address numbers. He found that most were using three inch numbers on the road and five inch numbers displayed more than 50 feet from the road, being visible from both directions. McKeon noted that some towns already have a numbering requirement before a new or rebuilt house can obtain a Certificate of Occupancy. Further discussion on fine schedules will be addressed at the June 17 meeting. John Koopmann suggested having house numbers available at the town clerk's office for sale at cost.

- **On Demand Training**

The board discussed training seminars that are available through New Hampshire Municipal Association in which courses can be conducted in town for a fee of \$475 per 2-hour course for an unlimited number of participants. There may be an interest of other towns to attend possible seminars to be held in Chesterfield and/or surrounding towns.

- **Meeting Minutes/Draft & Approved**

The board approved the draft letter prepared by Roscoe regarding the request to have draft and approved meeting minutes available for the general public. The letter will be emailed to all committee chairs and their secretaries.

- **Town Clerk Computer Purchase**

Barbara Girs, Town Clerk, reported that the State is requiring all town clerks to provide their own computers by the end of September 2015 with a secure line for processing registrations. McKeon stated that \$2,500 was added to the Town Clerk's budget for only the purchase of the two new computers. Vermouth Computers has been working with the State to have the required

programs installed for the new workstations. Vermouth provided a price list of associated hardware upgrades required for the State's mandatory changeover.

*Roscoe moved to extend the purchasing amount for up to \$4,759.00 including labor, for the Town Clerk's office computers. McKeon seconded the motion, which passed unanimously.*

- **Website Feedback (2 Emails)**

McKeon noted that some of the department computers are still carrying the yahoo and gmail addresses. He added that the change to the nhchesterfield.com address was requested during an audit about two years ago. McKeon also noted that the selectmen should have a separate email address for doing town business. This will be an agenda item for June 17.

A request was submitted to have all town policies and ordinances posted on the website, in which the board agreed that they should be available on the website.

Adding email addresses to the website and how answers will be made from comments received from the website will be discussed at the June 17 board meeting.

- **CIP Town Wide**

McKeon presented a draft copy of a town wide capital maintenance program to the board members which can be used by all department heads. The draft indicated projected life cycles of equipment for all departments.

- **Fran Chickering Town Hall Door Donation**

The replacement door for the town hall was delivered and will need to be installed at the Town Hall Annex.

- **Next Week's Manifest**

The manifest will be available on June 9 for selectboard signatures.

## **PROJECT LIST**

Research Broadband Options: Roscoe reported that he will be meeting with FairPoint in about two weeks.

## **OLD BUSINESS**

Rudolph Junkyard: A memo was received from the code enforcement officer indicating that he had met with Rudolph on June 1 and it was determined that the issue will be resolved this summer.

Town Hall Annex Engineering Review: McKeon reported that one of the architects had a concern about the proximity of the cemetery for the Town Hall Annex repairs. McKeon provided a printout from Div. of Vital Records Administration allowing the town to excavation or for construction purposes necessary deemed for public improvement.

Library Parking Lot: McKeon reported that there is one more submittal for gravel to be received.

Town Hall Cupola: McKeon asked Rick Cooper if he would place the weathervane in the correct direction and check the cupola lamps the next time the fire department is doing ladder training.

## **ZONING ISSUES**

Elizabeth Blake – 422 Pond Brook Road: A copy of a letter from the code enforcement officer indicated that he inspected the upstairs dwelling on Pond Brook Road on May 21 and found that the kitchen stove and refrigerator had been removed.

Ring – 29 Wildwood Road: The property has been condemned.

Santo – 87 Hewitt Road: The town attorney has advised the code enforcement officer to schedule a formal Notice of Inspection of the property. McKeon noted that the access dwelling on this property faces Atherton Hill Road and has a separate driveway.

Wrobel Vegetable Stand – Route 9: The Planning Board has agreed to allow the double sided 4x8 ft. sign on the stand with no other attachments. The code enforcement officer will revisit the stand to address the illegal advertising flags that have not been removed.

Larkin stated that he had concerns of the manner in which the code enforcement officer receives potential zoning ordinance complaints. McKeon replied that it is the duty of the selectmen to report zoning issues to the code enforcement officer and it is the responsibility of the code enforcement officer to investigate the possible zoning violations. Roscoe noted that the code enforcement officer's action to a complaint of a possible zoning ordinance violation from either a private citizen or an individual selectboard member does not require a selectboard decision.

## **OTHER BUSINESS**

McKeon reported on a recent erosion issue on Route 63 near the lake. McKeon has reported the issue to DOT.

The Road Agent Search Committee has conducted interviews and will be meeting on June 4 to make a decision for recommendation for the Selectboard.

The board had concerns of accounting procedures for recording of vacation and sick time for town employees. This will be addressed at the June 17 meeting.

The board received a letter from Warren Stevens regarding his structural inspection of Wares Grove cottage performed on May 5, 2015. A copy of Stevens letter will be forwarded to the Parks and Recreation Commission members.

The board gave approval for Pat Grace to attend a training course offered by New Hampshire Municipal Association in Concord, NH on June 18.

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

*Roscoe moved to adjourn from non-public session. The motion was seconded by McKeon, which carried.*

*With no other business to conduct, Roscoe moved to adjourn at 10:20 p.m. The motion was seconded by McKeon, which carried.*

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

\_\_\_\_\_  
James M. Larkin, Chairman

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Date

\_\_\_\_\_  
Jon P. McKeon

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Roscoe

\_\_\_\_\_  
Date