

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

CALL TO ORDER

Chairman Jim Larkin called the meeting to order at 6:17 p.m. Others in attendance were Jon McKeon, Brad Roscoe and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #27
- Selectmen Minutes – June 17 and 25
- Investment Policy
- Warrant for Unlicensed Dogs
- DRA Form – Inventory of Taxable Property Form Response
- Property Tax Abatement – Martin
- Supplemental Property Tax Warrant
- Intents to Cut – Nameless Rock Forest & Champney
- Appointment Paper Parks & Rec Comm – LaFontaine
- DRA Form MS-535, Financial Report
- Payroll Change Notices – Parks & Rec and Highway

APPOINTMENTS

- **6:30 p.m. Joe Warhall**

Warhall requested an update on the process of Bennett Road since April 15. McKeon noted that David Mann has been hired by the Town to survey the road and the survey report should be completed before the July 15 selectboard meeting. Mann will also be putting in cement monuments on Bennett Road

Warhall noted that Richard Diesl has installed a street light on Bennett Road and a second entryway to his property.

McKeon reported that he observed approximately 90% of the water flowing down the south side of the road during a rain storm earlier in the day with approximately 10% flowing onto Route 63.

- **7:00 p.m. Public Hearing – Parks & Rec Commission Member Removal**

McKeon moved to open a public hearing. Roscoe seconded the motion, which passed unanimously.

Joanne Condosta stated that she has been out of the country and was unable to contact P&R members during her absence. Condosta requested that the board allow her to continue serving on the P&R Commission. Larkin stated that P&R Commissioners tried to contact Condosta and did not know that Condosta was going to be away for an extended period of time, whereby she

had missed several P&R meetings. Condosta stated that she has no plans of leaving the country in the near future and will be in contact the P&R Commission. McKeon noted that P&R Commissioners cannot have alternates and that attendance is essential for that position at the meetings.

McKeon moved to close the public hearing. Roscoe seconded the motion, which passed unanimously.

McKeon moved to reopen the public hearing. Roscoe seconded the motion, which passed unanimously.

Jeff Scott noted that Condosta has fallen on bad times and stated that it would be a plus in her life if she was able to stay on the P&R Commission.

McKeon moved to close the public hearing. Roscoe seconded the motion, which passed unanimously.

The selectboard noted that they would make no motion and not make any changes at this time for removal of Condosta.

A request was sent to the town auditor requesting if there were concerns for the P&R bookkeeper to serve on the P&R Commission. It was noted that there would be no issues because the bookkeeper does not sign checks or approval of invoices. The board will contact the bookkeeper to thank her for her interest to serve and that there is no open position on the P&R Commission at this time.

FOR DISCUSSION

- **Suggestion Box**

A note left in the suggestion box requested posting of fire precinct meeting minutes on the Town's website.

- **Fuel Oil Bids**

Five responses were received for oil bids for Town buildings. The bids came in as follows:

Company	Price Per #2 Fuel Oil	Gallons #2	Price Per Kerosene	Gallons Kerosene	Total Bid
Sandri	2.599	7,600	3.399	1,600	\$25,190.80
Barrows & Fisher	2.429	7,600	3.159	1,600	\$23,514.80
Swanzy	2.355	7,600	2.855	1,600	\$22,466.00
Dead River	2.3291	7,600	2.5758	1,600	\$21,822.44
Discount Oil	2.189	7,600	2.789	1,600	\$21,098.80

Roscoe moved to accept Discount Oil's fuel bid. McKeon seconded the motion, which passed unanimously.

- **RFPs for Town Hall Annex**

Bids were received from Daniel Scully, Christopher Williams and Christopher Kennedy. The board members will review and discuss the bids at the July 15 board meeting.

- **Monthly Meeting Email**

The board members reviewed the July Monthly Meeting Email that is being distributed to approximately 200 email recipients. Please send your request to admin@nhchesterfield.com for anyone wanting to be on the email list is on the email.

- **Property Tax Deeds (2)**

The board will wait for instruction from the town attorney on how to proceed with accepting the deeds for 60 Forestview Drive and 44 Chamberlain Way.

- **Wildwood Road Property Back Taxes**

The potential buyer is no longer interested in purchasing this property. The board will contact the town attorney for proceeding with this property.

- **Town-Owned 40 Old Chesterfield Road Property**

A demolition permit application has been submitted for the Highway Dept. to demolish and remove the structure. Leon Dunbar will be contacted before the materials will be transported to the Transfer Station.

- **Town Email Addresses**

The board discussed web postings of town emails and/or in-house dedicated service. It was noted that in-house service is expensive and there is no timeline for keeping information available for the emails. It was determined that 20-25 email addresses would be required. The cost for this service and administrator fees needs to be discussed for the next budget cycle. Legal counsel will be contacted for documentation storage requirements.

- **Police Dept 2006 Ford Explorer & Command Box**

Chief Duane Chickering would like to transfer the 2006 Explorer over to the "general" town office within the next two weeks. A new 2016 Ford Explorer has been purchased to replace the 2006 model. Chickering provided information to the board on the older model to determine if they would take over the vehicle. The board will have the vehicle evaluated at Custom Driveshaft. Chickering requested board approval of removing the mobile command box from the 2006 Explorer to install it in another Chesterfield police vehicle.

McKeon moved to allow Chickering to remove the utility box from the 2006 Explorer. Roscoe seconded the motion, which passed unanimously.

- **Police Dept Mobile Radio Grant**

Chief Chickering's memo stated that the PD has received a \$3,000 grant from the NH Dept. of Safety Homeland Security and Emergency Management toward the cost of a Motorola

APS7500 to replace the current radio from the 2006 Explorer. The total amount for the radio is \$5,062.50.

- **Hazard Mitigation Plan Update Committee**

McKeon moved to appoint the following people to be on the HMPU Committee:

Neil Jenness, Bart Bevis, Brad Roscoe, Renee Fales, John Keppler, Mike Fuller, Chris Lord, Fran Shippee, Duane Chickering and Amy Lafontaine

The motion was seconded by Roscoe, which passed unanimously.

- **OEM Sirens**

Entergy will no longer maintain the four town sirens after April 2016 that sound the alarm of any type of emergency. McKeon suggested that the commissioners for fire precincts be contacted to take over the maintenance of the sirens. They are located at the highway garage and the Chesterfield, West Chesterfield and Spofford Fire stations.

- **Business Listings on Town Website**

The Economic Development Committee requested that the Selectboard consider having a business listing on the town's website.

Roscoe moved to place a business listing section on the town's webpage. McKeon seconded the motion, which passed unanimously.

- **Conservation Commission New Tree Plantings**

Bob Brockmann's email of June 30 requested the removal of a dying tree next to the Chesterfield Fire Department. The selectboard would like to have a committee formed to include a local arborist, to review County Forester Steve Roberge report on his consultation evaluation of future plantings. Roscoe will form the committee.

- **Fletcher/Doyle Request to Build on Class VI Road**

Attorney Tom Hanna provided Agreement and Release documents for selectboard signatures to allow 1) Sharon Fletcher and John Doyle and 2) Charles Fletcher and Susan Fletcher to build homes on two separate five acres lots on Class VI roads located on the Winchester town line. The building lots will need selectboard approval for building permits on the Class VI roads, with which the landowners will be required to maintain those roads.

McKeon moved to allow for the agreement and release for the Fletcher/Doyle lots. Roscoe seconded the motion, which passed unanimously.

- **M&W Soils Invoice – Wares Grove Cottage**

The invoice for M & W Soils for \$429.50 will be paid by the Board of Selectmen that included two site visits to the cottage.

- **Quarterly Complaint Summary**

A complaint was received on June 30 from a North Shore resident of loose material getting on his car while driving on the road during work was being done on that road. The road agent

noted that there were at least six warning signs in place that day of fresh oil and one lane being open. The road agent spoke with flaggers to inform them that they are to respond with professionalism to all interactions with the public. A response letter was sent to the complainant.

- **Red Clover Rovers Running Club Request Use of Town Grounds**

A request was received from the Red Clover Rovers Running Club race directors to allow them to use the grounds around the Chesterfield Fire Department on September 20, 2015 for the annual Pisgah Mountain 50k and 23k Trail Races. The directors also requested approval to set up a vendor tent by a club supporter to sell running gear.

The board approved the club to use the fire departments grounds but the club will need to get approval from the Planning Board for the vendor tent.

- **Request for Town Meeting Voter Sign In**

Richard Diesl requested a copy of a voters sign in sheet from the 2015 annual meeting. Diesl was informed that there was not a sign in sheet at the annual meeting.

- **Website Feedback**

A website feedback comment was received for information on the Chesterfield School and information on composting at the Transfer Station. Another website feedback comment was received for information on the Chesterfield Police Department. The board noted that the police and school each have their own websites.

- **Offer to Meet Selectboard RE: Website Vermont Yankee**

A letter was received from a consultant to meet with the board on the consequences of the closing of Vermont Yankee nuclear power plant. The board will revisit the issue at the next meeting.

- **Next Week's Manifest**

The manifest will be ready for board signatures on the afternoon of July 7.

PROJECT LIST

Enclosure for Transfer Station Cardboard Bales: Larkin reported that Leon Dunbar has received a report from Ron Bell regarding construction requirements for the enclosure. Dunbar is in the process of getting quotes, based on the information from Bell.

Rules of Procedure – Board of Selectmen: Larkin will have information at the July 15 meeting.

Research Broadband Options: Roscoe noted that Dutch Walsh is looking into getting better coverage for Main Street.

Develop Building Number Display Ordinance: Roscoe worked on the violations and penalties. The board suggested using progressive fines on a quarterly basis.

Town Buildings CIP: McKeon is waiting for information from P&R Commission and will present final report at the July 15 meeting.

OLD BUSINESS

Library Parking Lot: McKeon noted that the paving is scheduled for July 8 and striping will be done the following day and wheel stops will be put in place. Soil compaction test will be done on July 6.

Town Hall Cupola: Carrier will contact Momany to schedule the start date. Jeff Chickering will readjust the weathervane into the correct position.

Community Events: Roscoe provided guidelines for community announcements. It was suggested that no religious announcements be posted.

Hosting NHMA Workshop: Letters went out to area town selectboard chairs.

ZONING ISSUES

Richard Rudolph – Spring Street Junkyard: Will be resolved this summer.

Santo – 87 Hewitt Road – Additional Dwelling: An inspection report indicated no finding of cooking devices, such as microwave oven, crock pot, hot plate or toaster in the building but noted a small (2-cup) coffee maker on the counter. A gas grill was located in front of the building. Photos indicated a separate driveway coming off Atherton Hill Road was being used for this building, which is nonconforming to the Zoning Ordinance.

Wrobel Vegetable Stand – Route 9: A flag was removed from the stand.

OTHER BUSINESS

John Koopmann asked if the road agent position has been filled. Larkin noted that Christopher Lord has been hired as the new Highway Department Supervisor and his first day on the job is July 13. Bruce Adler has been promoted to foreman.

Koopmann asked who controls Spofford Lake boating issues. McKeon stated that the State of New Hampshire controls the lake issues and the town owns the Class VI road by the boat launch.

Koopmann asked about employee benefits, regarding employee contribution changes or changes in the benefit structures, deductibles or coverages. McKeon replied that it will be discussed at budget time.

Carrier noted that an issue has come up for a lot line adjustment on the Atherton Hill Road property that has a restricted covenant. There may be an application at the planning board on this issue.

With no other business to conduct, Roscoe moved to adjourn at 9:31 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