

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
July 15, 2015**

**CALL TO ORDER**

Chairman Jim Larkin called the meeting to order at 6:00 p.m. Others in attendance were Jon McKeon, Brad Roscoe and Rick Carrier, Town Administrator.

**FOR SIGNATURE**

- Manifest #29
- Selectmen Minutes – July 1, 2015
- Supplemental Intent to Cut – Dudek
- Cemetery Deed – Wyman
- NH the Beautiful Recycling Grant
- Community Announcements Guidelines
- Payroll Change Notices – Parks & Rec and Highway

**APPOINTMENTS**

• **6:30 p.m. David Mann – Bennett Road**

Mann presented copies of a survey plan for Bennett Road indicating the locations of where the pins were placed. At the intersection of Bennett Road and Route 63 is a 3 rod road (or 25 feet off center line). The right of way for Route 63 is recorded in Book 1 Page 135 in the county road records and that is a 4 rod layout (66 feet). Mann noted that a 2 rod road is 33 feet wide. Mann noted that an alteration to the road in the late 1700's or early 1800's was two rods wide.

Richard Diesl's lot dimensions match up with what Mann shows on the plan. Mann will be setting up three monuments on Bennett Road with one set at Diesl's property, one at the intersection of Route 63 and one in front of David Gale's property. Mann will have a written report for the selectmen at the next board meeting.

Lois Bradstreet expressed her concern on how much selectboard time was spent on this project. Joe Warhall presented a list to the selectmen with suggested solutions on Bennett Road.

• **7:00 p.m. Nonpublic RSA 91-A:3 II (a&c)**

*McKeon moved to go into nonpublic for RSA 91-A:3 II (a&c). Roscoe seconded the motion, which passed unanimously.*

*McKeon moved to adjourn from Non-public session and seal the minutes. The motion was seconded by Roscoe, which carried.*

Parks & Rec Commission Director, Erik Barnes, had notified the selectboard that Joanne Condosta has missed a number of P&R Commission meetings and inquired as to the requirements of terminating a member from the board. The board recommended that the commission establish Rules of Procedure. Larkin noted that Condosta came to the board and indicated that she would presume with her responsibilities, duties and participate as a commission member. The board has not taken any action on this issue.

## **FOR DISCUSSION**

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Town Hall Work Progress Report**

Carrier stated that the original work order for the carpentry work on the town hall cupola has been started for painting and to eliminate the rot on the trim board between the spires. The contractor found rot on all four spires and Carrier verified the condition. The contractor submitted a change order to replace the damaged wood for \$1,000. McKeon stated that the motion at the town meeting for the project was for \$16,000 and the quote came in at \$15,200.

*McKeon moved to spend the \$200 out of the operating budget. The motion was not seconded and the motion failed.*

*Roscoe moved to approve \$800 for repairs. Larkin seconded the motion, which passed.*

Carrier contacted three roofing contractors to get quotes on the leaking roof on the south side of the building. Marvin Smart was the only roofer to respond to the repair call and Carrier will attempt to get quotes from the contractors.

- **RFPs for Town Hall Annex Project**

The board reviewed and discussed the three architectural proposals that were received and determined that all three companies were capable of doing the annex renovation project to make it functional and bring it up to code. Proposals were received from Christopher Williams Architects, Christopher Kennedy and Scully Architects. McKeon will contact each company to request a structural analysis cost. The board will hold a special meeting on July 21 to determine which architect will be used for the project.

- **Property Tax Deeds (2) & Wildwood Road Property**

The board will request that the police department hand deliver legal notices to the occupants of properties being tax deeded by the town.

*McKeon moved to authorize the town administrator to complete the Notice to Vacate form and provide them to the police department to deliver to the properties listed on the form on behalf of the selectmen and to record the date and time of servicing the documents. Roscoe seconded the motion, which passed unanimously.*

Carrier noted that the Wildwood Road property hasn't been tax deeded and he will contact legal counsel for advice on how to proceed.

- **Town Email Accounts**

The board will get information through legal counsel on how long emails need to be retained to determine which email service to use for electronic communication for town employees. The board will need to discuss the issues further, i.e. number of email addresses needed, who would administrator the emails, who will set up the service, etc. before this goes to the budgeting process.

- **Building Number Display Ordinance**

Roscoe presented an updated version of the ordinance with changes discussed at the last board meeting. The ordinance will provide easy identification of residential and commercial locations for emergency services that will be voted on in March 2016 at the annual town meeting.

- **Capital Maintenance Plan**

McKeon provided spreadsheet copies to the board members of the Capital Maintenance Plan for the town for up to year 2022. The spreadsheet indicates that \$60,000 per year should be contributed to a Town Buildings Fund to maintain major items in the town office, town hall, library, highway and transfer station buildings.

- **E911 Liaisons**

The board appointed Chris Lord, Town Road Agent, as the primary E911 liaison and to authorize him to make changes to the Street Address Guide. Carrier volunteered to be the secondary liaison.

- **Notice of Intent to Excavate**

The board received a request from James O'Neil to operate a small gravel pit on North Hinsdale Road. McKeon noted that O'Neil would need to apply for a permit to operate the existing gravel pit because it had not been used for more than two years. O'Neil must apply for a special exception from the Zoning Board per 204.3. Once that is approved, the applicant will have to go to the regulator of the town (Planning Board) for gravel pits to address the issues of RSA 155-E:3 I through VII. Carrier noted that the land cannot be in current use and be a gravel pit. The applicant will request approximately two acres to come out of current use for the pit from a total of 32 acres. Carrier noted that when the land no longer qualifies for current use, it comes out of current use.

- **NHMA Workshops with Other Communities**

The Winchester town administrator and Marlborough selectboard chair notified the board of their town's interest in participating in the series of NHMA workshops with Chesterfield. Carrier will contact NHMA for more details of scheduling staff.

- **Possible Emergency Management Funds, i.e. Connecticut River**

Carrier has contacted Renee Fales to check into resources for funds for Chesterfield and the River Road through Emergency Management.

- **Apartment Building on Crowningshield Road**

The board received a note indicated that a one family home was being rented out as apartment units. Chet Greenwood's memo noted that he inspected the building in 2012, which had three apartments, that had various code violations but have been corrected by the new owners. Greenwood also indicated that he assumes that the structure was built prior to 1970 and the apartments were established at that time.

- **Code Enforcement Welcome Flags**

A memo received from the code enforcement officer indicated that all "open" and "welcome" flags have been removed except the flags at Chesterfield Gorge. McKeon noted that Chesterfield Gorge personnel will be replacing the existing "welcome" sign with a smaller one that will be under the allowable 32 sq. ft. regulations.

- **Next Week's Manifest**

The manifest will be ready for board signatures on the evening of July 21.

## **PROJECT LIST**

Town Buildings CIP: The project will be given to the Budget Committee for review.

## **OLD BUSINESS**

Wares Grove Cottage: Larkin anticipates getting a status update after the P&R meeting on July 20.

Tax Deed Old Chesterfield Road Property: The building has been demolished and has been removed from the site.

TH Annex Engineer Review: McKeon will be meeting with the Cemetery Commission on July 21.

Library Parking Lot: McKeon noted that the parking lot has been paved, striped and the loam and seed will be done around the edges next week. The wheel stops will be put in place on July 20. 10% of the final payment is being held back until the project is complete. McKeon noted that there will be fees for M&W who provided soil compaction testing and there will also be a bill from Gary Winn for an electrical repair.

CDBG Grant – GS Precision: There were changes being worked on in the grant process and the information will be sent to McKeon with the changes.

Broadband Meeting: The broadband portion at the EDC meeting did not occur.

Town Center Tree Committee: Roscoe noted that the Chesterfield Conservation Commission has a meeting set up with Steve Robarge for August 24 at 6:30 p.m. at the Town Offices.

Roscoe has asked that the Cemetery Commission have a representative present at that meeting. McKeon will serve as the Planning Board and Selectboard member at that meeting.

OEM Sirens: The Chesterfield Fire Dept. has added this item to their next agenda. Larkin will contact the Spofford Fire Dept. to have them discuss the potential use of the sirens.

### ZONING ISSUES

Santo – 87 Hewitt Road – Additional Dwelling: Larkin noted that the second driveway is not allowed. NHMA will be contacted for legal advice for the State RSA regulations.

### OTHER BUSINESS

Roscoe noted that the Library Commission reported that their draft meeting minutes are available at the library within five days. Having the meeting minutes available at the Town Offices will be discussed between Roscoe and the Commission's July 21 meeting.

Roscoe reported that he will not be attending the July 29 selectboard meeting.

Carrier noted that the Chris Lord, Chesterfield's new road agent, is doing well and seems to be very upbeat. Lord has been involved in all the road and driveway issues.

Carrier reported that he attended the Economic Development Committee meeting to discuss the business get-together to be scheduled the end of September at People's Bank. They will be requesting donations for refreshments and door prizes.

Green Crow Corporation has requested approval of the board to use a Class A trail for logging operation access between the Swanzey and Chesterfield town lines. The section of road via Old Chesterfield Road and Old Swanzey Road has been impassible for some time. Legal counsel will be contacted regarding bonding concerns or course of action to impose liability coverage.

Larkin reported on the ZBA meeting decision to deny the application for a driveway access on the Bruce Beach property off Forest Ave. He also noted that an application was approved for a variance to allow for a building lot on 11 Maple Road.

*With no other business to conduct, Roscoe moved to adjourn at 9:50 p.m. The motion was seconded by McKeon, which carried.*

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

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James M. Larkin, Chairman

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Date

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Jon P. McKeon

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Date

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

\_\_\_\_\_  
Date