

**Town of Chesterfield
Board of Selectmen
MINUTES
June 17, 2015**

CALL TO ORDER

Chairman Jim Larkin called the meeting to order at 6:02 p.m. Others in attendance were Jon McKeon and Brad Roscoe. Absent was Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #25
- Selectmen Minutes – June 3, June 10 & June 11, 2015
- DRA form PA-16, Reimburse for State Forest Lands
- Thank You Correspondence (5)
- Intent to Cut – Norton
- Payroll Change Notices – Parks & Rec and Highway

APPOINTMENTS

- **6:00 p.m. Nonpublic RSA 91-A:3 II (b)**

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 and seal the minutes. The motion was seconded by McKeon, which carried.

- **6:15 p.m. Bill Bucknell**

Bucknell addressed the board with advantages for using LED lighting in place of fluorescent lighting that is being used in the town buildings. Bucknell will get more information on motion detectors to the board. The board thanked Bucknell for the information that he presented.

- **6:30 p.m. John Schreiber, Jr.**

The board invited Schreiber to discuss his interest in the alternate position of either Planning Board or Zoning Board of Adjustment. Schreiber grew up in Chesterfield and has been working with C&S Wholesale for 22 years, currently as the Director of Quality. The board suggested that he attend some of the ZBA and Planning Board meetings.

- **6:45 p.m. Don LaFontaine**

LaFontaine came to the board to discuss his interest in filling the vacant position of the Parks & Rec Commission. He noted that his family is currently involved in the P&R programs.

LaFontaine previously served with the Chesterfield Fire & Rescue and is currently in computer operations in financing and budgeting in the banking industry. The board welcomed LaFontaine to the P&R Commission.

- **7:00 p.m. Chief Duane Chickering & Nonpublics RSA 91-A:3 II (b)&(c)**

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

Larkin moved to adjourn from Non-public session. The motion was seconded by Roscoe, which carried.

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

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

Chickering stated that the police department has \$3,500 in reserve to purchase a new computer server. The server controls the holding for the database, works with the video system and controls the key fob to the police department. Chickering is looking into upgrading the server that is compatible with the other computer systems in the department. McKeon suggested that the police department have two servers to give them more flexibility. Chickering will come back to the board toward the end the year for further discussion.

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

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

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

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

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

- **7:45 p.m. Dewey Auger – Parks & Rec**

Auger reported that the Parks & Rec Commissioners would like to remove Joanne Condosta from the committee, due to her failing to attend meetings since February and not responding to attempts to contact her through committee members. Larkin suggested that Auger contact the Chesterfield Police to do a wellness check on her.

McKeon moved to set up a public hearing at the next selectboard meeting to address this issue. Roscoe seconded the motion, which passed unanimously.

A registered letter will be sent to Condosta to notify her of a public hearing to address the issue.

FOR DISCUSSION

- **Suggestion Box**

There was a question in the suggestion box as to how the vegetable stand owner was able to sell furniture. McKeon noted that the stand owner was not given permission to sell furniture at that location. This will be passed on to the code enforcement officer.

- **DRA form PA-28 Property Inventory Form Request**

The board determined that the town will not use form PA-28 from the NH Dept. of Revenue for inventory of taxable property next year.

- **Building Number Display Ordinance**

Legal counsel noted that the building number display ordinance should be adopted by town meeting and, if passed, fines should not exceed \$1,000 for each offense.

- **Bennett Road Survey**

McKeon moved to have David Mann perform the boundary survey on Bennett Road for \$2,000. Roscoe seconded the motion, which passed unanimously.

The board would like to have Mann work on the survey as soon as possible.

- **Bennett Road Correspondence - Diesl**

The board received an email from Richard Diesl, as a result of damage done on Bennett Road from a storm of May 28. Diana Warhall noted that there are still items in the roadway that Diesl has not removed and hoped that the upcoming Bennett Road survey would help to determine the boundary lines. McKeon stated that the survey being done is to establish the road boundaries and not for the properties.

- **Tax Deeded Properties**

The tax collector is currently preparing the tax deeds for 69 Forestview Drive and 44 Chamberlain Way. Larkin will attempt to work with the Chesterfield Police to visit those properties.

- **Town Email Addresses**

Carrier has contacted Prospect Park Communications (PPC), Bill Vermouth and Lester Fairbanks on their recommendations for having a town email address as an alternative to replacing personal emails and yahoo emails. A cloud based email system was recommended by all three contacts. PPC and Fairbanks noted that the cloud based system does not store emails. Roscoe will work with Carrier on getting email addresses to include storage.

- **Employee Vacation & Sick Time Recording**

The board discussed the current recording procedures of salaried employees for vacation and sick time. The board has requested that all salary employees submit their vacation and sick time

hours weekly to payroll, which will be included in the weekly manifest and a spreadsheet will be created by the paymaster to maintain the history.

- **Website Feedback**

Carrier will respond to John Zannotti's website questions from a May 22 email. Roscoe requested that all hours of operations for the town be posted in one place on the website.

- **Atherton Hill overnight Parking Ban Request**

Tom Duston reported of cars being parked overnight at the intersection of Atherton Hill Road and Lincoln Road near the gate at the entrance of Prouty Road. Embers were still burning the next morning in the new fire pit that had been constructed on the private property.

Larkin moved to have the Highway Department post "No Overnight Parking" signs at the Atherton Hill/Lincoln Road intersection. Roscoe seconded the motion, which passed unanimously.

- **Cemetery Setbacks – Town Hall Annex Project**

The board reviewed the legal counsel response to requirements of side setbacks for the Town Hall project indicating that the selectboard and cemetery trustees can agree to rebuild within the setback because the town hall provides an "essential service." McKeon will meet with the Cemetery Commission at their next meeting.

- **Investment Policy Review**

The board reviewed the Investment Policy and, with no changes made from last year, renewed the policy for another year.

- **Coachman Road**

The board received an email from legal counsel stating that the road that was shown on the subdivision plot may deviate from what was actually built. McKeon stated that the board needs the record drawing with reference to the approved Planning Board plot plan that references how it got approved. The "as-built" would reflect what is currently in place. The deed should also be in metes and bounds. McKeon noted that there should be an estimate to construct in the Planning Board file. Counsel also requests the cost to improve the road to Town standards for the roadway.

- **Broadband Comparison Chart**

Roscoe provided a comparison chart on the broadband companies that cover the majority of the Chesterfield area. The chart includes maximum download and upload speeds, download limits, residential costs per month and availability. Roscoe noted that by adding more distribution boxes, it would increase the maximum download rate. FairPoint will be adding three more boxes to the Spofford Lake area before the end of the year, which will improve the distribution and provide better performance.

Argent will be putting in fiber optic connections in downtown Chesterfield, hopefully, by the end of the year. WiValley transmits via towers and are wireless. They are looking into connecting to

a tower in the western part of town and are also considering connecting to the Welcome Hill tower.

Roscoe felt that the broadband information should be available to the community for residents to learn what is available and suggested a meeting be scheduled to provide that information.

- **HealthTrust Combination of Members Resolution**

McKeon moved to authorize Rick Carrier, Town Administrator, to sign the Certificate of Authorizing Resolution and the "Agreement Regarding Combination of Members for Rating Purposes" between the Town of Chesterfield, HealthTrust and the other combining HealthTrust Member(s). Roscoe seconded the motion, which passed unanimously.

- **Next Week's Manifest**

The board members will be notified when the manifest will be ready for their signatures on June 23rd.

PROJECT LIST

Town Buildings CIP: McKeon is waiting for information from Parks & Rec Commission.

OLD BUSINESS

Wares Grove Cottage: Larkin will contact Erik Barnes about the bid process.

Tax Deed Old Chesterfield Road Property: Catamount Environmental has removed the sink and Carrier will request the Highway Department to demolish and remove the building after he receives the paperwork from Catamount.

Library Parking Lot: The work is scheduled to start on June 22.

ZONING ISSUES

Ring – 29 Wildwood Road: On hold, possible sale. Needs to be revisited.

Santo – 87 Hewitt Road: The town attorney has advised the code enforcement officer to schedule a formal Notice of Inspection of the accessory building. The board agreed to have the code enforcement officer proceed with the Notice of Inspection.

Wrobel Vegetable Stand – Route 9: The American flag doesn't fall under signage. The open flag sign is a sign and is not allowed. No flags are allowed. The stand owner has limited square footage of 32 sq. ft, which he already has on top of the cart. The vegetable stand was approved to sell only vegetables and Wrobel has also been selling furniture. The board will instruct the code enforcement officer to monitor Wrobel's stand for zoning compliance.

OTHER BUSINESS

Carrier reported that Erin Grogan has expressed an interest in serving on the Planning Board. The board would like to receive an official letter of request from Grogan. McKeon noted that the Planning Board has a vacant alternate position. Larkin recommended that John Schreiber sit in on at least one meeting session with the ZBA and the Planning Board.

The Search Committee's recommendation for hiring of the Highway Department road agent will be discussed at the July 1 selectboard meeting.

The board will be sending a letter to area selectboard chairmen informing them that Chesterfield will be hosting upcoming training seminar(s) that will be presented by New Hampshire Municipal Association.

The board received a letter of interest from Fran Shippee to serve on the Parks & Rec Commission. Shippee is currently the P&R secretary and treasurer. Carrier will contact the auditors for approval.

The board did not receive information that was requested from the prior road agent before he retired on road conditions issues. The board will discuss those issues with the upcoming full time road agent.

Larkin reported that the ZBA approved an application from Kenneth & Karen Siedler to move their driveway at 71 North Shore Road. The ZBA has invited Attorney Waugh to attend their meeting of July 14 to discuss the Bruce Beach driveway application.

Larkin stated that he could not find any information on Rules of Procedure for the selectboard. Larkin volunteered to do the research to develop selectboard Rules of Procedure.

Carrier meet with Ed Cheever, Town Treasurer, and Fran Shippee to discuss a Pay Pal account for Parks & Rec to be able to take on line payments for programs that they offer.

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

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

With no other business to conduct, Roscoe moved to adjourn at 11.17 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