

**Town of Chesterfield
Board of Selectmen
MINUTES
July 29, 2015**

CALL TO ORDER

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

FOR SIGNATURE

- Manifest #31
- Selectmen Minutes – July 15 and July 21, 2015
- Intent to Cut (5) – Hampshire Timber (4) & Fleury
- Yield Tax certification - Dudek
- Yield Tax Warrant
- Land Use Change Tax - Schlichting
- Land Use Change Tax Warrant
- Raffle Permits (2) – Friends of Library & Friends of School
- Health Office Appointment Forms
- Appointment Paper – Library Trustee alternate
- Payroll Change Notice – Parks & Rec

APPOINTMENTS

- **6:15 p.m. Nonpublic RSA 91-A:3 II (a&c)**

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

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

Dan Robel reported that the Keene State Trooper barracks are currently unable to do fingerprinting for the backgrounds checks for approximately six P&R employees. An alternative would be for the employees to travel to Concord or Manchester for processing the background checks. Larkin recommended that Keene Police Department take the fingerprints and have them submitted to the State for background checks. Robel will follow up with the background check process for each employee.

FOR DISCUSSION

- **Suggestion Box**

A note in the suggestion box suggested that Route 63 be repaved. Route 63 is maintained by the State of New Hampshire and not the Town of Chesterfield.

- **Monthly Email**

It was noted in the monthly email that Bob Duso is a part time Deputy Code Enforcement Officer on Wednesdays from 10:00 a.m. to 2:00 p.m. Duso was previously a part time building inspector in Hinsdale.

- **Auditor's Report**

The board will review the report and discuss it at the next meeting. Carrier reported that the auditors noted that the tax collector is not maintaining certain records in the software. The tax collector will report back to the board.

- **Dunbar Resignation**

The board reviewed Leon Dunbar's letter of resignation from the Transfer Station with his last day of employment being August 5. McKeon suggested that a plan needs to be discussed for the interim until a replacement for the position is made. John Koopman suggested that the Highway Dept. and the Transfer Station be consolidated under one department head. Peter Geneseo will be contacted to meet with the board for the purpose of filling the interim position.

- **Bennett Road Update**

The survey plan is not yet available from David Mann. McKeon noted that the monuments have been set on Bennett Road. One monument was set up 33 feet across the road from the original plan location. McKeon stated that items placed in the road side from the monuments is the town's right-of-way and nothing is allowed in that right-of-way. The board will send a letter to Richard Diesel giving him 15 days to remove all of the items that are within the town's right-of-way. The town road agent will paint a line along the boundary lines between the monument markers to clarify the right-of-way, without painting the side of Diesel's garage. Photos will then be taken of the area with items that may be within the town's right-of-way. The Chesterfield Police will be asked to write a report on the day of the line painting on Bennett Road.

McKeon stated that David Gale has graded the areas that were agreed upon between Bruce Adler and Gale. Since the grating, Gale has regraded his own driveway and it pitches to the east and is now causing water flow issues. Some of the water is crossing the road and some is running down the road. The road agent will be asked to view that issue point.

- **Old Ford Explorer Status**

The board reviewed the estimate provided by Bob Goderre of repairs that are required for the old police car.

Larkin moved to accept Estimate #7 from Performance Motors for repairs to the Ford Explorer in the amount of \$1,597.78 less \$206.37 for the rear wiper motor. McKeon seconded the motion, which passed unanimously.

Carrier noted that he will be budgeting for the repair to the rocker panels. The Crown Vic will be moved to the Transfer Station for bid viewing after the Explorer has been repaired.

- **NHMA On-Demand Programs**

The Walpole selectboard is interested in attending future classes of the on-demand workshops. NHMA provided more details on how the two hour workshops are scheduled and are being offered Tuesday, Wednesday and Saturday. Winchester and Marlborough boards have also expressed their interest in attending the workshops. Letters will go out to those towns interested to let them know the topics being discussed at the workshops.

- **McKenna Way – Cersosimo Request for Inspection**

A letter was reviewed from SVE requesting an inspection of the ravine near the Farr Road subdivision. One of the bonds is for the ravine stabilization. McKeon suggested that an inspection be conducted of the ravine for stabilization to ensure that it is in the condition that it is supposed to be. Carrier noted that Cersosimo does not have a fifth certificate of occupancy.

- **Town Hall Work Progress Report**

An invoice was received from Mitch Momaney for the painting and repairs to the Town Hall. The board instructed Carrier to hold \$1,000 of the payment until the bottom of the clapboards have been painted.

- **Next Week's Manifest**

The manifest will be ready for board signatures on August 4.

PROJECT LIST

Town Buildings CIP: McKeon sent the CIP to Bayard Tracy, and copied Dan Cotter, requesting their input. There has been no response yet but a meeting is scheduled in September to discuss the CIP.

OLD BUSINESS

Wares Grove Cottage: Larkin reported that the P&R Commission is not getting responses from contractors for the required renovation work to be done at the cottage.

TH Annex Engineer Review: McKeon stated that the Cemetery Commission had no problem with the annex if it was going to be a new building. It was explained to the Commission that the town will decide to what extent of work will be done to the annex. McKeon sent a notice to the three architect bidders for the project to inform them that Scully Architects was awarded the project.

Library Parking Lot: McKeon notified Hodgkins that pools of water are developing in the employee section of the parking lot and shimming is required.

Town Email Addresses: Carrier reported that Prospect Park doesn't offer the service. The town of Marlborough uses Network Solutions.

Town Center Tree Committee: The Conservation Commission will be meeting on August 24 at 6:30 p.m. at the Town Offices.

OEM Sirens: Renee Fales has attempted to contact Martin Gilmore for cost information for maintenance.

ZONING ISSUES

Ring - 29 Wildwood: The tax deed is being worked on. There is an interested party in purchasing the property. An auction or putting the property out to bid will be required.

Santo – 87 Hewitt Road – Additional Dwelling: Alterations were made to the driveway without a driveway permit.

EJP: There are two businesses on a one lot site. Owner needs file an amended site plan for the Planning Board.

Fleury: An intent to cut has been filed.

OTHER BUSINESS

Diana Warhall asked what steps would be taken if the items are not removed from Bennett Road after Diesl has been notified to do so and how were the additional items going to be handled that include the streetlight and the additional driveway that was added. McKeon indicated that Diesl can't have anything in the side setbacks including driveways. Larkin stated that Diesl could apply for a driveway permit, and if the lot complies, he may be allowed to have that driveway.

McKeon noted that David Gale's driveway has drainage issues. He added that the town is limited to make improvements on Bennett Road. The town needs to ensure that emergency vehicles have safe passage on that road.

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

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

John Koopman noted that the Chesterfield welcome sign on Route 9 heading west needs to be maintained. McKeon would like to review the Lion's Club agreement on those signs.

Koopman questioned whether the town needed a 4-wheel drive for the town office employees when the Ford Explorer is turned over by the police department. Larkin replied that it would be safer during the winter months.

Koopman suggested that the town work with a consultant on the employees health benefits to look into a modified plan for other alternatives. McKeon noted that the town signed on with the school four years ago to drop the rates down considerably. He added that the town policies are different than the school policies.

With no other business to conduct, Roscoe moved to adjourn at 8:35 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