

**Town of Chesterfield
Board of Selectmen
MINUTES
December 2, 2015**

CALL TO ORDER

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

FOR SIGNATURE

- Manifest #49
- Selectmen Minutes – November 18, 2015
- Notice to Former Owner – Ring
- Forest Fire Bill
- Raffle Permit – School Sports Booster Club
- Intents to Cut (2) – Davis, Fales
- Yield Tax Certification
- Timber Tax Warrant
- Payroll Change Notices (2)

APPOINTMENTS

- **6:15 p.m. Chris Lord – Coachman Road, Bennett Road & Solid Waste Budget**

Coachman Road – Lord reported that David Mann will be sending a letter to the Board of the road repairs and resurfacing that is needed. There has been road damage done by trailers parked along the road. Lord suggested that No Parking signs be set up after the town takes over the road so that it can be monitored by the police. Carrier noted that J.R. Davis has not responded to his calls or emails in the past month.

Bennett Road – Lord noted that the ditch has not been repaired and items have not been moved. Carrier stated that the deadline has passed for that work to be done by Richard Diesl. A certified letter was sent to Diesl on November 13 by the town's attorney. McKeon noted that cold patch will need to be put in place until a permanent fix can be made in the spring. He added that stones can be removed by the town in the swale area where the cold patch will be applied. Cotter stated that Diesl should be paying for work that the board instructed him to do. Lord will make contact with contractors to attempt to get the work done this month.

Carrier noted that the town attorney will send the board an outline on the steps to take to establish where the right-of-way is from the two surveys that were done.

Cotter moved to give Carrier authority to start the process, after Attorney Waugh gives him verification to be taken and to bill Diesl, if that is allowed. The motion was seconded by Roscoe.

Discussion: Diana Warhall noted some of the rocks have been removed.

Vote was called. *The motion passed unanimously.*

Warhall asked if there was any action taken on the driveway that Diesl uses as his driveway. McKeon noted that photos taken of that driveway indicated that the driveway was there before zoning and it can continue to be used. He added that accessing his property by using the second driveway is allowed, as long as it meets all setback requirements.

Solid Waste Budget – Lord noted that the bottom line of 6% deficit is due to salary reduction by losing a full time person and reduction of fuel prices. The snow guards have been installed on the Transfer Station roof and the camera has been installed in the free shed.

- **6:45 p.m. Barbara Girs – Deputy Town Clerk Hours, Elections Budget, Registering Apartments**

Present: Barbara Girs and Kristin McKeon

Girs requested that the board consider doubling the deputy clerk's hours. Girs noted that the deputy clerk's responsibilities and requirements for recording of securing documents. She stated that more time is needed to get the records better organized. Kristin McKeon noted that more time is needed to organize meeting minutes of various committees and records of elections and elected officials. Girs stated that other local towns, similar in size of Chesterfield, have longer hours for their deputy clerks. Cotter noted that the board should look at the RSAs before making a decision. Roscoe suggested that the clerk's office consider investing in scanning equipment.

Girs suggested that homeowners with an apartment on their property should have to register the apartment(s) with the Town of Chesterfield. Town clerks are responsible for the addresses and the town clerk requires a copy of the rental lease or a written document from the property owner for proof that residents reside in town when registering a vehicle. Kristin McKeon and Carrier will work on drafting a letter that will go out to property owners.

Girs requested that the board split the expenses with the school for elections. McKeon noted that the school should pay the entire bill this year because the town paid the bill last time. Girs explained the motor vehicle line item is up 9.8% because DMV increased the vehicle registration fee to \$1.00 and added that the town does not pay the increase.

- **7:00 p.m. Travis Davenport – Snowmobile Club**

Davenport requested board approval for him to install two culvert extensions at the town owned property on Old Chesterfield Road and to cut the bank slope making for safer traveling of snowmobiles onto the property. The board noted that the recreational trail will give use to the land. Davenport will file a wetlands permit with DES.

McKeon moved to grant permission to the Chesterfield Snowmobile Club to alter the grade of the embankment on the northerly side with permit approval through DES. Roscoe seconded the motion. Cotter abstained from the vote. The motion passed.

Cotter requested Davenport provide a copy of the DES application to the town clerk.

FOR DISCUSSION

- **Suggestion Box**

A note was left requesting that a table and chairs be available in the lobby by the Clerk's office.

- **Chesterfield Happenings Email**

The board requested that the road agent look at the logging operation on Merrifield Road. It was noted that that road is scheduled to be closed from December 10 through April 10. The announcement of the road closure will be posted in the next Chesterfield Happens.

- **Budgets – OEM, Capital Reserve Funds, Gov. Buildings, Draft Personnel Administration**

Carrier noted that the increase in the administration/training because Vermont Yankee will no longer be subsidizing this item and there will be no reimbursement from VY after July 1, 2016. The school generator repair is paid by the town because it is part of the shelter, which is located in the center of the building. VY is no longer paying for the cost of heat and electricity. Carrier noted that this is a transition budget. He added that there is \$20,780 in the grant fund from VY for a period of July 1, 2015 through June 30, 2016.

Carrier stated that there is a -\$30,000 in the town office building maintenance capital reserve fund because that money is coming out of that line and going into the Expendable Trust Fund. The Parks & Rec Commission requested \$2,500 for the P&R Expendable Trust Fund. The town buildings maintenance expendable trust is at \$30,000. McKeon noted that the line item for Wares Grove Trees Expendable Trust should be revisited.

The government buildings are at a decrease of -6.5% with the decrease in fuel and supplies. The draft personnel administration is at 2.7% by using the current health plan rate from July through December figures. McKeon noted that the Budget Committee requested actual the salary and the benefits of each individual and by departments.

- **Health Insurance Options**

Carrier noted that Optimum Financial provided a couple of health insurance plans. The board reviewed three plans from HeathTrust, based on July 1, 2016 rates and three plans from CIGMA. The board will review other quotes before making a final decision on which employee health insurance will be used.

- **Town Salary Scale Review**

The board reviewed salary averages of employees from nearby towns. Roscoe will refigure the salary averages and benefits for the board to discuss next week.

- **Town Meeting Dates/Time**

Carrier noted that the school has already set their annual meeting date for Saturday, March 5, 2016. The town meeting date is scheduled for Tuesday, March 12, 2016 at 10:00 a.m. and will be held at the school. McKeon will attend the next school board meeting.

- **Town Report Dedication**

The board will revisit this item next week.

- **Entergy (VY) Sirens**

The board chose Option 1 of the Entergy acknowledgement form indicating that the town will assume ownership of the VY sirens “as-is” condition.

- **McKenna Way Ravine Stabilization Inspection**

The board reviewed the proposal from Holden Engineering for the inspection of the ravine for the amount of \$700. The cost of the inspection will be reimbursed by the developer. The board accepted the proposal.

- **Code Enforcement Officer – Job Description**

One job description change was made in the requirement for having and maintaining a drivers license. Roscoe noted that the Chesterfield Conservation Commission has expressed concerns relating to the Code Enforcement officers decisions of DES issues. The CCC would like to be notified of any future DES concerns so that they may assist the code enforcement officer with the decisions. The application deadline for the Code Enforcement Officer position is December 3. The board will review the applications before the December 9 board meeting.

- **Town Hall Annex Report**

The board reviewed the Kitchen/Annex Committee options from their meeting minutes of November 6, 2014. Grace provided information of the number of applicants using the kitchen in 2014 and 2015. The board discussed the possibility of replacing the kitchen with a warming kitchen and upgrading the bathrooms. Cotter questioned whether a replacement kitchen is necessary. Roscoe noted that a warming kitchen adds to a sense to the community and is a value to the town.

- **Right-To-Know Law Workshop**

The Right-To-Know Law is scheduled for Thursday, December 3 from 7:00 to 9:00 p.m. at the Town Hall.

OLD BUSINESS

Wares Grove Cottage: McKeon met with two contractors on the first meeting and Cotter met with one contractor at the second meeting to assess the building. Bids are due by Friday, December 4.

Town Email Addresses: Roscoe is working on this.

Town Center Tree Committee: Roscoe noted that Steve Hardy will mentor a student to help on the project.

Board/Committee Term Expirations: Mike Reed has agreed to serve on the Economic Development Committee.

ZONING ISSUES

EJP: - Two businesses/one lot - The Planning Board has this on the agenda for their next meeting.

Salz Junkyard: The timeframe to comply is December 30.

Doug Foster's Canoes: McKeon requested that this be discussed at the next BOS meeting.

Highlander Arms: Appointment only customers/number of employees – Owner has not applied to ZBA for a hearing.

UNFI Sign: UNFI has submitted a response letter to Code Enforcement officer.

Forest Ave. – Driveway Exceeds Permit: There has been no response from property owner on the violation notice.

Manny's Appliance: Site work/drainage – There has been no response from the property owner for installing stabilization and the work has not been done. Code enforcement to follow up.

Hallelujah Farm/Daly: Charging fees to use the farm – Letter sent to owner requesting verification of compliance.

LP Tanks in Setback: Town wide – Letters sent to property owners of 26 Echo Cove, 28 Echo Cove, 16 Tyler Road. Cotter suggested that letters be sent to the local gas companies notifying them of the setback regulations.

OTHER BUSINESS

McKeon will get an approximate weight (tonnage) for the board members on the Spofford Village building per sq. cu. feet. The board reviewed the quote for inspection of the asbestos.

Roscoe noted that the Conservation Commission has offered to loan a brush hog and clearing equipment to town committees. The CCC will be asked to provide a description of the available equipment.

Roscoe report that OEM has been going through hazard mitigation updates in town and their report will be sent to FEMA by December 7 for their approval.

Roscoe stated that Argent provides good service and recommended that town renew the contract. The board agreed to sign their updated contract.

Cotter had concerns as to which town official should be contacted for issues such as the most recent furnace breakdown at the town hall.

The board discussed posting the active building permits on the town website. Carrier will contact Prospect Park to get information on the process of maintaining the information.

McKeon recently attended a NHMA conference regarding processing warnings for employee issues. The speaker suggested that the Town Employee Handbook should note that the warnings are kept in the personnel files and should not be removed.

The employee annual holiday celebration is scheduled at the town offices on December 9 from noon to 1:00 p.m. The offices will be closed during that time.

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

McKeon moved to come out of Nonpublic. Roscoe seconded the motion, which passed unanimously.

McKeon moved to seal the Nonpublic minutes. Cotter seconded the motion, which passed unanimously.

With no other business to conduct, Cotter moved to adjourn the meeting at 10:26 p.m. The motion was seconded by Roscoe, which carried.

Respectfully submitted,

Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Dan Cotter

Date