

**Town of Chesterfield
Board of Selectmen
MINUTES
December 9, 2015**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:05 p.m. Others in attendance were Brad Roscoe, Dan Cotter and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #50
- Selectmen Minutes – December 2, 2015
- Intent to Cut Denial – D&T Partners
- Appointment Paper - EDC
- Hamilton Fund Cards (2)

APPOINTMENTS

• **6:15 p.m. Chris Loomis – Cutting Old Swanzey Road Trail**

Chris Loomis, representative of Green Crow, reported to the board that Hampshire Timber is the new owner of the prior Andrew Dennen property in Chesterfield and Swanzey. Loomis stated that Hampshire Timber is requesting board approval to use the Class A trail portion of Old Swanzey Road to access the property for forestry purposes. The board noted that the roadway must not incur any damage. McKeon added that the trail will require improvements and the trail must be brought back to restrictive condition when the harvesting is complete. McKeon noted that the maximum standard is to leave the trail in no better condition than 4-wheel drive passable. Loomis stated that Green Crow doesn't intend to be cutting during the winter. They will submit a new Intent to Cut to the town and will contact the Chesterfield Road Agent before getting ready to start the road work.

• **6:30 p.m. Parks & Rec Commission – Budget & Nonpublic RSA 91-A:3 II (a&c)**

Present: Erik Barnes, P & R Commission Chair, Dewey Auger, Joe Hanzalik, Don LaFontaine and Joanne Condosta

Barnes stated that the Commission increases of 3% are in the Director's salary at 12.5%, due to the stipend for living expenses and the building maintenance is at 25% from adding \$500 to that line item. The Summer Program is at -1.4% due to a reduction of \$358 in the program salaries. The Wares Grove Salary is at 16.5%, due to the 19.4% salary increase for the lifeguards and concession staff. The concession supplies increased to 24.4%. The North Shore total is at -14.8% due to no salaries and a reduction in electricity. The total P&R increase for 2016 is \$7,538 with a 6.9% increase from 2015.

Cotter asked Barnes what the increase from 2015 to 2016 in salary, how much reflects additional hours and how much is salary increase. Barnes noted that the concession hours will be reduced, which is where the overage occurred. McKeon noted that the Commission came to the board for an increase in salaries for all participants after the budget was set last year.

Barnes noted that the Commission plans on 4,316 hours and the hours for last year were 4,452 hours. Barnes noted that the revenue schedule will be in admission fee increases and adding a half day admission fee after 4:00 p.m.

Barnes stated that there is a \$20 increase in the Rec Program and the Before and After Care will be increased to \$12.

McKeon noted that a town wide maintenance plan fund has been developed as a building expandable trust and suggested that the Parks & Rec Commission be involved in that plan for their building maintenance. He added that the town wide maintenance plan requires approval at the annual town meeting.

Barnes will provide the selectboard with a comparison of P&R program fees from other area towns.

The Budget Committee will be meeting with Parks & Rec Commission on December 15 at 7:15 p.m.

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

McKeon moved to come out of Nonpublic. The motion was seconded by Roscoe, which passed unanimously.

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

FOR DISCUSSION

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Wares Grove Cottage Bids**

Two of the three bidders provided proposals for the repairs on the Wares Grove Cottage. The proposals were as follows:

Robideau Construction at \$3,425.00

John Allen at \$14,743.00

The board will ask for further clarification from both contractors before a contractor is awarded the bid. The project will have to be completed by April 2016.

- **Bennett Road Updates**

Present: Joe and Diana Warhall

McKeon reported that the communication from town council noting that the board has no option to fill in the swale or to demand reimbursement from Diesl for that work. He added that the road is a Class VI road and the town cannot expend any money to do the work and the town cannot do the work on Bennett Road.

McKeon noted that the process for re-establishment of highway boundary lines under RSA 231:27 and references to RSA 228:27:

Step 1: Selectboard must get a survey drawn up which they believe is reasonable and defensible.

(Optional) The Selectboard may hold a public hearing for which notice is given to the landowners.

Step 2: The survey plan (or copies of it) are then sent by registered mail to all owners of land abutting the highway, as well as the Secretary of State and the Town Clerk. The cover letter should specifically state that this survey plan is being sent (or filed) for purposes of re-establishing the legal boundaries of Bennett Road pursuant to RSA 231:27 and RSA 228:27.

The next step is up to the affected owners, who have 60 days to appeal to the Superior Court.

Carrier noted that town council did not feel qualified to answer questions on the two surveys. McKeon noted that David Mann has stated that Vermont uses the center of travel lane and New Hampshire uses existing and historical bounds. The board will contact Mann for the information on survey standard practices in New Hampshire.

Joe Warhall reported that Joe Dibernardo has stated that he uses the existing land marks and the boundaries.

Cotter suggested that the board have a public hearing in mid January. The board will get more information on which process the abutters will need to be noticed. Cotter stated that he and Roscoe will pursue which survey should be used.

McKeon noted that the only way for the town to force Diesl to fix the road is to go to court. An appointment will be scheduled for Cotter and Roscoe to meet with an attorney. Diesl has been notified that court action may be taken. McKeon stated that Bennett Road will be added to the town map.

Diana Warhall inquired as to whether she can fill in the dip in the road with cold patch. McKeon replied that that can happen upon approval from the board and at her expense.

- **Budgets – One Line Budgets**

Carrier noted that the total of One Line Budgets is at 7.5%. The Keene Ambulance Service is up 21.7% from 2015. Rescue Inc. has been invited to attend the Board of Selectmen at their meeting on December 16 to answer questions on their service to the town. Chesterfield Fire Commission will be invited to attend.

The Zoning Board of Adjustment requested a \$500 increase to their budget to purchase a tablet to be used for downloading property cards pertaining to the ZBA hearings. McKeon noted that the ZBA also discussed adding a legal expense line item. The BOS approved the ZBA's request for a \$500 increase to their budget.

- **Town Salary Scale Review**

Roscoe refigured the town employee averages of high end of the scale salary and benefit comparisons for other towns. Roscoe felt that there were only a few employee pay scales that appeared to be on the low side.

- **Town Hall Rental Policy Update**

The board approved the updated following addition to Town Hall Rental Policy:
The rack must remain in the main hall of the building at all times.

The board confirmed that users of the Town Hall must follow the Rental Policy, including the hours that the hall will be available and for each approved user to put all tables in the storage room and chairs on the chair racks at the end of their event.

- **Town Hall Annex Draft Warrant Article**

The board reviewed a draft of the warrant article for the Town Hall Annex. Roscoe stated that the dollar amount be included for the design for the three options of repairs needed at the Annex. McKeon stated that the kitchen services the town and residents want and expect that. Roscoe suggested that the Warrant Article request \$5,000 to have an engineering study done to replace the current kitchen with a warming kitchen and upgrade the bathrooms.

- **Town Report Dedication**

The board agreed on an individual for the dedication of the 2016 Town Report.

- **Town Hall Alarm Call List**

Rick Carrier should be the first contact and Chris Lord should be the alternate contact.

- **Petitioned Warrant Article – Spofford Town-Owned Building**

Carrier contacted Camille Coulborn and reported that she does not want to have anything to be add to the signed petition. The petition will be put on the Warrant Article in March.

- **Selectmen's Office Hours December 24**

The Selectmen's office will be closed at 2:00 p.m. on December 24.

OLD BUSINESS

Town Center Tree Committee: Roscoe spoke with Tom Duston who will have the work contracted out.

ZONING ISSUES

Santo: - 87 Hewitt Road/additional dwelling – The road agent contacted the property owner and informed him that the driveway was not allowed to cross the side setback of the property.

EJP: - Two businesses/one lot – A letter was sent to EJP notifying the owner that the deadline is set for January 7, 2016 for the Planning Board to receive their site plan and application .

Salz Junkyard: Deputy Code Enforcement officer indicated that items are being moved to the back of the fence.

Doug Foster's Canoes: - Noncompliant lot – This was discussed at the Planning Board. Davis Peach will be researching the file for the Planning Board.

Paquette: - The deck was discussed at the ZBA meeting on December 3.

UNFI Sign: A letter was sent to the property owner giving him a deadline of December 20 to remove the sign.

Manny's Appliance: A letter was sent to the property owner to have the erosion under control by December 15.

LP Tanks in Setback: Town wide – One owner has picked up a ZBA application for a variance.

OTHER BUSINESS

The Planning Board reviewed the driveway amendment provided by the Zoning Board. The Planning Board will have a public hearing at their next meeting to discuss the amendment.

Jeff Scott thanked the BOS and the town for arranging to have the Right To Know Law seminar on December 3.

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

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

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

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

With no other business to conduct, Cotter moved to adjourn the meeting at 11:05 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