

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
January 20, 2016**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:07 p.m. Others in attendance were Brad Roscoe, Dan Cotter and Rick Carrier, Town Administrator.

McKeon opened the meeting by asking the public to raise their hand to be called upon when requesting to speak.

**FOR SIGNATURE**

- Manifest #3
- Selectmen Minutes – January 13, 2016
- Perkowski Correspondence

**APPOINTMENTS**

• **6:15 p.m. Nonpublic RSA 91-A:3 II (b)**

*McKeon moved to go into nonpublic RSA 91-A:3 II (b). The motion was seconded by Cotter, which passed unanimously.*

*Cotter moved to come out of nonpublic. The motion was seconded by Roscoe, which passed unanimously.*

Frank Richter has accepted the position as Chesterfield's Code Enforcement Officer. Richter will start his new position next week and will work with Chet Greenwood until Greenwood retires at the end of February.

• **6:30 p.m. Nonpublic RSA 91-A:3 II (a&c) & Dan Robel P&R Director**

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

*Cotter moved to come out of nonpublic. The motion was seconded by Roscoe, which passed unanimously.*

*McKeon moved to seal the nonpublic minutes of the employee review. Cotter seconded the motion, which passed unanimously.*

Dan Robel explained the process for a potential fund raising program for the Parks & Rec to sell discounted ski lift tickets at Mount Snow. The program will be set up on the P&R website for residents to purchase the tickets for the 2016-2017 winter season. The website will allow the resident to order the tickets via a credit card but they may also be ordered by cash or check. Carrier will get more information to the board to determine if there are any legal issues to the town to set up the program.

Joanne Condosta inquired as to whether there is any office space available for the P&R director to do paperwork. Cotter noted that the office should be at the cottage when the repairs are completed. McKeon added that the board needs to have the director at the beach. The board encouraged the P&R Commission to provide a list to the board of cosmetic work that they would like done at the cottage. Carrier will provide Cotter with all reports and lists of heating system and mechanical issues at the cottage.

## **FOR DISCUSSION**

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Health Insurance Options**

Carrier gave a brief overview of eight plans from two health insurance providers to compare their plans with the HealthTrust plan that are currently being provided to the town employees.

*Roscoe moved to change the health coverage to the HMO \$20/\$40 co-pay plan through HealthTrust, effective July 1, 2016. Cotter seconded the motion, which passed unanimously.*

Carrier will send an email to the department heads to explain the insurance adjustment. A HealthTrust representative will be scheduled to meet with the employees, at a later date, to explain the changes and benefits.

- **Budget Review**

The board reviewed the current budget status for the operating budget and the warrant articles. Carrier noted that during the budget process the board was concerned with the library, Parks & Rec and personnel administration budgets.

McKeon noted that the library trustees want to include the longevity pay in the salary line item. Roscoe noted that the base rates are higher than the going rates. Roscoe would like to adjust that line item down if the longevity was to be considered. Cotter and McKeon stated they do not see longevity raise going to library staff.

*Cotter moved that the increase in salary for the director and her staff is if they do a step raise, then COLA is zero and the increase stays the same as the rest of the employees. Roscoe seconded the motion, which passed unanimously.*

Carrier acknowledged that Jane Anderson's pay rate will stay the same at \$22.03 without 11% longevity and there will be no COLA increase. Claudette Russell will not be given 11% longevity and Pat Porter will not receive 4.5% longevity.

The board set the standard mileage rate at \$ .54 per mile at the January 6 board meeting. Carrier will forward a salary comparison survey sheet to the Budget Committee.

The budget for P&R housing stipend of \$200 will end in May.

- **Draft Selectboard Town Report**

The draft Selectboard Town Report was reviewed with one correction.

- **Draft Town Report Dedication**

A minor change to the dedication was approved.

- **Draft Town Reports**

The deadline for submitting town reports to the Selectmen's office is January 25.

- **Draft Town Warrant**

Changes to the capitol maintenance plan were recently sent to the board from the library trustees, which may have some impact on the Town Warrant. Carrier noted that there will be two additional warrant articles, which are not listed because they have not yet been submitted. The amount on Article 12 will change from \$30,000 to \$35,000 for the Town Buildings Maintenance Expandable Trust.

- **Highlander Arms Violation**

The board approved the draft letter written by the Code Enforcement Officer that will be sent to the owner of Highlander Arms concerning violations at their facility.

- **Police Officer Resignation**

Dean Wright has given his letter of resignation, effective March 1, 2016. The position is being advertised and the deadline for accepting application is February 2, 2016.

- **Welcome Hill Road Trailer**

The property owner applied to the ZBA for a request to live in her camper trailer. The ZBA voted not to act on the request for a variance because the structure did not meet the definition of manufactured housing (being at least 8' x 40'). McKeon expressed his concern for the property owner's safety and the town's liability. The health inspector's report listed nine life/safety violations. The board will instruct the code enforcement officer to post a notice on the camper door and the owner will receive a letter notifying her that she must not occupy the camper until all the violations comply with the town.

- **Town Tax Map Change – Eaton Property Route 9A**

David Gale submitted a survey performed in 2011 on the Route 9A property owned by Thomas Eaton indicating that the property consists of .83 acres. The town assessing records indicate that the property consists of .77 acres. Gale requested that the town records reflect .83 acres for that parcel. Carrier noted that the measurements on the survey reflect the same measurements as the town records. The board requested a copy of the agreement between Lake Spofford Family Recreation and Eaton.

## **OLD BUSINESS**

Ware Grove Cottage: The contractor needs to provide a copy of his insurance.

Town Email Addresses: Roscoe reported that he received information on the Charles Works service that will include emails to automatically be archived. The cost to cover the required number of emails will be approximately \$1,000 per year with an additional \$106 for setting up all the accounts. There will also be training available for the administrator.

Spofford Building Petition: McKeon and Cotter will get quotes for asbestos removal.

Property Owners – Apartments: Kristin McKeon will provide a draft on apartment registering.

Rescue Inc. Representative: McKeon will contact a potential volunteer to fill the Rescue Board vacancy.

## **ZONING ISSUES**

Santo: - 87 Hewitt Road/additional dwelling – The road agent sent a letter to owner with deadline.

Forest Ave: - Driveway exceeds permit – Town council has not responded to a possible lot merger.

LP Tanks in Setback: Town wide

Westervelt: Owner to relocate tank in April.

Banak: Dec. 9 schedule passed, follow up setter sent to owner.

Marilyn George: Approval to hold off until spring.

Bohan: Approval to hold off until spring.

Brabec In-Law Apartment: - 12 Bob's Way listed for sale with in-law apartment – Code enforcement sent a letter to owner.

Elia Gilbert: - Welcome Hill Road - Owner living in non-forming structure – Owner to be notified that structure must not be occupied.

## **OTHER BUSINESS**

Cotter noted that the school board expressed their concern with the time allotted for the school portion at the school/town meeting.

Roscoe noted that Chesterfield and Spofford Fire Departments will be looking for options of other ambulance service providers.

Carrier reported that the signups for elected official started today and will run through January 29. The town clerk will be open on January 29 from 3-5 for only the purpose of elected official signups.

Jeff Scott asked if background checks are being done for new businesses in town. McKeon noted that the Planning Board looks at the business and determines if it is suited for the town.

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

*Cotter moved to close the nonpublic session. Roscoe seconded the motion, which passed unanimously.*

*McKeon moved to seal the nonpublic minutes. Roscoe seconded the motion, which passed unanimously.*

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

*Cotter moved to come out of nonpublic. Roscoe seconded the motion, which passed unanimously.*

*McKeon moved to seal the nonpublic minutes for the reviews. Cotter seconded the motion, which passed unanimously.*

*Cotter moved to go into nonpublic per RSA 91-A:3 II (c). The motion was seconded by Roscoe, which passed unanimously.*

*Cotter moved to close the nonpublic session. Roscoe seconded the motion, which passed unanimously.*

*With no other business to conduct, Cotter moved to adjourn the meeting at 10:19 p.m. The motion was seconded by Roscoe, which carried.*

Respectfully submitted,  
Patricia Grace  
Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairman

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan Cotter

\_\_\_\_\_  
Date