

**Town of Chesterfield
Board of Selectmen
MINUTES
February 10, 2016**

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.

McKeon opened the meeting by welcoming those in attendance and introduced them to board members. He requested that they raise their hand and to have their questions or comments directed to the board.

FOR SIGNATURE

- Manifest #6
- Selectmen Minutes – February 3, 2016
- Auditor Engagement Letter

FOR DISCUSSION

- **Unscheduled**

Robert Hodgkins came to discuss reasons why the board did not sign his license permit for him to sell pistols and revolvers. McKeon responded that it was not clear with the board that the license was for a second business, because it is for a different business than what the board has signed before. Hodgkins stated that the license is for both companies. McKeon noted that the Special Exception by the Zoning Board was to allow only one business on that site. He added that that site is in violation at the time of the request to sign the permit. Hodgkins stated that Highlander Arms is an LLC and Highlander Security Consulting includes himself and is doing business as transformation to the new location. The license that he has requested the board to sign is for a license to sell pistols and revolvers within the State. Cotter noted that Highlander Security Consulting is listed as a LLC. Hodgkins replied that that is already in place and the permit request for signature by the board is for Highlander Arms LLC. McKeon noted that that is a separate business. Mrs. Hodgkins stated that they are switching from Highlander Security to Highlander Arms and they need to have a valid license to transfer into and in order to transfer to the new business, all the inventory has to be transferred into the new business. The other business can be dissolved at that point, from Highlander Security to Highlander Arms.

McKeon stated that the board can't sign both permits, knowing that there are two businesses. The board knows of only one business that has been approved to operate onsite. McKeon stated that RSA 159:26 states that Hodgkins would need to meet the Zoning Board requirements for selling knives, ammunition and firearms in the State. Cotter asked which business name was used when the ZBA gave Special Exception. Hodgkins replied that Highlander Security is legally dissolved and he is transforming into Highlander Arms. Roscoe asked what steps were taken to dissolving Highlander Security. Hodgkins replied that it was done by lapsing. McKeon noted that no business name was listed on the Special Exception decision of the ZBA. The business, at the time of the decision, should be the one given for the Special Exception.

Cotter asked as to whether the violations have been addressed. McKeon replied that the board needs to get a letter from Code Enforcement to insure that they have been taken care of. The ZBA has not heard the application from Hodgkins, which is scheduled for a ZBA hearing in March. The board will revisit the signing of the certificate following receipt of Code Enforcement.

Evans James Duetsch asked if Hodgkins is in compliance with the ZBA and Code Enforcement signs off the violations, is there anything else that Hodgkins would have to be in compliance with for the Board of Selectmen to sign the certificate. The board is not aware of anything. Susan Partridge asked for the time frame of each step required for the process. McKeon noted that it would be up to Hodgkins in getting the issues resolved.

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Bennett Road Follow-Up**

The board can't move forward until more information is received from the town attorney. Barbara Girs asked if the trees were being used to shield the house. McKeon noted that the trees in question are located next to the garage.

- **Forest Ave. Follow-Up**

McKeon moved that the board will move forward with the code enforcement letter in place and leave it there, in that the owner is in violation of the driveway permit that it is for one lot. Roscoe seconded the motion, which passed unanimously.

The board requested that Attorney Waugh send his notification to the applicant of the board's decision to move forward.

- **Code Enforcement Days/Hours**

McKeon moved to move the hours from Thursday through Saturday to Monday through Wednesday from 8:00 a.m. to 2:00 p.m. Roscoe seconded the motion, which passed unanimously.

- **Audit Internal Control Risk Assessment**

Auditors Vachon Clukay and Company requested that the Board of Selectmen complete a seven question assessment of its transactions and financial reporting system. Cotter volunteered to sit with Carrier during the week of February 22 to draft the assessment. The entire board will review the draft for final approval.

- **Draft Wares Grove Cottage Residency Agreement**

The draft was reviewed by the board and questions arose under Prohibited Conduct as to whether a guest limit be addressed and how restrictions of alcohol be addressed.

- **Coachman Road Report**

McKeon suggested that the attorney needs to provide the board with information as soon as possible after the items have been addressed on Coachman Road. It was noted that the cul-de-sac is being used as a parking lot. The selectman can't allow changes to the road from the Planning Board's layout approval.

Cotter left the Selectboard meeting at 7:00 p.m. to attend the Budget Committee meeting.

- **Town Hall/Annex Maintenance**

McKeon announced that two doors need to have hinges replaced at the town hall. Girs requested that plastic be placed over two windows in the Annex to help keep out cold drafts. She also suggested that the bottom of the portable stage stairs have a felt type backing to prevent damage to the floor. A suggestion was made to have wheels attached to the bottom of the portable stairs, which will set down when weight is added to them. A contractor will be contacted to get quotes for the repairs.

- **Heating Oil Deliveries**

Carrier noted that he does not have a written agreement from the town oil supplier that notes whether the town is set up to automatic oil delivery. Three of the town owned buildings recently ran out of fuel and the oil company needed to provide service, as well as fuel to those buildings. McKeon noted that, under an automatic delivery agreement, the oil company should be responsible for damage done to equipment, due to their negligence. He instructed Carrier to contact the oil delivery supplier to clean the furnace burners of at the buildings that ran out of fuel and to get a written agreement for automatic delivery. The circulator pump repair in the Town Offices may have been a result of an empty oil tank.

- **OEM Director Position**

After reviewing an email from the OEM director, the board will get recommendations for filling the OEM position.

- **Warrant Article Recommendations**

McKeon suggested the board wait for Cotter to be available in addressing which articles should be recommended or not recommended by the board before the Town Report goes to the printer. The board will speak at the Town Meeting on the petition to discontinue Bennett Road. The board will invite Moderator Rebecca Todd to the March 2 board meeting to discuss the Town meeting process.

- **Draft Town Reports**

Chris Lord added the transition of employees to the Transfer Station report. The tax collector's draft report has been completed and will be available at next week's meeting.

OLD BUSINESS

Ware Grove Cottage: McKeon and code enforcement will do a final inspection when repairs are complete.

Town Email Addresses: Carrier will move forward on the email lists.

Spofford Building Petition: Will discuss with Cotter / warrant article for \$14,000.

Property Owners – Apartments: Need input from Barbara Girs.

Rescue Inc. Representative: Karen Guyette will attend the next Rescue meeting to determine if she will be a representative of the town.

Ambulance Options Committee: Launch in April.

ZONING ISSUES

Santo: - 87 Hewitt Road/additional dwelling – No response from owner on letter sent.

Highlander Arms: - Appointment only customers, number of employees and building without a permit – Owner spoke with board at this meeting.

Forest Ave: - Driveway exceeds permit – Board discussed moving forward with attorney at this meeting.

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: Owner has applied to ZBA – Code Enforcement approved 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 – Code enforcement stated there is not an apartment, no cooking facilities. Remodel without permit, has until February 18, 2016 to reply.

Unauthorized residence: - Route 9 trailer – former Kray property – Code enforcement sent a letter to owner. February 18, 2016 to reply.

EJ Prescott signage: - Exceeds allowable signage – Frank Richter, Code Enforcement to talk with EJP.

Roscoe asked what the definition of a single open flag in the new zoning ordinance. McKeon replied that it is limited to the word “open” which is allowed by zoning. An American or state flag does not fall under the signage because it is not advertising an announcement or a product.

OTHER BUSINESS

Jeff Scott noted that a great job was done during the election this week.

Scott asked if anyone was following up on the mud runoff at the Gateway Preserve project on Route 63. Carrier noted that Frank Richter and Chet Greenwood have been requested to keep an eye on the project.

Scott also suggested that businesses not be listed on the town's website directory if their business is not in the town. McKeon noted that that was the intent of the Economic Development Committee. The board determined that a business consists of a building open for business in the town.

McKeon asked Carrier to get an action or communications report on Gateway Preserve. The contractor should be doing a follow up maintenance agreement.

Carrier reported on an accident that involved the town owned dump truck driven by Chris Lord and another vehicle today. There were no injuries reported and the investigating officer reported that no violations or citations were given to either driver.

Roscoe reported that Tom Duston of the Conservation Commission asked who was responsible for snowplowing at Madame Sherri Forest and the two Friedsam Forest parking lots. Carrier will research as to whether the town plows those lots.

With no other business to conduct, Roscoe moved to adjourn the meeting at 7:38 p.m. The motion was seconded by McKeon, which carried.

Respectfully submitted,
Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Dan Cotter

Date