

**Town of Chesterfield
Board of Selectmen
MINUTES
March 2, 2016**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:00 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 requested that they raise their hand for questions or comments.

FOR SIGNATURE

- Manifest #9
- Selectmen Minutes – February 24, 2016
- Intent to Cut - Orr

APPOINTMENTS

- **6:15 p.m. Frank Richter – Code Enforcement**

Richter sent a letter to Highlander Arms notifying the owner that the building permit for a 31x35 ft. expansion was being denied because the initial Special Exception was granted for a 12x30 ft. area, according to the application that is in the file. The applicant can either go to the ZBA for a modification of the existing Special Exception or apply for a completely new Special Exception. Cotter noted that the original decision states that the ZBA would review the business to be sure that it hadn't expanded beyond what they expected it to expand. The ZBA found that the business had not expanded in 2008 and the building addition started in 2009. Richter discussed the building permit process with Robert Hodgkins earlier this week. It was noted that the hours of operation for Highlander Arms are posted on Hodgkins Facebook page, which puts him in violation from the Special Exception.

Richter reported that the Brabec property at 12 Bob's Way did not have any cooking facilities in the basement when he inspected the property with the realtor this week. There were three rooms in the basement that built without a building permit and there were no smoke detectors present. A building permit is needed for the work that was done for code enforcement to inspect the construction, plumbing and electrical work.

Richter requested the erosion control plans from the owner at the Gateway Preserve property today. McKeon noted that the Conservation Commission should also have a copy of the wetlands permit and plan. McKeon noted that there is a stipulation that any unattended disturbed area needs to be covered for stabilization within 72 hours or before any impending storm, and the material is dictated by the grade of the slope. It was noted that an application for a permit from NOI should have been taken out at least 30 days before any work can commence.

An application has been received for an intent-to-cut permit on the Route 63 Donahue property.

The possibility of purchasing software modules was discussed to consolidate spread sheets for code enforcement, building permits and history on each parcel that would be a more user-friendly system than what is currently being used.

- **6:45 p.m. Attorney Sam Bradley – Welfare Lien Release Request**

Attorney Bradley came to the selectboard to discuss the release of liens on the property of a former welfare recipient who has since passed away. Attorney Bradley is trying to sell the property for his client, who is the daughter of the welfare recipient. The purchase and sales agreement has been signed for the property for the selling price of \$120,000, in which the welfare recipient owns 1/3 interest in the property. Bradley suggested that the net proceeds from the decedent's 1/3 interest be paid into an escrow account to be later discussed as to who will receive the proceeds. Bradley stated that he needs the release of the town's lien (of over \$30,000) before he can sell the property, which is proposed for March 4.

McKeon noted that RSA 165:28 Liens on Real Property provides that a lien, i.e. a welfare lien, may be enforced by a bill in equity and the lien is enforced directly against the property and not the estate.

Roscoe suggested that the board not sign off on the lien release. Attorney Bradley stated that without the release of the lien, he will be forced to sue the town to force the release. McKeon noted that the board feels that the money belongs to the town and should go back to the town. Cotter suggested that the two surviving daughters can claim whatever money is left over because the lien is again the property. The board agreed not to release the lien.

FOR DISCUSSION

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Moderator Rules of Procedure – Town Meeting**

Rebecca Todd, Town Moderator, provided a list of rules that she will use as guidelines during the town meeting.

- **Town Meeting Handouts**

The Capital Maintenance Plan and the concept drawing of the Town Hall Annex plan with a warming kitchen will be available during the town meeting. McKeon noted that the cost for replacing the existing/commercial kitchen would be a cost of \$700 per square foot.

- **Economic Revitalization Zone**

Carrier noted that ERZ does not have to be vacant land and can be set up for unused or underutilized industrial parks. McKeon suggested that copies of the ERZ FAQ's document be distributed to the members of the Economic Development Committee.

- **Internal Controls Questionnaire**

The Vachon & Clukay questionnaire of transactions and financial reporting systems was completed by Carrier and Cotter. The board felt that suggestions on ways for helping to reduce risks should be included.

- **Tax-Deeded Property Sale – Wildwood Road**

A certified notice was sent to the previous owner, on December 3, to give her the opportunity to repurchase the 29 Wildwood Road property within 90 days before offering it for sale. The notice was returned to the Town Office as undeliverable. Two phone messages were left on the owner's phone in January. The owner called back on February 2 stating she did not have the means to repurchase the property.

The board agreed to change the condition of the sale in that the purchaser provide \$14,000 in escrow or a performance bond to demolish and completely remove the existing building and appurtenances from the property within 60 days of the closing date.

- **Beach Driveway Violation**

The board agreed to proceed with the Petition for Injunction Relief following the minor changes to be made on the petition.

- **Right-To-Know Law Request - Hodgkins**

Carrier will compile and provide public emails and documents pertaining to Robert Hodgkins, Highlander Arms or Highlander Security to Robert C. Hodgkins, III within 30 days of his request made on March 1, 2016. The board requested that Hodgkins provide a USB thumb drive to download the information.

- **Broadband Survey**

Changes will be made to the Broadband survey that was created by Roscoe. A note with links to the survey will be available at the town meeting.

- **Credit Card Policy**

The board reviewed and discussed the draft Credit Card Policy. The changes will be made and brought back to the board for final approval.

- **Wares Grove Cottage**

A proposal was presented for potential future costs to convert the back bedroom into two bedrooms at a cost of \$4,250 with an additional \$1,000 for electrical work. The board recommended that the work not be done at this time. McKeon will complete an inspection of the trim work of the four windows and doorways and removal of drywall from the front bedroom.

The OEM director has requested approval to build storage shelves in the basement of the Town Offices. The contractor will be notified of the request and, after discussing the project with the OEM director, will provide a proposal on the project.

- **Town Hall Repairs – Stage Steps**

The board noted that the stage steps should consist of one hand rail and two offsets attached to the side of the wall.

OLD BUSINESS

Ware Grove Cottage: Venting for exhaust needs to be moved – to be discussed with Brian Bassler. Will need a cost estimate.

Town Email Addresses: Roscoe will look into concerns of moving the old website over to the new email accounts and will be working with Charles Works.

Property Owners – Apartments: This was an agenda item earlier in the meeting.

Rescue Inc. Representative: Fill vacancy on Rescue Board – McKeon will contact a person of interest to serve this position.

Route 63 Retaining Wall: McKeon will be meeting with Chris Flagg on March 8.

OEM Director Position: The board will actively be looking for an OEM director.

ZONING ISSUES

Santo: - 87 Hewitt Road/additional dwelling – The deadline extension set for March 21.

Highlander Arms: - Appointment only customers/# of employees – Addressed the issues earlier at this meeting.

Forest Ave: - Driveway exceeds permit – Discussed earlier 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 – Discussed earlier at this meeting with Code Enforcement.

Unauthorized Residence: - Route 9 trailer, former Kray property – A code enforcement report will be available at next week's meeting.

EJ Prescott Signage: - Exceeds allowable signage – A code enforcement report will be available at next week's meeting.

OTHER BUSINESS

Town Clerk Barbara Girs inquired as to whether substitutes would be paid for performing the moderator's responsibilities during elections. The moderator is elected and is paid \$100 per election by the town. The moderator is responsible for fulfilling the requirements of that position, and any appointed deputy moderator will be paid by the moderator, not the town.

Roscoe will be meeting with two broadband providers this week to discuss available options for getting better access to more areas in the town. Roscoe wrote a letter of intent to EPA for upgrading the internet.

Police Chief Duane Chickering requested that McKeon approve the electronic submission of the DEA Forfeiture Expense Statement.

McKeon authorized Duane Chickering to submit the DEA Forfeiture Expense Statement electronically.

The board reviewed photos of the condition of the back parking lot at the Town Offices.

Chief Chickering was notified that political advertising was being placed along Bennett Road and mailbox posts in town regarding an upcoming warrant article.

Stow Away Marine will no longer be doing boat registrations. Boat owners can register their boats at the Department of Motor Vehicles in Keene. The board will be looking into options of keeping boat registrations in town.

Jeff Scott noted the benefit for the new Code Enforcement officer, Frank Richter, for attending the public meetings to keep the residents informed of zoning and code enforcement issues.

With no other business to conduct, Cotter moved to adjourn the meeting at 8:53 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