

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
March 30, 2016**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:02 p.m. Others in attendance were Brad Roscoe, Norman VanCor and Rick Carrier, Town Administrator.

**FOR SIGNATURE**

- Manifest #13
- Selectmen Minutes – March 23, 2016
- Yield Tax Certifications (2) – Mitchell & Fleury
- Timber Tax Warrants
- Intents To Cut (3) – Peloquin, Mitchell & Davis
- Deputy Fire Warden Appointment – Cooper
- Town Hall Rental Policy
- Payroll Change Notices - Cemetery

**APPOINTMENTS**

- **6:15 p.m. Elaine H. Levlocke – OEM Director**

Levlocke thanked the board for allowing her to fill the OEM Director position. The notification of resignation was not received from the prior director until after the OEM budget was submitted at the budget hearing and the anticipated training expenses were not included. The board suggested that Levlocke get training for most critical topics to include emergencies, power outages and flooding. Levlocke noted that she is looking into a grant for the Emergency Operations Plan that will need to be updated in 2016. She will consider accepting the position of town representative to Rescue Inc.

The shelving must be anchored to the wall that will be built for OEM storage in the Town Office basement.

- **6:30 p.m. Chris Lord – Highway Supervisor**

Lord noted that the Highway Department has been able to start grading the roads earlier in the year than normal. The board approved Lord's request to start the 4-day work week for the department from mid April through Labor Day. The board requested that they be provided with a work schedule from the Highway Department.

Lord also noted that Dave Weaver has given his letter of resignation.

The Highway Department will dig out an area in the police department parking lot to learn what is causing the pavement to heave.

## **FOR DISCUSSION**

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Draft Deconstruction Proposal**

McKeon and VanCor will provide additional erosion control information to be added to the scope of work for the demolition site clean-up services at 400 Route 9A.

- **Bennett Road – Diesel Emails**

Two emails from Richard Diesel were reviewed. No action was taken.

- **Atherton Hill Development Cistern Bond**

The Planning Board required that Browne Ltd. provide a \$10,000 bond for the road and the cistern on the Atherton Hill Road subdivision from 2011. McKeon noted that the bond doesn't get released until the certificate of occupancy of the first building is installed, as described in the Restrictive Covenant.

Town legal council will review the bond document that was submitted by the cistern contractor and their insurance company.

- **Boat Registration History**

The board reviewed a spreadsheet of boat permits that were issued in Chesterfield in 2014 and 2015 which included the amount of the fees that is retained by the town. McKeon will contact the office of NH Dept. of Safety to discuss the registration process.

- **Town Hall Usage Issues**

The board requested the return of a town hall key that was being used for a non-profit organization event. The town hall keys are issued to applicants prior to their scheduled events, if the application has been previously approved. The rental policy will be discussed at the board meeting next week.

- **Broadband Studies RFP**

Roscoe presented the first draft broadband improvement studies that he and the broadband committee developed. Roscoe has been working with Google maps to get the houses in the correct locations and adding the addresses.

- **Health Insurance Representative Meeting**

A HealthTrust representative will be meeting with the insurance-eligible employees on April 25 at 3:00 p.m. to explain the changes to the insurance coverage effective July 1. VanCor will be present during that meeting, as the Selectboard representative. Carrier will close the town office at 3:00 p.m. so that all eligible employees will be able to attend the meeting.

## **OLD BUSINESS**

Wares Grove Cottage: Roscoe will work with P&R Commission to provide a cosmetic list.

Town Center Tree Committee: VanCor and Tom Dustin will work on the scope of the project to determine the species of trees, number of trees and their condition that will go to Steve Robarge for his report.

Rescue Inc. Representative: The OEM director will attend the next Rescue meeting to determine if she is suited to be the town representative.

Ambulance Options Comm: VanCor will try to get volunteers from the Spofford Fire Precinct meeting.

Route 63 Retaining Wall: Chris Flagg and the cemetery crew are currently working on the wall in front of Chesterfield School.

Boat Registrations/Town Clerk Budget: McKeon will try to push the State back from just having town clerks in doing the boat registrations.

## **ZONING ISSUES**

Highlander Arms: - No final plans have been presented to get a building permit.

Gateway Preserve: Code enforcement reported that current erosion control is adequate. Board noted that Code Enforcement have current code enforcement erosion control manual.

Trailer on Rt. 9: Code enforcement met with Michael Kray (trailer owner) and Alan Crofut (land owner where trailer is located). There is no documentation of inspection of the trailer by previous code enforcement officer. Code enforcement noted that improvements for erosion control on right side of driveway, including silt fence and straw bales minimum. Roscoe noted that running water, power and septic requirements must be met. McKeon stated that a concrete slab is required to hold down the trailer.

EJ Prescott Signage: - Exceeds allowable signage – Code enforcement waiting for Planning Board decision.

Propane Tanks within Setback: Code Enforcement will be enforcing letters that were sent to owners in violation of the setback.

## **OTHER BUSINESS**

Roscoe stated that he would like to address the old town office building and whether it can be rented. Roscoe suggested that this topic be moved to the "Old Business" list. Building issues will be discussed after the board members have had the opportunity to do a site visit of the building. McKeon noted that an update for structural analysis may need to be updated. He stated that a lead and asbestos report has already been done on the building. John Koopmann suggested that the local newspaper write a story on the building which may create some interest of ways the building can be used.

McKeon spoke with Matt Apgar, State Forest Ranger, regarding the Rt. 9 property that had been clear cut. Apgar will be getting back to McKeon.

P&R Commissioner Dewey Auger provided the board with cosmetic items needed at the Wares Grove Cottage.

Jeff Scott noted that the building owner of Manny's is violating the same code issues that occurred last year.

Scott inquired as to whether there are erosion controls with intents to cut. McKeon noted that the State follows "best practices" when any cutting is being done. The town can write the local ordinances and the Conservation Commission can make suggestions to the Planning Board.

Carrier noted that the Selectboard was served with court documents for the Estate of Greta Jones. Carrier will provide a copy to town counsel.

*Roscoe moved to go into non-public session per RSA 91-A:3 II (a&c). The motion was seconded by VanCor, which passed unanimously. Roscoe moved to close the non-public session. VanCor seconded the motion, which passed unanimously.*

*McKeon moved to seal the non-public minutes. Roscoe seconded the motion, which passed unanimously.*

*With no other business to conduct, Roscoe moved to adjourn the meeting at 8:14 p.m. The motion was seconded by VanCor, which carried.*

Respectfully submitted,  
Patricia Grace  
Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairman

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Date

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Brad Roscoe

\_\_\_\_\_  
Date

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Norman VanCor

\_\_\_\_\_  
Date