

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

CALL TO ORDER

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

McKeon opened the meeting by welcoming those in attendance and requested that they raise their hand, state their name and to have their questions or comments directed to the board.

FOR SIGNATURE

- Manifest #16
- Selectmen Minutes – April 27, 2016
- Veterans Credit Application
- RaFfle Permit – Spofford Fire
- Notices Not To Deed (3)
- Payroll Change Notice – Transfer Station

APPOINTMENTS

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

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

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

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

• **7:00 p.m. Bid Opening – Wildwood Road Property**

No bids were received on the property. The board discussed putting the bid out again without the stipulation of demolishing the building. There will be “No Trespassing” signs placed on the property. This will be an agenda item for May 4.

• **7:30 p.m. Nonpublic RSA 91-A:3 II (b) – Don LaFontaine**

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

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

McKeon noted that the board has hired Peter Zampella as the new Parks & Rec director.

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

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

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

FOR DISCUSSION

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **May/Summer Selectboard Meeting Schedule**

The selectboard will start their summer meeting schedule beginning on June 1 as a non-scheduled meeting date and tentatively meet every other week. The regular meeting schedule will resume on September 14.

- **Draft Monthly Email**

There are opening board positions available that will be listed in the monthly email. VanCor will provide Carrier with details of an upcoming Lion's Club event. Roscoe provide the results of a recent Broadband survey with town residents.

- **Broadband Studies RFP**

The board reviewed the updated RFP Broadband draft. Minor changes were made on the timeline dates. The final RFP will be posted on the town's website for the Broadband Improvement Studies.

- **Timber Value Setting**

An updated timber values chart was reviewed that was provided by the State.

McKeon moved to use the State's average values. Roscoe seconded the motion, which passed unanimously.

- **Larkin Way Letter of Credit**

The letter of credit for the paving of Larkin Way is set to expire on July 13, 2016. Larkin Way is a private road that may become a town road in the future after certain conditions are met.

Corrective work on the road and paving needs to be met before the town will take over the road. Jeff Migneault, a resident of Larkin Way, has expressed his concerns of the deterioration of the road and asked what needs to be done to have the town accept the road. The town road agent provided a report on the conditions of the road this week acknowledging the deterioration of the road. At the expense of the developer, an independent engineer will need to evaluate the road to determine what work will be required for criteria set by the Planning Board. The board will inform the developer of the deterioration issues with the road and that the letter of credit will be expiring soon.

- **Town Hall Rental Policy Review**

The Town Hall Rental Policy has been changed to reflect rental fees and security deposits to be reflected for non-profit organizations using the Town Hall on back to back days, as voted on by the selectboard.

Roscoe moved to add a line noting that if the lights are left on or the thermostat is not set down to the lowered temperature, the group will be charged \$50. The group will not be allowed to use the facility again until the penalty has been paid. VanCor seconded the motion.

Discussion: It was noted that cleaning costs is already included in the current policy and that is a separate item.

The vote was called on the motion. (2) Yes, (1) No
The motion passed.

- **McKenna Way Ravine Stabilization**

The board reviewed a report written by Warren Stevens of M&W Soils to Rob Hitchcock of SVE Associations with the results of his site visit on March 29, 2016 for the stabilization of the slope into the ravine at McKenna Way. M&W Soils designed the project and Stevens determined that the plan was not followed completely as to how it was designed with regard to the slopes and the slope materials used. McKeon noted that the letter indicates that the design used is working and doing what it is supposed to do. The board needs to revisit the report from Holden Engineering that calls out some surface erosion and ensure that those areas get repaired. McKeon noted that the Planning Board won't allow the bonding of the road to be released until this and other issues are resolved. SVE is a division of Cersosimo. McKeon suggested that a note be sent to Cersosimo, with a copy going to SVE informing them that the selectboard agree that the basis of the design intent was followed and it is working, based on the letter from the design engineer. The board would also like Cersosimo to take care of all the erosion within the footprint of the ravine work.

- **Tax Deeding Properties**

The board reviewed the list of properties that will be tax deeded by the tax collector unless the 2013 property taxes are paid by May 23. The property owners will be contacted by board members.

- **Atherton Hill Road Cistern Bond**

The bond will be returned to the contractor noting that is isn't sufficient. The bond will need to be held longer than what the contractor has stated and excessive wear and tear to the road needs to be added. The cistern bond needs to remain in place until the first home of that development has received a certificate of occupancy.

- **Next Week's Manifest**

The board will not be meeting on April 27 but board members will need to sign the manifest by that date.

OLD BUSINESS

Ware Grove Cottage: Roscoe noted that the P&R Commission wanted to wait until a new director was hired so that the director could make decisions on the cosmetics needed at the cottage. McKeon suggested that the colors used for painting the walls should be neutral. McKeon will have the venting work taken care of.

Town Center Tree Committee: Tom Duston has contacted John Glende to perform the tree inventory during the summer months and will present an inventory report in the fall.

Rescue Inc. Representative: Elaine Levlocke has accepted the position of Rescue Inc representative.

Ambulance Options Comm: Steve Laskowski, Rick Cooper and Steve Dumont have volunteered to serve on the Ambulance Options Committee.

Town Hall Rental Policy: The updated Town Hall Rental Policy will be available for board signatures at the May 4 meeting.

Town Hall Annex RFP: The RFP draft will be ready for the May 4 meeting.

Boat Registrations/Town Clerk Budget: McKeon has made contact with Molly Kelley's office on the process.

OTHER BUSINESS

The deputy code enforcement officer found 17 unregistered vehicles at Mark Lanoue's facility at 1763 Route 9 during a recent inspection on the lot. The violation procedure will be discussed with the code enforcement officer next week.

Jeff Scott noted that the Swanzey selectboard members will be meeting with their local residents once a month to go over citizen concerns. Scott felt that the Chesterfield selectboard members may want to consider doing the same.

John Koopmann expressed his concern with the increase overload of noncompliance issues and possible increase of hours to rectify the violations by code enforcement.

VanCor attended a Right-To-Know Law seminar, which included budgeting, selectmen duties and their relationships with other boards. He suggested that the board acquire the Municipal Association's personnel rules and handbook for the town administrator.

Roscoe and VanCor recently attended a meeting in Keene to hear a presentation on the economic development for Keene. The presenter has offered to do the same for Chesterfield. Carrier suggested that the presenter contact the EDC in Chesterfield for further discussion. Roscoe noted that the Planning Board has signed the drawings for Highlander Arms and a lot line adjustment was signed for Wyatt Ventures.

The Southwest Region Planning Commission will host a seminar on April 27 at the Historical Society in Keene, starting at 6:30 p.m. to discuss the new law on accessory dwelling units and ordinances.

The board approved a request from the library trustees for Edward Cheever to service as library trustees alternate for a one-year term.

Carrier noted that the Cersosimo declaration bond needs to be renewed every five (5) years for their excavation permit for their gravel pit. It was last signed in 2014.

The board will be discussing installation of Class VI roads signs at the May 4 board meeting.

Carrier reported that the library trustees have given the contractor approval to park his lift in the library parking lot in the evening while he is working on the Asbury Church.

Nonpublic RSA 91-A:3 II (e)

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

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

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

Respectfully submitted,
Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date