

**Town of Chesterfield
Board of Selectmen
MINUTES
May 4, 2016**

CALL TO ORDER

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

FOR SIGNATURE

- Manifest #18
- Selectmen Minutes – April 20 & May 1, 2016
- Notices Not To Deed (3)
- Payroll Change Notice – Transfer Station, PD & P&R
- Town Hall Rental Policy
- Residential Occupancy Agreement

APPOINTMENTS

- **6:15 p.m. O’Neil Construction**
Present: David O’Neil and Janelle Hodgman

McKeon noted that the bond for the installation of the cistern for the Atherton Hill Road must be provided by the developer before the cistern can be installed, as was agreed upon between Browne Limited and the Chesterfield Planning Board. The bond must remain in place until the first home built has received the certificate of occupancy. Brown Limited will also be responsible for renewing the bond, if it is required. The bond must be sent to the Selectmen’s office to be reviewed by their legal counsel for approval.

- **7:00 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.

FOR DISCUSSION

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Spofford Lake Water Level**

The board requested that two boards be added at the dam as soon as possible to start the rise of the water level at Spofford Lake.

- **Larkin Way Letter of Credit**

The letter from M&W of six years ago noted deficiencies with gravels and base thickness on the road. Further deterioration has taken place and additional base material will be required. The board suggested that M&W reevaluate the road for an updated report to the board of the road conditions. The letter of credit for Larkin Way is due in July. The developer will be notified that he will be required to pay for the town's representative to assess the condition and then be bound by the town's estimated cost for the work required on the road to correct the deficiencies and completion for a letter of credit.

B2VT Bike Ride

The B2VT bike club will hold their charity bike ride on Saturday, June 13 and have asked for approval to set up tents and tables at the Chesterfield Fire Precinct on June 12 for the event. Chesterfield Fire Chief Rick Cooper will be contacted to be sure that he approves.

- **Tax Deeding Properties**

Selectboard members have made phone calls to property owners to discuss the possibility of their property being tax deeded.

- **Wares Grove Beach Issues**

Erosion issues were discussed after reviewing a photo taken in February 2016 of damage at Wares Grove Beach. The board noted that the P&R should not replace the sand that has washed back into the lake at this time. Selectboard approval must be given for adding sand to the beach. DES will be working with the Selectboard for resolving the washout issues.

OLD BUSINESS

Ware Grove Cottage: P&R Commission will hire a contractor to complete the work required at the cottage.

Town Center Tree Committee: VanCor will compare the tree locations with a map that he was given from a previous tree inventory and location in the center of town.

Town Hall Annex RFP: McKeon will provide an updated RFP draft at the May 11 meeting.

Boat Registrations/Town Clerk Budget: McKeon noted that Senator Molly Kelly was not aware of the administrative change on the boat registration procedure. She will get back to McKeon.

Old Town Office Building: Roscoe stated that he recently toured the old office building and noted that the walls appear to have developed mold issues. McKeon will contact M&W to perform an inspection of the building.

ZONING ISSUES

The board noted that Frank Richter, Code Enforcement, had been out of the office for over two weeks and returned on May 2. Steve Dumont and Bob Duso provided coverage during Richter's absence. Richter provided an update on the zoning issues as follows:

Highlander Arms: - A follow-up inspection of the current facility regarding the number of employees and hours of operation will take place the week of May 9.

Gateway Preserve: Erosion control needs improvement and/or expansion. Richter instructed developer, via voicemail, to place loam/seed/straw and add silt fence, silt traps and rip/rap ASAP per best practices outlined in the Gateway documents. There will be an inspection follow-up during the week of May 9. McKeon noted that everything "disturbed" must be mulched and seeded.

Water Testing: Richter instructed P&R director of a checklist for startup of the wells at North Shore and Wares Grove beaches. Arrangements are being made to have work performed within the next two weeks and Richter will be present for the startup and testing as required by DES. Water testing is required before startup. Water testing is required on a monthly bases at both beaches until closing for the season. Water testing has been completed through EAI and DES at the library.

Manny's Appliances: - Several unregistered/inoperable vehicles have been parked at this location. Duso was unable to contact property owner. A follow-up inspection will be done and the owner will be contacted regarding potential violation.

OTHER BUSINESS

Potential bidders are calling the Selectmen's office for information on the upcoming demolition requirements for the property on 400 Route 9A in Spofford. An asbestos report will be available at the Selectmen's office for anyone interested in bidding the project. The bids are due in the Selectmen's office by noon on May 11.

Jeff Scott suggested that the board look for volunteers to work on the old town office building after an updated assessment is done.

Roscoe noted that the broadband RFP has gone out. He also noted that the new Parks & Rec director, Peter Zampella, has been working on clean up at the beach and setting up the new summer program.

Barbara Girs, Town Clerk, noted that the extra hours requested for the deputy clerk for four hours per week was not put into the town's budget.

Roscoe moved to allow the clerk's assistant to go from four to eight hours weekly providing that she stay within the budget. VanCor seconded the motion.

Vote was called: (2) Yes (1) Recused (McKeon)

The motion passed.

With no other business to conduct, Roscoe moved to adjourn the meeting at 8:06 p.m. The motion was seconded by VanCor, which carried.

Respectfully submitted,
Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date