

**Town of Chesterfield
Board of Selectmen
MINUTES
July 6, 2016**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:00 p.m. Others in attendance were Brad Roscoe, Norman VanCor and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #27
- Selectmen Minutes – June 24, 2016
- Cemetery Deeds (2) – Blanchette & Heaney
- Yield Tax Certification – Norton
- Timber Tax Warrant
- Property Tax Abatement
- DOT Rumble Strips Correspondence
- Investment Policy
- DRA Property Inventory Request Form
- DRA MS-535 Financial Statements
- Hodgkins Right to Know Reply

APPOINTMENTS

- **6:15 p.m. Joseph Brodbine – Planning Board Volunteer**

Joseph Brodbine discussed his interest in serving as an alternate on the Planning Board. The board members welcomed Brodbine to serve as the PB alternate. McKeon will introduce Brodbine to the Planning Board members at their July 18 meeting.

- **6:30 p.m. Dan Scully – Town Hall Annex**

Present: Dan Scully and Dave Drasba

Scully and Drasba presented a three-phase study on the town hall annex project, which the town voted to approve \$5,000 for an engineering study. Scully recommended that the current heat system be combined to one system. Drasba noted that having a working stove in the building would make the project more expensive. Scully will prepare a letter contract. A concept plan will be available to be presented at a future town meeting and it will include a budget.

- **7:00 p.m. Jim & Michelle Larkin, Michael Bentley – Larkin Way**

McKeon noted that the only issue that remained for the road approval was the easements for the drainage on Larkin Way. The water supply plan was approved by the Planning Board on May 8, 2006. The water supply plan must be recorded at the Cheshire County Registry of Deeds.

There is the question as to whether the pond should belong to the owner of Lot #4 with access granted to the town fire precinct to do dredging and maintenance around the pond. The pond currently holds approximately 80,000 gallons of water and the Planning Board required the pond retain at least 30,000 gallons of water. Larkin noted that the Planning Board didn't feel that the town wanted the responsibility of mowing the lawn or the tree maintenance. Bentley stated that the plan shows the pond as being on Lot #4 and the pond is currently deeper than what appears on the plan.

McKeon noted that the board can't release the construction bond and go to the maintenance bond until the road meets all the standards that the Planning Board has set. The road can't be accepted until all the requirements of the Planning Board have been met. McKeon suggested that Larkin go back to the Planning Board.

Roscoe noted that the acceptance policy would require that the drainage easements would be in place. There are two issues, one being the drainage and another being the well issue. Bentley noted that he will get a copy of the plan and get it recorded into the Registry of Deeds. Bentley will work with town counsel. McKeon noted that if the well is not tied into the road issue, then it shouldn't be tied into the acceptance of the road. A drafted deed will need to be presented to the attorney for review showing that the pond would be part of Lot #4. Larkin will go to the Planning Board to resolve the pond issue.

McKeon moved that as long as the drainage easement conforms to what is needed and meets approval of town council, the board allows the town administrator to not call the letter of credit. VanCor seconded the motion.

Carrier asked for an alternative if town counsel does not approve the drainage easement. Larkin stated that his bank has a six month extension drafted and the bank will need to be contacted as to whether the extension is needed. Larkin will provide the extension to Carrier by July 12. Bentley will get the plan to town council for her approval with a deadline of July 12 at 5:00 p.m.

Bentley wanted clarification on the assumption that the language is acceptable on the language that is drafted on the Davenport's property. The Larkins hold the mortgage on that lot. The Larkins can release their mortgage, as it pertains to that easement to ensure that the town has a valid easement encumbrance by any mortgage. Bentley stated that he is not sure if he can get the release from the Migneault's mortgage holder by July 12.

- **7:30 p.m. Robert Hodgkins III – Highlander Arms**

The Certificate of Occupancy has been granted for the building permit at 20 Brook Street. The board has previously agreed to sign the pistol permit for that location with the condition that the Certificate of Occupancy has been completed. The board signed the license to sell pistols and revolvers and, as suggested by Lester Fairbanks of the Chesterfield Police, the signed permit was handed to Robert Hodgkins.

FOR DISCUSSION

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Route 9 Rumble Strips**

A number of rumble strip complaints have come into the Selectmen's office and the Chesterfield Police Department. Ronald Grandmaison, Project Manager for NHDOT, has requested that all complaints pertaining to the newly installed rumble strips along Route 9 be directed to his office by calling 603-271-6198 or email rgrandmaison@dot.state.nh.us. The Selectmen have requested that copies of email complaints be sent to the Selectmen by using admin@nhchesterfield.com. The contact information for rumble strip complaints will also be placed in the Keene Sentinel and the Brattleboro Reformer, along with a letter to the editor.

- **Broadband Study – Interisle Contract**

The board reviewed the updated Interisle contract with the changes made by Roscoe. *McKeon moved to sign the broadband study contract with Interisle Consulting group with the new changes. Roscoe seconded the motion, which passed unanimously.*

- **Budget Status through 6 Months**

Six departments are expected to go over budget by December 2016. Carrier explained the circumstances for each group. The total overall operating budget for the town is currently under budget.

- **Solar Renewable Energy Credits**

Roscoe explained the benefits to the town of selling the energy credits for the solar panels at the Highway Department. A three phase power meter will need to be installed at a cost of approximately \$620. The meter provides the amount of energy that is being produced. There is also an annual independent auditor fee of approximately \$40. The first year will net \$300-\$400 and approximately \$1,000 per year for the following years. The board requested that town counsel review the contract before it is signed.

- **NHMA Legislative Policy**

The board appointed Carrier to represent the town at the September 23 Policy Conference. Carrier will provide the board with the list of NHMA policy changes at the July 20 BOS meeting. The policy changes will be discussed at the NHMA conference and the board will make their recommendations for the town.

- **McKenna Way Compaction Tests**

M&W was contacted to verify if there was more than 10 inches of base coarse gravel on McKenna Way. Carrier has not heard back from Rob Hitchcock, of SVE Associates, since he received the Land Use Regulations for the town requirements: base of minimum (12) twelve inches of gravel for base on McKenna Way. The town's road agent will look to see if there is sufficient base course gravel.

- **Code Enforcement Report**

Highlander Arms: The Certificate of Completion was issued on June 27 for a 5B mercantile building at 20 Brook Street. D.O.T. was made aware that the driveway work they required eight years ago, and was never completed or followed up on, was completed as a result of code

enforcement asking the current owners to meet the requirements of the driveway permit issued on August 19, 2008.

Gateway Preserve: There is no CO for the first two units. The developer asked what was required to release the initial bond and to issue the bond for the next phase.

Well-Water Testing: Testing is being done on schedule.

1763 Route 9 – Mark Lanoue Property: A Notice of Violation was sent to owner on June 14. ZBA granted a variance that evening. If site modifications continue, a violation letter will be sent informing the owner that a site plan review is required. Two appeals on the ZBA decision have been filed, as of this date.

Building Permits: 58 permits have been issued to date for 2016.

NHBOA: Code enforcement will be attending the July 13 NHBOA training in Concord on fire stops.

Rabid Fox: A rabid fox was killed in Spofford on July 3 and Fish & Game managed the situation, per Jill Drouin of the NH Public Health Office. The Chesterfield health officer was made aware of this.

Aaron Roof Property: Richter will meet with property owner at the site on July 8 to address the non-permitted carport and other buildings. The ZBA denied a variance for the carport.

The selectmen noted that the carport must be removed and code enforcement must follow through with that process.

John Koopmann noted that the permit for 20 Brook Street driveway was for one driveway and not two driveways. He added that the second driveway in the side setback was determined to be a code violation, per the Planning Board. McKeon added that it is a code issue because it is a violation of approved site plan.

Koopmann stated that there is no erosion mitigation on the Kray site on Route 9. The selectboard will request the code enforcement officer to schedule a follow up at that location.

- **Quarterly Complaint Summary**

There were no formal complaints submitted during the second quarter of the year.

- **Next Week's Manifest**

The manifest will be ready for the board's signatures on Tuesday afternoon.

OLD BUSINESS

Wares Grove Cottage: P&R are waiting for one more quote for exterior trim work.

Town Center Tree Committee: DRED's forester stopped into the town offices and Rick gave the contact information to VanCor.

Ambulance Options Comm: More information will be available after the July 14 committee meeting.

Town Hall Annex RFP: McKeon indicated that new foundation supports will be required to shore up the existing foundation. It was suggested to remove the existing kitchen and incorporate it into the Phase 3 area on the left side of the building that should include storage space. Pricing for a warming kitchen and a commercial kitchen will be provided by Scully.

Old Town Office Building: Warren Stevens will contact the board for a review of the building.

69 Forestview Property Open House: Open House August 13, 2016 – Time: 9:00 a.m. to 3:00 p.m. This information will be advertised.

Overtime Rule – Salaried Employees: Town attorney will contact Carrier to discuss.

OEM Director Position Classification: Samples were reviewed of how the OEM directors are paid and who fills the position in comparable area towns. Drills must be coordinated. The board will contact the fire chiefs to discuss the position. Roscoe recommended spending down the salary. The board discussed a stipend for next year's budget.

OTHER BUSINESS

McKeon reported that Mark Lanoue's site plan application was not submitted on time to the Planning Board to be heard on July 5. It will be scheduled for the July 19 meeting.

Roscoe reported that the P&R Commission have been meeting twice a month during the summer and it appears that everything is going well this year.

The board discussed the process of allowing someone to speak from the general public during a selectboard meeting, even though there is no appointment scheduled and/or there is nothing in writing on the topic of their discussion.

Carrier noted that the board is required to sign a warrant for the town's unlicensed dogs before the postcards are mailed by the Chesterfield Police Dept. to the dog owners. It is the responsibility of the dog owner to notify the town clerk if their dog is deceased or no longer is owned by the resident.

Carrier reported that a check was given to a Transfer Station employee made out to "dump executives" for their act of kindness and written to the "Town of Chesterfield". The board instructed Carrier to return the check to the check giver, as noted in the Town Policy.

Carrier stated that one of the windows in the town office meeting room is not opening properly, which is not covered under warranty. There is no manufacturer listed.

Jeff Scott stated that there is an unsightly property located on Crowningshield Road from having dug a cellar hole, cutting trees and having an unfinished driveway.

Scott noted that there appears to be no recourse for individuals for alleged violations of collecting fines for those violations. McKeon noted that there is a process that needs to be followed. Roscoe noted that fines need to be given because it appears that the violators are not being fined, due to the town being short staffed. The board will be working on this issue at the next budgeting session, which will enable staff to follow through with the process and to get the violators compliant.

John Koopmann suggested that a property along Route 9, which is generating revenue at the lake, be reviewed by the town. (No property owner or address was given.)

Koopmann noted that the New York Times wrote an article on the aging and decline of libraries. It covered other community uses of the buildings. Koopmann will provide the information to the board.

McKeon reported that the Fireworks store went to the Planning Board for some minor changes, one being for the fire pump outside of the building. The changes were required for the store to receive a State permit.

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.

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

With no other business to conduct, McKeon moved to adjourn the meeting at 9:09 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