

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
August 3, 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 #31
- Selectmen Minutes – July 20, 2016 & July 31, 2016
- DRA Application for Reimbursement Forest Land
- Intents to Cut – Fairbanks & Fuller
- Yield Tax Certifications – Mitchell & Chickering
- Timber Tax Warrant

**APPOINTMENTS**

- **6:15 p.m. Peter Zampella – Nonpublic RSA 91-A:3 II (c) & (a&c)**

*Roscoe moved to go into Nonpublic RSA91-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.*

*McKeon moved to go into nonpublic per RSA 91-A:3 II (a&c). 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.*

- **7:00 p.m. Susan Masiello, et al – McKenna Way**

Masiello spoke as the representative for the McKenna Way residents to get information on what needs to be done to get approval of the acceptance of McKenna Way for the town to take over the road. She noted that there are now six houses on the road. McKeon explained that there is a process set by the town for acceptance of the road. Cersosimo was the developer of that road and they must meet the Planning Board approved plans for the construction of the road. David Mann has agreed to survey the road before Labor Day to certify the layout of the road. Carrier noted that the deeds for the road and drainage easements have not been submitted to the town attorney and the surveyor. A maintenance bond will be to be provided to the town.

Pete Skrzyniarz noted that vegetation is growing around the road sign, the cul-de-sac and the 30,000 gallon fire tank. McKeon noted that Cersosimo is responsible for removal of that vegetation, which is in the development agreement. The town can't expend money on a private road or a Class VI road. The roads get approved by the selectmen and not at town meetings.

Carrier suggested that the McKenna Way residents speak with the Chesterfield postmaster and the road agent to see if mail can be delivered in their area to a row of mailboxes. Rob Hitchcock stated that he will get the documents from Cersosimo to Carrier next week.

## **FOR DISCUSSION**

- **Suggestion Box**

A suggestion was placed the suggestion box to discuss the rumble strip forum that was held on August 1 at the Town Hall.

- **Expendable Trust Fund Expenditure Clarification**

The board agreed to take money out of the Expendable Trust Fund at the June board meeting for the well pump at the North shore beach. That fund is the Town Buildings Maintenance Expandable Trust Fund. McKeon noted that the P&R Commission still have not provided a list of items for the Expendable Capital Maintenance Plan.

- **Atherton Hill Road Development Letter of Credit**

The letter of credit for a building permit submitted by the property owner of 279 Atherton Hill Road will require the correct lot number. McKeon noted that the customary expiration date is when the house has received a certificate of occupancy. There is a letter of credit in place for the cistern on Atherton Hill Road.

*Roscoe moved to accept the Letter of Credit, subject to correcting the lot number. VanCor seconded the motion, which passed unanimously.*

- **Rumble Strips Meeting Follow Up**

The board reviewed a letter written by State Representatives Paul Berch, Michael Abbott and Tara Sad and it was sent to Governor Maggie Hassan, Councilor Colin Ostern, Senator Molly Kelly and Commissioner Victoria Sheehan. The letter covered several of the facts that were discussed at the Public Forum at the Chesterfield Town Hall on August 1 in which they requested a comprehensive plan of what was going to be done and for a speedy resolution to the rumble strip issues. The board also received an email from John Zannotti noting that Ron Grandmaison, of NHDOT, admitted to the rumble strips being installed incorrectly.

The board had received a letter from Grandmaison on April 15, 2015 noting that the project was being discussed but no specific information was provided to the board. Roscoe noted that the NHDOT Rumble Strip Installation Guidelines were not followed.

The board will write a letter to NHDOT stating that all rumble strips be removed, including the center lines. The letter will also include the items that had not been followed by the NH guidelines. Roscoe suggested that the work be done before the asphalt plants close for the winter.

Barbara Girs noted that the town has asked for a flashing light to be installed at the intersection of Route 9 & 63 for safety reasons and has not been done. McKeon noted that the board has also participated in the study for that intersection and would like to know where it stands now and would like to part of the process.

- **69 Forestview Drive Open House**

The Open House is scheduled for Saturday, August 13 from 9:00 a.m. to 3:00 p.m. Selectboard coverage at the Open House will be:

9:00 a.m. - 11:00 a.m.	Norm VanCor
11:00 a.m. - 1:00 p.m.	Jon McKeon
1:00 p.m. - 3:00 p.m.	Brad Roscoe

Copies of the property card, notice of tax sale and approval for the septic system for 69 Forestview Drive will be available at the open house.

- **Solar Renewable Energy Credits**

Roscoe noted that the contract will be in accordance from New Jersey to New Hampshire. Roscoe noted that the meter will need to be installed.

*McKeon moved to allow Carrier to sign the contract. VanCor seconded the motion, which passed unanimously.*

- **OEM Sirens and Phone Lines Memo**

The fire departments have acknowledged that they do not want to use or maintain the sirens. The board requested that the power to be turned off to the sirens. The board agreed to keep only two of the four phone lines.

- **Gateway Preserve Draft Letter of Credit**

The Letter of Credit was reviewed and the board decided that it was not ready to be voted on until the numbers have been added.

- **Street Numbering Display Postcard**

Postcards will be sent to the town residents reminding them of the October 1 deadline date to display the house numbers, per the ordinance that was voted on at the March town meeting. The postcard will also serve as a notification of the State Primary Election being held on September 13 from 8:00 a.m. to 7:00 p.m. at the Chesterfield Town Hall. Candidates for the office of Governor, US Senator, Representative for Congress, Executive Councilor, State Senator, State Representative, County Sheriff, County Attorney, County Treasurer, Register of Deeds and Register of Probate will be voted upon.

- **NHMA Legislative Policy Proposals**

The board discussed several items listed on the action policy recommendations for the 2017-2018 Policy Process for New Hampshire Municipal Association.

- **Code Enforcement Report**

Gateway Preserve: There was no Certificate of Occupancy for the first two units.

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

Building Permits: 70 permits have been issued, 20 renewals have been paid, \$19,144 permit fees have been collected to date during 2016.

Aaron Roof Property: After-the-fact building permit for additional sheds and the removal of non-compliant carport was issued last week. Final code inspection scheduled in two weeks.

Highlander Arms: The permanent sign will be installed when completed.  
*The selectmen noted that a temporary sign must comply with the zoning ordinance. The Highlander Arms sign is not in compliance.*

LP Tanks: The tanks were not moved at 26 & 36 Echo Cove.  
*The selectmen noted that letters of the deficiencies must be sent. Check tanks on Tyler Way.*

Samson Gazebo (North Shore Road): Structure small enough to not require building permit. If electric is installed or size changes, a permit will be required.

Junkyards:

**11 Stoddard Drive:** Inspection by Duso on 8/3/16 indicated that there appears to be an inspection garage and nothing different from what has been there for years. Research on permitted use for that lot is needed before enforcing Article 410 - Junkyards

**42 Spring Street:** On 8/3/16 Duso reported that vehicles, fence and rubbish have been removed. Will monitor.

*Selectmen required that action be taken. Planning Board has junk yard variance.*

**Morts Road:** Richter drove to end of road with Chief Chickering. Several campers at end of road. No vehicles or people around. No trash. Relatively neat. Another property on that road has six or more unregistered vehicles and some junk/debris. More research needed before enforcing code on both properties. Complaint was received by Mort Road resident.

Doug Foster et al: On 8/3/16 Duso reported that there were 2 or 3 canoes and nobody was around. Need to know which lot(s) specifically and what the permitted uses for that lot(s) are. Needs more research. *Selectmen noted that this is Spofford Lake property.*

37 Rt. 9A: Complaint that kids are getting into a building on this property that is unsafe. On 8/3/16 Duso drove by and reported that the building is in rough shape. Needs to be followed up with property owner.

*Selectmen noted that this property is on South Shore Road. Required a letter sent to owner of the incidents.*

Several inquiries from residents around the lake about shoreland requirements for tree-cutting, construction and dredging. One request from DES, several calls to DES for clarification. Violations occur around the lake undetected and there are insufficient resources in town and at state level to address them adequately. For the residents who call Richter, he notes that there is substantial cooperation regarding CSPA and DES regulations

- **Department Head Review Process**

Board members will draft reviews for each department head. The board sets the goals for the individuals. The reviews will be completed by the end of September and discussed with the department heads at the time of the budget submittals.

- **Police Department Website**

The Chesterfield Police Department has a new section on the Town's website.

- **Meeting Room Window**

The town office meeting room window is not opening properly. The manufacturer is not listed on the windows. There should be a letter of warranty for the windows. A submittal should have been provided to the town and the architect by the contractor for the windows being used when the Town Office building was being built. McKeon will look for the documents to get the manufacturing information.

- **Next Week's Manifest**

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

## **OLD BUSINESS**

Wares Grove Cottage: P&R is still waiting for quotes.

Town Center Tree Committee: VanCor reported that the inventory is complete. A presentation of the final results will be available in approximately two weeks.

Ambulance Options Comm: VanCor noted that they will meet on Aug. 4. Putney Fire Chief Godard has been invited to discuss their process for their ambulance service. Drew Hazelton of Rescue Inc. will attend the Aug. 11 meeting.

Town Hall Annex RFP: Waiting for Dan Scully's updated draft plan.

Old Town Office Building: No reply yet on message to Warren Stevens.

69 Forestview Property Open House: Open House August 13, 2016 – Time: 9:00 a.m. to 3:00 p.m. Selectboard members will host the Open House.

Overtime Rule – Salaried Employees: To be reviewed.

OEM Director Position Classification: To be reviewed.

## **OTHER BUSINESS**

Roscoe has been working on broad band sites in town and will get legal guidance on the processes, rules and guidelines.

VanCor noted that there has been a lot of activity on Pierce Island on Spofford Lake and he has concerns of who has law enforcement jurisdiction. He will provide a report at the next meeting.

McKeon noted that the Planning Board is working a sign ordinance and accessory dwelling unit ordinance. They would like to have a joint meeting with the ZBA to clarify existing zoning ordinances, not during their normally scheduled meeting nights.

Carrier reported that the Economic Development Committee would like to change the perception that Chesterfield is not business friendly. The committee would like to meeting with the Planning Board to change that perception.

John Koopmann would like to groom someone in town to develop basic knowledge of surveying to serve the town.

Grace stated that she would like to work on the guidelines for welfare assistance to be submitted during the budgeting process.

*Roscoe moved to go into non-public session per RSA 91-A:3 II (L). 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. VanCor seconded the motion, which passed unanimously.*

*With no other business to conduct, McKeon moved to adjourn the meeting at 9:45 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

\_\_\_\_\_  
Brad Roscoe

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norman W. VanCor

\_\_\_\_\_  
Date