

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

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:05 p.m. Others in attendance were Brad Roscoe, Norman VanCor and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #29
- Selectmen Minutes – July 6, 2016
- Intents to Cut (2) – Lakeville Shores & Cersosimo (Pisgah Park)
- Appointment Paper – Planning Board

APPOINTMENTS

- **6:15 p.m. Elaine Levlocke - OEM**

Levlocke requested authorization to apply for the EMPG grant. Part of the requirement for the state grant is to set up a point of contact for sam.gov to start the process. The grant is a 50/50 match for local emergency plan for personnel hours. The board approved to have Rick Carrier as the point of contact as Town Administrator for the town. The four quotes received by Levlocke were:

Southwest Region Planning Commission	\$6,000
Chesterfield Copywriting Services	\$6,000
Mapping & Planning Solutions	\$4,000
Hubbard Consulting	\$4,000

Levlocke stated that she would be applying for a \$12,000 grant, of which \$6,000 would be for the town's in-soft match.

The board approved to have Levlocke start the process to apply for the grant.

The board approved to allow Levlocke and John Keppler to attend the quarterly Emergency Management Director's Meeting on July 27 at the Keene Fire Department.

The board approved to allow Levlocke to participate in the Point of Distribution (POD) exercise put on by Greater Monadnock Public Health Network Partners on August 6 in Peterborough.

Levlocke noted that the board has discussed the OEM position since March. Levlocke provided copies of letters that were written by the Chesterfield and Spofford fire chiefs and John Keppler regarding their views of the OEM position. VanCor noted that he has not yet discussed the OEM position with the Spofford fire chief. VanCor also noted that no one was offered any position.

Roscoe noted that he sent a copy of the OEM job description to the Chesterfield fire chief and asked him if he (Roscoe) and the fire chiefs could have a discussion regarding it on whether the position could be moved to them. The board has had discussions as to whether the position should be independent. Police Chief Chickering stated that the position requires training and he feels that the position should be separate from the fire chiefs. McKeon noted that the reclassification of Vermont Yankee was the start of this conversation and the board has been

collecting information about how other area towns are handling the position, which several of them are using their fire chiefs or a designated fire department person to fill the position.

Roscoe noted that Vermont Yankee was funding this position and now the town is funding it and the board needs to discuss how to make the transition. Levlocke acknowledged she and Roscoe had discussed this issue and that the board and OEM director did not prorating that, starting this year.

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

Architect Dan Scully presented the board a redesign of renovations to the Chesterfield Town Hall Annex, as requested by the board. The new design improved the roof line issues and provided two handicap bathrooms, added a janitor room, a new mechanical room, the old furnace room would store the chairs and enlarge the stage area and add 56 sq. ft. of storage area for the kitchen. Scully stated that it would be more economical to do the work all at once. The board requested that Scully add a handicap ramp and stairs to the restored stage area, which would be used for an eating area. He will provide a budget for the revised proposal.

Roscoe moved to have Carrier sign the contract between the town and Scully. McKeon seconded the motion, which passed unanimously.

- **7:00 p.m. Chief Duane Chickering & Nonpublic RSA 91-A:3 II (b)**

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

Roscoe moved to close the non-public session. VanCor seconded the motion, which passed unanimously.

Chickering reported that he will be attending an upcoming Police Chief Development Program in Concord. Following the discussion of the insect issues in the police department, the board approved for spraying inside of the police department and outside of the entire town office building.

Chickering requested that the town office billings, i.e. electric, trash, heat, not be separated from the other departments. The board explained that each department should be separate to show the approximate cost to run each department.

Chickering provided quotes from Watch Guard for camera and recording devices for the police department in the cruisers. He explained the importance of updating the equipment and noted that body cameras may be mandated by the federal government in the near future. The board noted that these expenses should be budgeted. Chickering will also look into getting a grant through the Safety Foundation for this type of equipment.

Chickering announced that the suspect has been arrested in the recent murder case in town and complimented his staff and town residents for assisting in the investigation on this case.

- **7:30 p.m. Dan Ketola – Gateway Preserve**

Dan Ketola, developer of Gateway Preserve, approached the board to discuss the bonding requirements for the Gateway project. Brickstone provided the cost of construction for the four phases of the project and McKeon had provided the Selectboard's cost of construction. Ketola requested a release of the bond to proceed to Phase II. McKeon explained that the board will

hire a third party engineer to survey the project to be sure that Phase I complies with the drawings. Ketola noted that he has a letter of credit for \$149,000.

McKeon requested that Ketola install erosion control before the start of Phase II. He stated that any disturbed areas must be seeded or mulched and cover those areas within 72 hours of the disturbance and to use the best practice method.

The board will request that David Mann provide an inspection of Phase I, which includes stumping. Ketola is responsible for the expense of the independent third party inspection. Ketola agreed to allow the Chesterfield Conservation Commission to call and schedule a walk through on the property.

FOR DISCUSSION

- **Suggestion Box**

There was a suggestion to have an inspection done on the Stoddard property on Poocham Road and the Rudolph property (on Spring Street) for the increased amount of junk. Both properties have wetlands areas. The board will ask code enforcement to visit both properties.

- **Fuel Oil Bids**

Five responses were received for oil bids for town buildings for 2016-2017. The bids came in as follows:

Company	Price Per #2 Fuel Oil	Gallons #2	Price Per Kerosene	Gallons Kerosene	Total Bid
Burrows & Fisher	2.699	7,500	2.219	1,600	\$16,292.90
Sandri	1.999	7,500	2.699	1,600	\$19,310.90
Bob's Fuel	1.875	7,500	2.359	1,600	\$17,836.90
Dead River	1.8773	7,500	2.1966	1,600	\$17,594.31
Discount Oil	1.629	7,500	1,979	1,600	\$15,383.90

Roscoe moved to accept Discount Oil's fuel bid. McKeon seconded the motion, which passed unanimously.

- **Chesterfield Happening Email**

Roscoe suggested that the Rumble Strip public forum be added to the Email. The NHDOT project manager will be contacted to finalize a date for scheduling. The board requested that the public forum also be posted at the library, post offices, transfer station, local newspapers and the town's website. The board requested that Code Enforcement provide a brief report. Also requested was to add the house numbering ordinance in the Chesterfield Happening email as a reminder of the October effective date of the ordinance.

- **August Meeting Schedule**

No changes were made to the draft schedule.

- **Rumble Strips Update**

Chief Chickering noted that the issue with the rumble strips is the noise and the locations of the rumble strips. He noted that there have been seven accidents on Route 9 since the rumble

strips have been put in, with none of them being head-on collisions. The large number of complaints to the PD pertained to the location of the rumble strips on the fog line.

- **Solar Renewable Energy Credits**

The board reviewed the town attorney's feedback regarding the proposed contract for the Renewable Energy Credit Sale and Purchase Agreement with Knollwood Energy. Roscoe noted that the contract is probably not negotiable for Knollwood to reduce the contract period or on the restriction of expansion because of the cost of initial filing fees. Roscoe will contact Knollwood to discuss the board's concerns of the contract and to include a change of jurisdiction of the contract to be New Hampshire and not New Jersey.

- **McKenna Way Compaction Tests**

M&W Soils emailed a report that there is a depth of 27 inches of crushed gravel on McKenna Way. McKeon noted that project complies with the drawings that were approved Planning Board that may have required a heavier base material or more pavement. This project has sufficient gravel. The board agreed to allow M&W Soils to plug the bore hole in the road.

- **NHMA Legislative Policy**

The board will have their completed Final Policy Recommendations before the deadline of August 12 for New Hampshire Municipal Association.

- **Code Enforcement Report**

Gateway Preserve: No Certificate of Occupancy has been given for the first 2 units.

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

1763 Route 9 – Mark Lanoue Property: An appeal to rehear the Lanoue application was approved by ZBA on July 12. Many of the vehicles have been removed and no building permits will be granted until further decision from ZBA.

Building Permits: 64 permits have been issued to date in 2016.

Aaron Roof Property: The owner will be removing the carport on the road side. A building permit application was submitted on July 18 for the additions made to the garage. This is an after-the-fact permit, so fees are doubled. A condition on the permit will be removal of the carport.

Highlander Arms: Owner indicated that a permanent sign is being made within the next 2-3 weeks, per permitted size to replace the temporary sign.

LP Tanks: Selectboard requested a follow up on the tank setback violations. The board instructed that code enforcement work on this issue.

Samson Gazebo (North Shore Road): No building permit was applied for on the ZBA variance approval of June 14. Samson has already starting the gazebo.

Richter requested that all boards notify the applicant that the applicant must contact the building inspector for any permits needed prior to commencing work.

John Koopmann requested that the Kray property and the Martini property issues be listed on the Code Enforcement report as an open item. McKeon noted that the Martini property is no longer an open item and is closed by DES.

- **Larkin Way Status**

Carrier noted that the original deeds for the drainage easements have not yet been recorded. Carrier also has the maintenance bond and deeds have been approved by the town attorney. The town will hire David Mann as an independent surveyor and a set of as-built plans are required. Carrier will notify Larkin of the final steps for the town to accept the road.

- **Argent Complaints**

Carrier reported that he received 6 or 7 complaint calls this week regarding unavailability of channels and service from Argent. Argent has agreed to send an engineer to investigate those complaints and will report back to Carrier by the end of the week.

- **Next Week's Manifest**

McKeon moved to authorize Norm VanCor to act on behalf of the board in signing the manifest. Roscoe seconded the motion, which passed unanimously.

OLD BUSINESS

Wares Grove Cottage: Roscoe reported that P&R are waiting on another quote for work on the cottage.

Town Center Tree Committee: VanCor is waiting to meet with the forester.

Ambulance Options Comm: The committee will be meeting on August 4. The Putney fire chief will be meeting with the committee.

Old Town Office Building: Carrier waiting for a return call from Warren Stevens.

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. The terms of condition of tax sale and the property card will be available.

Overtime Rule – Salaried Employees: There was no additional information from the town attorney.

OEM Director Position Classification: VanCor will be meeting with Mike Fuller on Sunday. The fire departments don't want the responsibility of the OEM director position. VanCor doesn't feel that it is a full time position. Barbara Girs noted that the general ledger of years 2011, 2012 and 2013 will show how Ruth VanHouton was paid. Roscoe recommended that the town pay a stipend as an independent position, pay for the training classes but not pay for the time for attending the classes. Linking to the network should be part of the training. VanCor suggested that the position be eliminated as a paid position and to rewrite the position.

OTHER BUSINESS

The board discussed reviewing the draft meeting minutes when they are completed to email them to board members.

Corrections to the July 6 Selectmen's meeting minutes were as follows: VanCor stated that he wasn't sure what was meant (under the Annex) as to what is a working stove. A basic working stove would be making it a commercial the kitchen. A warming oven is a hot plate and it is used to keep food warm. Under the Hodgkins paragraph, the board signed a license for Hodgkins to sell pistols. Under OEM: The board discussed a stipend for next year but did not agree to a stipend.

VanCor asked if the crush rock at the Highway Dept. was for the use of the town roads only. He added that the Highway Dept. has been stockpiling stone. McKeon stated that the stone is used on the town roads only and not sold or used anywhere else.

VanCor reported that the ZBA will be meeting on July 21 to set a date for the Lanoue rehearing. VanCor stated that his application, together with John Koopmann, was denied because the appeal was signed as a town resident and it was not submitted from the Selectboard because it was not voted on by the Selectboard. Therefore, VanCor and Koopmann had no standing for a rehearing and neither of them were abutters.

McKeon reported that there was a proposal to the Planning Board from Dead River to put in two or three vertical 30,000 gallon tanks for fuel oil and one 30,000 gallon LP tank on Mill Road. The meeting has been extended to September 19. An action plan needs to be presented as part of the state process.

McKeon reported that Brickstone presented a new building on the Foard Panel site on Stow Mills, which passed with conditions at the Planning Board meeting.

McKeon noted that the budget cycle is going to be very busy for the board in making the decisions for OEM and Code Enforcement and how those departments will move forward. The board will meet in public session on August 14 at 9:00 a.m. at the Town Offices to discuss Code Enforcement.

Carrier reported that a new laptop computer is set up in the Code Enforcement office.

Roscoe noted that everything seems to be within budget for Parks & Rec except for a budget line item for the Summer Camp where the camp runs for eight weeks instead of seven weeks, making one week salary change in the budget. Roscoe noted that the area that was eroded at Wares Grove Beach was filled in by moving sand over into the hole. McKeon asked who gave direction to move the sand. The Spofford Lake Association has been working with DES for a solution to the washout. The P&R director was given suggestions as to ways of resolving the drainage issues in the Wares Grove parking lot.

Roscoe visited with a consultant in Boston to discuss the broadband and discussed sites for poles and towers. Roscoe is currently working with land owners to find locations for antennas.

Carrier presented a copy of a letter from the new landowners of a subdivision on Atherton Hill Road stating that they have a \$10,000 letter of credit and will deliver it to the Selectmen's office.

Jeff Scott suggested that the board members meet with residents on the weekends for "Coffee with the BOS". Scott also suggested that the board continue to meet every other week, instead of weekly, during the rest of the year. Scott complimented the board as to how well they work together.

With no other business to conduct, McKeon moved to adjourn the meeting at 10:43 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