

**Town of Chesterfield
Board of Selectmen
MINUTES
October 12, 2016**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:03 p.m. Others in attendance were Brad Roscoe, Norman VanCor and Rick Carrier, Town Administrator.

McKeon welcomed everyone to the meeting and reminded them that they need to be acknowledged by the chairman and requested that comments to be addressed to the board.

FOR SIGNATURE

- Manifest #41
- Selectmen Minutes –September 21, 2016, October 2, 2016, October 5, 2016
- DOT Road Safety Audit Correspondence
- Spofford Lake Association Correspondence
- Purchase & Sales Agreement – 69 Forestview Drive

APPOINTMENTS

- **6:15 p.m. Chris Lord – Highway/Transfer Station Budgets**

Lord presented the board with a suggested budget for the Highway Dept. and Transfer Station. The Highway Dept. total is at minus 1.3%, revenue at \$144,200, Highway Block Grant - \$140,000, Highway Dept. Revenue - \$700 and Reimbursement – Public Works - \$3,500. Lord noted that ten culverts are scheduled for replacement with one being 48 inches in diameter. More OSHA safety training will take place during 2017.

The Transfer Station budget is up 4.2%, due to an increase of 24.5% for hauling and a more sophisticated 6-camera video system of approximately \$2,500.

Lord noted that the mower and tractor needs to be replaced. It was suggested that an enclosed cab for the tractor be considered.

- **7:00 p.m. Dan Scully – Town Hall Annex**

Present: Dan Scully and Jeff Ingram

Scully presented an updated drawing concept of the town hall annex with the added handicap ramp to the stage area. The stage area will become larger and more serviceable than it is currently. The change allows for a full foundation with a crawl space. The planned concept would accommodate the need and responsibility to the town.

An estimate was prepared by Ingram Construction, based on the contingency of the design of the 600 sq. ft. area presented that includes a building permit, performance bonds, all new construction and renovations and ramp to the stage area with the total cost of \$436,330. No furnishings have been included in the estimate. A suggestion was made to add functional kitchen counters. Scully will also provide an estimated cost for a cooking kitchen..

- **7:30 p.m. Joe Warhall – Speed Limit Sign/Bennett Road**

Warhall requested that the board put up a speed limit sign on Bennett Road and remove the stop sign at the bottom of the road. The board informed Warhall that a speed limit sign does not serve any purpose and they will take the stop sign request under advisement.

Warhall inquired as to whether there is a form so that he could perform maintenance work on the road. The board informed Warhall that he should put his request in writing, from start to finish, to the board before starting any work to the road.

- **7:45 p.m. Howard Lane – Gateway Preserve**

Present: Howard Lane, Dave Bergeron, Dan Ketola, Bill Hutwelker, Nancy Proctor

The board noted that there was to be no living space on the second floor of the single story duplex at 102 Gateway Drive, per the signed drawings of the Planning Board. No heating of the second floor area was allowed in the approved site plans. The Masiello Group has advertised that there is “office” and storage space in the 10 x16 ft. loft area. McKeon noted that the approved plan did not allow for a dormer or living space on the second floor for the single floor living units. Hutwelker stated that he will remove the office furniture and the “office” space from the realtor’s advertisements. McKeon requested that the developer go back to the Planning Board with the developer’s concerns. Bergeron agreed that he will get scheduled on the Planning Board’s agenda. McKeon noted that code enforcement must follow the decision of the Planning Board for issuing a certificate of occupancy. The building permits will be given per the Planning Board site plan approvals.

FOR DISCUSSION

- **Suggestion Box**

There were no suggestions submitted.

- **Selectmen Minutes Review – October 5, 2016**

Roscoe approved the minutes as amended with the insertion of the removal of vegetation and the 4-way flashing red lights at the junction of Route 63 & Route 9. VanCor seconded the motion, which passed unanimously.

- **Timber Value Setting**

The board reviewed the suggested stumpage value list for the Southern Region of N.H. and prepared by Rick Evans of the Dept. of Revenue Administration for October 1, 2016 to March 31, 2017.

Roscoe moved to take the average timber values. VanCor seconded the motion, which passed unanimously.

- **Town Hall Rental Policy – Unauthorized Additional Usage**

The Town Hall Rental Policy notes that the security deposit will be used for violations of renters not following the policy.

- **Lion's Club Town Hall Rental Request**

The board reviewed a letter from the Chesterfield Lions Club requesting a start time change and to allow tables and chairs to be left set up by the prior activity the day before an event that they would like to schedule on December 3. The board is requiring that the Lions Club not be allowed to use the hall before the 9:00 a.m. start time. The Lions Club will be allowed to have the tables and chairs remain set up from the December 2 event at the hall, for this one-time-only event, providing that the Lions Club take full responsibility for any damage or clean up that has occurred by the hall renters for the day prior to this event. The Lions Club will be notified of the board's decision.

- **Town Office Lighting Upgrade**

Lightec modified the lighting upgrade contract to include language that any repairs caused by accident of contractor are contractor's responsibility. Payment Option 1 will be payments over 54 months in the amount of \$226.42 and Option 2 will be payments of \$291.11 over 42 months for a total amount financed of \$12,226.59.

McKeon moved to adopt the 42 month payment option. Roscoe seconded the motion, which passed unanimously.

Roscoe moved to allow Carrier to sign the contract with Eversource. VanCor seconded the motion, which passed unanimously.

- **Comcast Renewal Process**

McKeon moved to commence with the renewal process with Comcast. VanCor seconded the motion, which passed unanimously.

There will be a public hearing for information to the residents on the Comcast service available for the town.

- **Mediation Meeting October 27, 2016**

The mediation meeting will address property located on Forest Ave. This meeting will be closed to the public. VanCor and Roscoe will be attending.

- **Conservation Fund Expenditure Follow-Up**

New Hampshire Municipal Association replied to the select board in that the Conservation Commission can spend conservation fund money for providing a service to the public.

- **Code Enforcement Report**

Gateway Preserve: A selectboard decision regarding whether to proceed with permitting: to be decided October 12.

Building Permits: 102 permits have been issued to date in 2016.

LP Tanks: No progress this week.

Highlander Arms: There are issues with the conduit leading to the proposed sign. Will revisit next week.

Junkyards: No progress this week.

Aaron Roof Carport in Setback: The carport roof will be used in the construction of a new pole barn. Monitoring progress will continue.

Crofut/Kray property (Rt. 9): A violation letter will be sent to include erosion control, structures and activity not permitted.

1763 Route 9 (Lanoue): Attorney drafted a letter of violation last week.

Shoreland Protection: Researched training options of CSPA for Conservation Commission. VanCor suggested budgeting money for Conservation training of wetlands.

Software: Looking into permitting/code software.

OLD BUSINESS

Wares Grove Cottage: Craig Robidoux provided a quote of \$10,000 for roof replacement on the cottage. P&R are looking for other quotes. Roscoe will contact P&R regarding the roof.

Town Tree Center Committee: The board will seek quotes for removal of trees and cutting of others. Selectmen will meet on October 16 at 4:30 p.m. to view the tree area.

Ambulance Options Comm: VanCor will request proposals for Rescue Inc. and City of Keene to take over the overall town for ambulance service.

Old Town Office Building: VanCor and Roscoe to meet with Warren Stevens on October 18 at 2:00 p.m. at the Old Town Office Building.

Economic Development Committee: Carrier has someone interested in serving on this committee.

Building Permit Fees: The board will review building fees before March to increase fees.

Meeting Room Window: No hardware was received from manufacturer. McKeon will follow up.

OTHER BUSINESS

VanCor reported that there was a great deal of discussion at the ZBA meeting on washing vehicles outside at the 1763 Route 9 property. Jeff Scott provided the board with information from DES. VanCor suggested to ZBA to hold off on granting any variance to the applicant until the selectboard can resolve the noncompliant site plan issues. The ZBA chairman stated that the ZBA will consult an attorney. McKeon noted that the selectboard gives authority to seek legal counsel to defend the town and does not expend money to defend the applicant.

VanCor suggested budgeting \$700 to purchase of hanging map file cabinets to help organize drawings at the town offices. The map file holds up to 1,200 mylar sheets. Roscoe suggested that the property files be listed by the map and lot numbers and not the current property owner's name.

Carrier's request for response time from the fire departments will be directed to the chairman of the commissioners.

VanCor reported that the Department of Labor is requesting the Cemetery Commission to provide an eye wash station and a chainfall that needs to be removed in West Chesterfield. Carrier has a list of other departments that are required to install eye wash stations. Carrier will

request a list from all department heads of what is being required from the recent Dept. of Labor inspection.

Robidoux Construction provided a proposal of \$600 for caulking work to be done around the windows at the Town Offices. McKeon noted that additional work will be required by the exit doors.

Nonpublic RSA 91-A:3 II (e)

Roscoe moved to go into nonpublic per RSA 91-A:3 II (e). 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.

Nonpublic RSA 91-A:3 II (a&c)

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

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

With no other business to conduct, Roscoe moved to adjourn the meeting at 11:22 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