

**Town of Chesterfield
Board of Selectmen
MINUTES
October 5, 2016**

CALL TO ORDER

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

Selectman Jon McKeon requested to join the meeting via telephone. McKeon was not able to attend this meeting because he was held at work and did not have adequate time to get to the meeting. Dustin Reynolds was in the room with McKeon during his call of public session with the selectboard.

Roscoe 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 #40
- Selectmen Minutes – August 31, 2016 & September 21, 2016
- Newcomer Correspondence
- Intents to Cut – Melvin & Wrobel

APPOINTMENTS

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

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

McKeon noted that Dustin Reynolds was no longer in the room where McKeon is conference calling from.

Roscoe moved to come out of nonpublic. VanCor seconded the motion, which passed unanimously.

FOR DISCUSSION

- **Suggestion Box**

A suggestion was submitted by Beverly Wolf for all poll workers to wear name tags while working the polls. All board members agreed to have the suggestion passed on to the town clerk.

- **Chesterfield Happenings Email**

The board approved the Chesterfield Happenings draft and requested adding that applications are being accepted for the vacancy of the OEM director position. Roscoe asked to have the upcoming ballot be added to the website when it becomes available.

- **Selectmen Minutes Review – September 21, 2016**

Roscoe moved to accept the minutes as amended. VanCor seconded the motion, which passed unanimously.

- **OEM Director Vacancy**

Applications will be taken for the open OEM director position with an application deadline of four weeks. Suggestions were made to post the position on the town's website, the transfer station, local post offices, library and Sentinel.

Elaine Levlocke's letter was reviewed with her interest in being considered for the volunteer position.

- **Emergency Management Performance Grant**

The board had previously agreed to set the grant amount for up to \$12,000 during the July 20 board meeting. The \$6,000 amounts are the contractor bidding amounts for in-kind matching amounts. The board also agreed to allow the OEM director to apply for the grant. McKeon noted that Vermont Yankee is no longer involved in the grants, thus the amounts should be significantly less than in prior years. The Performance Grant application will be sent in and further action will be tabled until a new OEM director is determined.

- **Town Hall Rental Violation**

An individual rented the town hall building for October 1 and paid the rental fee for one day. The town administrator received a call on September 30 informing him that the renter had set up for her event a day earlier than what was applied for. The board will withhold the security deposit to cover the cost of the second day use of the town hall.

- **Budgets – Debt Service, Forest Fires, Zoning Board, Conservation Commission, Planning Board, Executive and Financial Administration**

The 2017 budgets proposals were presented as follows:

Debt Service – minus 3.2% difference from 2016

Forest Fires – no change in budget

ZBA – up 49.6%, due to more applications, more meetings and longer hours

Conservation Commission – no change from 2016

There was discussion as to whether the CCC can make contributions to another conservation group. John Koopmann will do some research on the topic.

Planning Board – Koopmann noted that the Planning Board approved the proposed budget with a minus 4.1% from 2016.

Executive Administration – minus 4.2% from 2016 due to a 3-year deal with FairPoint

Financial Administration – up 4.4% from 2016

- **Lake Level Drawdown**

The water level at Spofford Lake is approximately 24 inches from the top of the dam. Winter level is normally 30 inches from the top. The board agreed to leave the boards in place at this time. An email from James Corliss recommends delaying the removal of the final board(s).

- **Town Center Tree Inventory**

VanCor notified the Conservation Commission that the tree inventory report would be available on the town's website. The board received a letter from Tom Duston, Chairman of the Chesterfield Conservation Commission, expressing his disappointment of the board proceeding with the tree inventory. VanCor informed the CCC that the board would like to have their feedback and recommendations on moving forward with the project. McKeon noted that the select board has been waiting for five years to get the research and report done. VanCor has offered to continue with the project and would like to get volunteers to work on this project for pruning and tree removal. Roscoe made the recommendation that the select board meet to view the trees that should be removed and pruning of others. The Town Center Tree Report can be found on the town's website under the select board tab.

- **Routes 9 & 63 Road Safety Audit Draft**

The NH Dept. of Transportation audit was discussed that included four concepts for improvements to the intersection of Rt. 9 & 63. A letter will be written with the recommendations of the select board to NHDOT. The board's response will state the following:

Concept 1: There were 3 strategies present in this concept. The board did not think the first strategy, additional signage and junction signs would help, as there are already signs on Route 9 noting the upcoming intersection. The second strategy involved rumble strips, and at this time the board does not want to add any new ones, as the most offending ones are currently being removed. The third strategy, tree vegetation clearing for better visibility the board supports.

Concept 2: The board supports both of these strategies.

Concept 3: As presented, the board supports the medians and right turn lanes painting.

Concept 4: The board does not support this strategy of a raised island on Pinnacle Springs Road. Whereas the board applauds the idea of what DOT is attempting to do, and that drivers will look for ways to subvert the raised median, which would exacerbate the situation more than it would alleviate any problems it is meant to solve.

A recommendation was made to request that a 4-way flashing overhead caution light be added at the intersection going east and west on Rt. 9 and a flashing red light on both sides of Rt. 63 heading north to south.

- **Broadband Report**

The board reviewed a budgetary design and cost estimate from the broadband consultant for improving wireless broadband access for Chesterfield. Roscoe has been working with the consultant to locate land to install poles that would least impact landowners that would be on town right of ways.

McKeon moved to accept the report as a completed report to use as discussing with vendors in how to move forward. VanCor seconded the motion.

Discussion: Roscoe stated that vendors will be allowed to see the study of the plan for moving forward. The plan is to offer service to 95% of residents who are not currently getting 10 Mbps per second. The vendors will provide proposals to address our needs in the town. Roscoe noted that the study was to minimize the set up of 14 poles with one tower, 13 poles of which are on right of ways and the 14th pole is on the State right of way. One tower is on private property. The vote was called. *The motion passed unanimously.*

The wireless broadband report will be posted on the town's website. Koopmann acknowledged the work that Roscoe has put into improving broadband for the town.

- **Department of Labor Inspection**

Carrier noted that inspector from the Department of Labor recently performed an inspection of the town offices. He also reviewed the Joint Loss Management (Safety) Policy and the Safety Committee meeting minutes. Two of the violations found were that the Safety Committee met only 3 times instead of 4 one time within the past 15 years. Another violation was that the safety policy must include the Department of Labors 1400 Rules to be incorporated into the Town's Safety Policy. That has been completed.

McKeon moved to accept the amended Safety Policy to be distributed to all of the employees. VanCor seconded the motion, which passed unanimously.

Carrier noted that the inspector visited other buildings where town employees work in and focused on the lack of eye wash stations in those areas. Carrier will collect the department notes from each department head as they walked around their work areas with the inspector. The departments have 30 days to correct the violations for their areas and department heads should keep a list of them. Carrier will contact Primex to be sure that the employees have had the necessary safety training that is required.

- **Lion's Club Donation – Town Hall Kitchen**

The DRA provided information that will allow the town to accept a donation from the Lion's Club and the town should set up a trust fund for that donation. The town meeting previously adopted RSA 31:19 so the governing body has the power to accept private donations.

- **Auditor's Report**

The Auditor's Report did not have any internal controls and no recommendations were made.

- **Quarterly Complaint Summary**

There were no complaints filed in the last quarter.

- **Town Office Lighting Upgrade**

This project is to upgrade the lighting with LED lighting in the parking lot and police station for energy efficiency. This project has a total cost of \$23,000, with Eversource providing a rebate of \$9,500, the town financing \$12,000 through energy savings over 3.5 or 4.5 years (Board to determine) and the town paying \$1,500 for a lift rental.

It is estimated that this project will save the town \$3,500/year in electricity at the town office. This project will be discussed in more detail at the October 12 Selectmen's meeting.

- **Coachman Road**

The road agent looked over the road from the list of items on David Mann's report. He found that the road had all items addressed; i.e. the resurfacing is complete, the shoulders have been dressed up and the slopes are mowed with signs in place. There were no trailers being stored on the roadway at this time. Carrier noted that he is waiting to receive the deeds and the fees

for filing the deeds from J.R. Davis. A one-year maintenance bond needs to be approved for the road to be accepted by the town.

- **Building Permit Fees**

Roscoe moved to change the commercial construction fee to 35 cents per sq. ft. and keep all other fees in place, effective April 1, 2017. VanCor seconded the motion, which passed unanimously.

- **Code Enforcement Report**

Gateway Preserve: Certificate of Occupancy has been given for the first unit. Second unit nearly complete. Building permits issued for new units.

McKeon noted that code enforcement needs to be sure that the latest approved plans of the Planning Board are the same as what was built. John Koopmann noted that the Planning Board had indicated that there would be no space on the second floor. The original plans presented to the Planning Board (for the previous owner) had a loft on the first floor and the dormers were rejected. New roof lines drawings were required and with no space allowed on the second floor. VanCor recommended that Steve Dumont do an inspection for health and safety because there is no egress from the second floor. The board will instruct the building inspector to not approve any further permits and no certificate of occupancy be issued until further notice. Koopmann noted that he will work with the building inspector on the approved plans that should be followed.

Building Permits: 99 permits have been issued to date in 2016.

LP Tanks: Will be addressed on October 10.

Junkyards: Will be addressed on October 10.

Aaron Roof Carport in Setback: Will be addressed on October 10.

Crofut/Kray property (Rt. 9): Will be addressed on October 10.

Shoreland Protection: Richter attended the September Conservation Commission meeting to see how they may help out with compliance issues around the lakes, streams and wetlands.

The board will ask Richter to find out if DES would provide enforcement training to Conservation Commission.

Training: Richter attended the NHMA 2016 municipal law lecture on code enforcement in NH. It was highly recommended that record keeping of inspections, correspondence and follow-up is well documented and easily accessible by town officials.

Highlander Arms: The selectmen noted that there was no information on this report of action taken as to whether the permanent sign has been addressed.

1763 Route 9 (Lanoue): The selectmen noted that this property is in violation of the site plan and that needs to be addressed. Lanoue has not received approval for any changes to the site since he has owned it. McKeon noted that the Planning Board can issue a cease and desist on the entire property of all activities that are not compliant with the approved site plan.

- **Tax Rate Setting Form**

Carrier noted that the town sets the utilities by the value determined by the Department of Revenue. The DRA does not set the value on TransCanada in a timely manner. TransCanada owns the water retention rights along the Connecticut River. That delays the town in setting the tax rate. If the town doesn't have a tax rate soon, the tax bills won't go out in time to pay the county tax bill of \$1.8M without borrowing money. TransCanada taxes are in the \$300-\$400 range.

McKeon moved that if DRA does not set the next TransCanada assessment before the next Selectmen's meeting, that the current assessment be used for TransCanada. VanCor seconded the motion, which passed unanimously.

- **Boards/Commissions Appointments**

A list was reviewed of individuals whose appointment for boards and commissions are due to expire in 2016. The board requested more information as to how long the members have served on the boards/commissions and attendance records of each meeting that were held for the past four years.

OLD BUSINESS

Ambulance Options Comm: Ongoing

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.

Forestview Property: A copy of the Purchase & Sales Agreement was sent to the property owners for their signature.

OEM Director Position: The position will be advertised.

Larkin Way: Still waiting for the monuments to be set by Larkin.

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

Meeting Room Window: McKeon will be receiving five hardware sets from the manufacturer for the windows.

OTHER BUSINESS

VanCor noted that Chesterfield has a representative to the board for Rescue Inc. The board will request an attendance record from Drew Hazelton to see if the town has been represented at their meetings

McKeon reported that the Planning Board requested that Dead River hire a third party engineer for their fire prevention plan, as was discussed at the recent Planning Board meeting.

John Koopmann reported on a recent ZBA application that was heard for a North Shore Road property which had site issues, coverage and slope issues that were not addressed for the watershed of the lake. Koopmann added that the plans and photographs submitted by the applicant of proposed development were not close and is was a non-buildable site. Koopmann added that the runoff was not dealt with. Jeff Scott stated that more site visits should be

scheduled so that the board can view the properties to get more information on water runoff issues before making final decision approvals. Koopmann suggested that the SLA be notified of hearings of the Planning and Zoning Boards to be allowed to be involved in the discussions.

VanCor stated that the Spofford Lake Association is requesting BOS support for their grant. The selectmen will email their corrections to Carrier to be discussed at the October 12 meeting.

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 review. VanCor seconded the motion, which passed unanimously.

With no other business to conduct, Roscoe moved to adjourn the meeting at 10:15 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