

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
November 2, 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. McKeon was alone in the room during his call with the selectboard.

*VanCor moved to allow McKeon to join the meeting. Roscoe seconded the motion which passed unanimously.*

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 #44
- Selectmen Minutes – October 26, 2016
- Tax Collector's Warrant
- Highway Winter Holiday Overtime Pay
- Intent To Cut – Mitchell
- Payroll Change Notice – Parks & Rec

**APPOINTMENTS**

- **6:15 p.m. Timothy Mulverhill – Land Use Board Volunteer**

The board welcomed Tim Mulverhill to discuss filling a volunteer position on either the Planning Board or Zoning Board. The board urged Mulverhill to review the town's Master Plan and Zoning Ordinances and to attend at least one of the Planning Board and Zoning Board upcoming meetings.

- **6:30 p.m. Dave Marazoff – M&N Assessing**

Marazoff received his Certified NH Assessor in 2010, is a member of DRA and has been a supervisor for revaluation work since 2005. He noted that the performance bond would be \$5,000 added to his proposal for town revaluations. M&N will be available to discuss preliminary value results, which will be noticed by M&N via newspaper postings, town monthly newsletter and notice postings at the library and local post offices. Carrier noted that \$120,000 for the revaluation will be proposed at town meeting. The M&N contract will be reviewed and sent to DRA for their review.

## FOR DISCUSSION

- **Suggestion Box**

Nothing submitted.

- **Selectmen Minutes Review – October 26, 2016**

*VanCor moved to accept the minutes of October 26, 2016 as amended. Roscoe seconded the motion which passed unanimously.*

- **General Election Selectboard Attendance**

8:00 a.m. to Noon – Brad Roscoe

Noon to close – Norm VanCor

4:00 p.m. to close – Jon McKeon

Vote coverage orientation: November 6 at the Town Offices

10:00 a.m. – Jon McKeon

7:00 p.m. – Brad Roscoe

VanCor will receive orientation training on November 3.

- **Draft Selectboard Memo to Department Heads**

Roscoe reported that he was able to get the calendar working on the town email for non-elected personnel who have an email account. The calendar should improve communication between the various town departments. The memo will be sent out to department heads as amended.

- **Wares Grove Cottage Electricity Report**

The board discussed compensation for the electricity used for the Wares Grove water pump, which is being billed on the cottage meter. The water pump supplies water for the entire beach area which has been paid by the P&R director. The compensation will be discussed with the Parks & Rec Commission. The director will then present an invoice to P&R.

- **Road Safety Audit – Intersection 9/63**

The final Road Safety Audit Report from NHDOT was presented to the board. NHDOT's next step is to get feedback from the town before the work is started at the intersection of Rt. 9 & 63. J.B. Mack, representative from SWRPC, will be invited to attend a selectboard meeting to discuss the proposed work at that intersection.

- **Town Hall Annex Lock/Keys**

The lock cylinder is being replaced at the Town Hall late next week. Specific individuals who will be assigned a new key to the hall will be required to sign an acceptance of responsibility agreement.

- **Broadband Design & Cost Estimate RFP**

The RFP for Broadband Design has been reviewed by the town's legal counsel and counsel noted that the RFP should not create any legal issues for the town.

*McKeon moved that the board approve to release the RFP. VanCor seconded the motion which passed unanimously.*

- **Code Enforcement Report**

Building Permits: 111 permits have been issued to date in 2016.

LP Tanks: Letters were sent to five LP gas vendors outlining setback requirements and compliance with NFPA code.

Software: Looking into features needed for permitting code/compliant database.

McKeon requested that the town administrator write the noncompliant/violation letters to the individuals that have not been provided by code enforcement officer to do for the past four months. McKeon has agreed to work with the town administrator to get those letters sent out before the November 9 meeting. The code enforcement officer has been requested to attend the selectboard meeting of November 9.

Storage Rack: This item will be placed under Old Business on the BOS agenda.

Planning Board: The code enforcement officer has been requested to attend the Planning Board meeting on November 7 to discuss Gateway (the DK East project).

Inspection Reports: Bob Duso and Steve Dumont provide their reports to town administrator outlining the location and type of inspections they conduct weekly, with copies to Frank Richter. The selectmen have requested those reports.

## **OLD BUSINESS**

Town Tree Center Committee: VanCor reported that one contractor is preparing a bid. He will attempt to get at least two more bids from other contractors.

Ambulance Options Committee: VanCor noted that Chief Howard (City of Keene) and Drew Hazelton (Rescue Inc.) have each agreed to have a proposal ready by December 1 for service for all of Chesterfield.

Town Hall Annex RFP: McKeon will send out plans and have numbers available for the November 9 meeting.

Old Town Office Building: Warren Stevens took measurements of the building this week and will provide the selectmen with a report within the next two weeks.

OEM Director Position: Deadline applications – November 7.

Meeting Room Window: McKeon will get measurements to order hardware.

Board/Commissions Appointment: Upcoming expiring terms need to be filled. Board members will discuss the positions with outgoing and potential new members.

## **OTHER BUSINESS**

VanCor reported that he is working with local vendors to get a design for Welcome to Chesterfield sign. The material will be PVC and the sign is being donated by Chesterfield Lions Club.

VanCor reported that the backhoe at the Transfer Station needs to have brake work done. The Transfer Station is requesting to purchase a plastic curtain to block out the wind near the

cardboard compacter. The Transfer Station personnel has also requested to purchase sweatshirts and coats. Carrier will look into how often they are purchased and what the cost will be.

Argent has set up WiFi at Wares Grove Beach.

McKeon noted that the Town Office meeting room thermostat needs to be programmed correctly.

Roscoe is working on getting approval for a broadband pole to be installed on the State owned right-of-way.

**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 and 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 8:20 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