

**Town of Chesterfield
Board of Selectmen
MINUTES
November 16, 2016**

CALL TO ORDER

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

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 #46
- Selectmen Minutes – November 2, 2016 & November 9, 2016
- Yield Tax Certification
- Timber Tax Warrant
- Appointment paper – Conservation Comm. & Budget Comm.

APPOINTMENTS

- **6:15 p.m. J.B. Mack (SWRPC) – Road Safety Audit**

J.B. Mack discussed the concept options and what changes the board would like to have him present to the NHDOT that was prepared by NHDOT in the Road Safety Audit for the intersection of Route 9 and Route 63. The board is recommending a 4-way flashing light at that intersection.

- **6:45 p.m. Library Trustees – Budget**
Present: Jane Anderson, Jill Dumont and Ken Walton

The library budget reflects increased hours for part time library staff while Anderson is training them in her anticipation of her retirement. Anderson will get back to the board with an explanation of the 11% increase for the bookkeeper. The trustees will institute a search for a full time person when Anderson fully retires.

FOR DISCUSSION

- **Suggestion Box**

Nothing submitted.

- **Selectmen Minutes Review – November 9, 2016**

McKeon moved to accept the minutes of November 9, 2016 as submitted. Roscoe seconded the motion which passed unanimously.

- **Employee Holiday Lunch**

The Employee's Holiday Luncheon, scheduled for December 8, was finalized and the invitations will be included with the employee paychecks.

- **Town Report Dedication**

The full board will bring in their dedication suggestions at the November 30 meeting for the Town Report dedication.

- **Budgets – Personnel Administration & OEM**

The guaranteed maximum health insurance is at 17%. The reason that the health insurance increase is only a 3.7% increase was because of the Board of Selectmen decision made in July of 2016 to change the plan to a lower tier for HMO. The dental rates, life insurance and long term disability is level funded and the short term disability is down 3-5%. The Town's contribution to the N.H. Retirement System will be increasing to 2% as of July 1 for non-police employees. The Police Department NHRS rate increase is going up 11.6%.

The RERP budget has been zeroed out. The OEM secretarial budget of \$500 will remain. The OEM portion of the heating and electricity still needs to be addressed.

- **Town Office Parking Lot Invoice**

The board determined to use the general government building operating budget for the paving work done in the Town Office parking behind the Police Department.

- **Rescue Inc Contract, Budget & Representative**

If the decision is made to renew the contract with Rescue Inc., the contract will be due on July 1, 2017. A budget will be submitted for Rescue Inc. for six months. Elaine Levlocke has resigned as the Chesterfield representative to Rescue Inc.

- **Bennett Road – Public Nuisance Trees**

McKeon moved that the board has declared the trees and shrubs to be a nuisance, as marked from five photos. Those trees and shrubs will be cut out of the travel way. Roscoe seconded the motion, which passed unanimously.

The landowner will be notified in writing of trees and shrubs that will be removed. If the landowner has not done so on or before December 1, 2016, the town will have them removed.

- **Town Hall Annex Project Estimates**

Estimated budget costs were reviewed as follows:

	Work	Full Kitchen	Contingency	A&E Fees	TOTAL
Company A:	\$300,000	\$80,000	\$25,000	\$30,000	\$435,000
Company B:	\$280,000	\$50,000 - 80,000	\$25,000	\$30,000	\$415,000

The estimates were based on a rough floor plan for replacing the Town Hall Annex.

- **Selectboard Memo to Planning and Zoning Boards - Draft**

A draft memo was reviewed and will be finalized at a full board meeting.

- **Code Enforcement Report**

Building Permits: 115 permits have been issued to date in 2016.

Planning Board: The Planning Board modified building plans for Gateway condos. Permits will reflect the change. As-built plans were provided by the contractor on November 14.

Kray/Crofut – Rt. 9: Met with Kray on electrical issues on November 16. Crofut did not respond to certified mailing. No erosion issues at this time.

Saltz – 466 Rt. 9: Requested removal of garage sale sign and beams in ROW causing problems for postal delivery personnel on November 16. All yard sale materials must be removed by November 21.

Roof - Carport: Building permit issued for moving carport to a location outside setback. Original plans were not to code and re-drawn plans were presented.

The selectmen noted that violations that were not addressed.

It was suggested that building renewal fees be increased. The Planning Board will require some detail of changes requested for the zoning ordinance before it goes to the town meeting.

- **Next Week's Manifest**

The board will be notified on November 22 when the manifest will be ready for their signatures.

OLD BUSINESS

Town Hall Annex RFP: McKeon will provide a copy of the floor layout.

Old Town Office Building: Carrier expects a report from Warren Stevens before December 1.

Forestview Property: Carrier will contact high bidder on signing purchase and sales/closing.

OEM Director Position: Applications will be discussed next week.

Meeting Room Window: Craig Robidoux will get hardware and repair windows.

EMP Grant Scope of Work: The grant was officially approved for \$6,000.

Board/Commissions Appointment: Erik Barnes and Joe Hanzalik have agreed to serve another term on Parks & Rec. Papers will be drawn up for Lance Zinn to serve on the ZBA as an alternate. Other positions on the ZBA and Planning Board will be addressed.

Code Storage Racks: VanCor and Carrier will go over tear sheets for new racks.

OTHER BUSINESS

Roscoe met with a new broadband vendor who is very interested in working with the town on broadband. His company can install the towers but would like to have the town pay for wooden poles. It would still take a 50% subscription rate to make it viable for that company. Roscoe will be meeting with two other broadband companies within the next two weeks.

Carrier met with the NH Dept. of Labor this week and the fines were waived on the safety violations. He is working with a company to install the eyewash stations for all departments.

The Highway Department requires a procedure on the chain inspections. The boiler still needs to be inspected in the Town Office building and Parks & Rec. are about 50% done with clearing up their safety violations. Carrier will contact Jane Anderson at the library to be sure that she is moving forward on their safety violations. Carrier will work with Primex for guidance to develop a process for periodic safety inspections to be performed by department heads.

The key lock cylinder has been changed at the Town Hall building.

The board approved having a Holiday tree set up in the Town Office building.

The Wares Grove cottage roof is being replaced with a metal roof and is expected to be completed within the next couple of weeks.

John Koopmann requested an alternative be used for caution signs by the entryway of the Town Office building. The current sand buckets holding the caution signs are being used for depositing of cigarettes.

There will be no Selectboard meeting on November 23.

The Economic Development Committee will meet on November 17 at the Town Offices and guest speakers Michael Bergeron and Molly Kaylor from the N.H. Division of Economic Development will discuss Economic Development in Chesterfield.

Nonpublic RSA 91-A:3 II (b)

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

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

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

Nonpublic RSA 91-A:3 II (e)

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

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

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

With no other business to conduct, Roscoe moved to adjourn the meeting at 8:18 p.m. The motion was seconded by McKeon, which carried.

Respectfully submitted,

Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date