

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
November 30, 2016**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:02 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 #48
- Selectmen Minutes – November 16, 2016
- Planning Board and Zoning Board Memo
- Cemetery Deed - Ryder
- Cemetery Deed Sale – Putnam
- Lord Correspondence
- Appointment Paper – Zoning Board & Parks & Rec.

**APPOINTMENTS**

- **6:30 p.m. Frank Richter – Code Enforcement**

Richter reported on violation issues for the Crofut and Kray properties on Route 9 that are still pending. Crofut was instructed to remove the box trailer and attached porch from his property. Kray was instructed of the electrical violations that need to be addressed. The board instructed Richter to provide a list of all actions taken by code enforcement on the pending violation issues for next week's meeting.

**FOR DISCUSSION**

- **Suggestion Box**

A note was written to remove the antibacterial soap from the Town Hall bathrooms.

- **Selectmen Minutes Review – November 16, 2016**

*Roscoe moved to approve the meeting minutes of November 16 as amended. The motion was seconded by McKeon. Vote called: (2) Yes; (1) Abstained. The motion passed by majority vote.*

- **Chesterfield Happenings Email**

A suggestion was made to remind residents to adhere to the rules of allowed items that can be left at the Transfer Station Swap Shop in the Chesterfield Happenings. When in doubt, ask the attendants.

- **Budgets – Health Officer, Code Enforcement, One Line Budgets, Elections**

A suggestion was made to level fund the Health Officer position. Code Enforcement will become a full time 40-hour per week position and this will be revisited following a check on comparables of the position from other area towns. An additional 4 hours per week will be added to the Deputy Town Clerk position for archiving materials. It will not be feasible for boat registrations to be done by the Town Clerk staff. Southwest Region Planning Commission, Economic Development Committee and Welfare are budgeted as level funded. Ambulance is at 3.4% increase and Legal is at 20% increase. The board is requiring an explanation from the American Legion on their Patriotic budget of 316.7% and will revisit that request. General Insurance is at 89.5%, street lights is at -6.3% and Conservation Commission budgeted for an increase of \$700 for training for processing of permits and wetlands.

- **Library Budget Update**

The update was to add a new director for six months. The board will recommend that the new director position remain as part time to the Budget Committee.

- **Keene Senior Center Budget Request**

The Keene Senior Center is requesting a donation of \$2,000, which is the first time request from them. Executive Director Pegg Monahan's letter indicates that there are approximately 25 Chesterfield residents who participate in the activities at the Senior Center. The request will be discussed at the next board meeting along with the other charitable contributions.

- **Holiday Tree – Town Hall**

The board approved to allow Friends of the Library to set up a Holiday Tree in front of the Town Hall. The tree will be removed the week of January 1.

- **Tax Deeded Property – West River Road LLC**

The 100 ft. x 100 ft. parcel (land only) on Rt. 9A, formerly owned by West River Road LLC, has been tax deeded to the Town of Chesterfield by the tax collector for nonpayment of property taxes. The board accepted the tax collector deed.

- **Town Report Dedication**

A suggestion was made for naming a resident for the Town Report Dedication. Further discussion will continue at the December 7 selectmen's meeting.

- **Bennett Road – Public Nuisance Trees**

The town road agent's email noted that Richard Diesl has trimmed the brush and branches in the travel way of Bennett Road, as was instructed by the selectmen in their letter dated November 17. The road agent was satisfied with the results of Mr. Diesl's work.

- **Broadband Warrant Article**

Roscoe presented the Broadband Warrant Article to the board for establishing a Broadband Infrastructure Expendable Trust Fund for \$50,000. He also suggested that the income from the investment assets would go back into the fund. Carrier will look into insuring items.

- **Police Department Vacation Time**

Chief Duane Chickering requested that unused vacation time be allowed to carry over into 2017 for two full time Police Department employees. Due to the shortage of manpower during 2016, the board agreed to carry over the vacation hours but will not allow the sick time to carry over into 2017 per Personnel Policy.

- **Parking Ordinance Fine**

The selectmen discussed increasing the fines to \$30 for parking ordinance fines. A public hearing will be scheduled for final approval of the change.

- **69 Forestview Drive Closing**

The bank is working on an appraisal to meet the December 8 closing deadline.  
*VanCor moved to empower Rick Carrier to sign the closing documents for 69 Forestview Drive. The motion was seconded by Roscoe and passed unanimously.*

- **Town Hall Annex Project**

McKeon will make minor drawing revisions of the Annex project for a second option for the board to discuss at the next meeting in preparing for the Warrant Article for 2017.

## **OLD BUSINESS**

Town Center Tree Committee: VanCor provided three quotes for removing, stumping and clean up of eight trees on school and Town Hall property.

*Roscoe moved to hire Chris Lane Enterprises to perform the tree work before the end of 2016. The motion was seconded by VanCor, which passed unanimously.*

Ambulance Options Committee: VanCor inquired about proposals from Rescue and the City of Keene and will follow up.

Old Town Office Building: Carrier noted that he is expecting a recommendation for the old town office building from Warren Stevens this week.

Meeting Room Window: Craig Robidoux will be scheduled to repair the window.

Board/Commissions Appointment: Zoning and Planning Board members have been approached to either renew their terms or asked to step down from the board, for those whose terms will be expiring at the end of December 2016. Alternate and full board positions are being filled.

Code Storage Racks: The estimated cost for the storage racks will be about \$700.

OEM% Electricity & Heating: The board determined that the OEM portion of the Town Offices should be set at 10% of the costs for the Town Offices for electricity and heating oil.

Rescue Inc. Representative: VanCor and Carrier will work on filling this position.

Rescue Inc. Contract: The contract needs to be renewed before July 1, 2017.

## **OTHER BUSINESS**

Barbara Girs requested that the thermostats in the Town Offices be regulated for heat consistency.

The board suggested that residents should be encouraged to sign up during the Town meeting to receive the monthly Chesterfield Happenings.

McKeon noted that the Planning Board will be addressing the Dead River project off Route 9 again in January. The Planning Board also discussed a lot line adjustment that had been previously approved by the ZBA.

The board directed Chris Lord to remove one board at the dam at Spofford Lake.

The board was reminded that the Holiday Employee Luncheon for town employees is scheduled for December 8 from noon to 1:00 p.m. at the Town Offices.

### **Nonpublic RSA 91-A:3 II (d)**

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

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

### **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.*

### **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. VanCor seconded the motion, which passed unanimously.*

### **Nonpublic RSA 91-A:3 II (a)**

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

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

*With no other business to conduct, Roscoe moved to adjourn the meeting at 11:30 p.m. The motion was seconded by McKeon, which carried.*

Respectfully submitted,

Patricia Grace

Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Roscoe

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norman W. VanCor

\_\_\_\_\_  
Date