

**Town of Chesterfield
Board of Selectmen
MINUTES
December 28, 2016**

CALL TO ORDER

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

Selectman Jon McKeon requested to join the meeting via telephone. McKeon was not able to attend this meeting because work has forbid him from leaving. 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 #51 & 52
- Selectmen Minutes –December 14, 2016
- Intent to Cut – Butterworth/Kloppenburg
- Fumicello Correspondence
- Yield Tax Certificate – Melvin & Lussier & Surman
- Timber Tax Warrant
- Appointment Paper – Zoning Board Oot
- Payroll Change Notices – Police Dept.

APPOINTMENTS

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

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

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

Tim Mulverhill has been installed as the OEM Director for the Town of Chesterfield. He has also accepted the position as alternate on the Zoning Board of Appeals.

- **6:30 p.m. Neil Jenness**

Jenness requested that the rules be made more flexible for using the Town Hall. Jenness noted that having to take down tables after events is cumbersome and requested that the tables be moved to one side of the hall. The selectmen explained that rules have been established for the use of the hall and people need to be accountable for damage and/or issues done at the town hall. The rules provide the ability to monitor those issues.

- **6:45 p.m. Police Chief Chickering & Nonpublic RSA 91-A:3 II (a&c)**

Chief Chickering and the selectmen discussed increasing fines for town ordinance violations. The board will contact legal counsel to research violation listings, penalties and processes of making changes. McKeon noted that the board would like to have the parking penalties in place for the coming year. Chickering noted that there have been a number of complaints involving dogs defecating on public and private property and he requested an amendment be made to the animal control section of the town ordinance.

Chickering requested board approval to use \$2,400 from the Equity Sharing account to purchase rifles and shotguns for the police department.

McKeon moved to authorize Chief Chickering to expend \$2,400 from the Equity Sharing fund for the purpose of purchasing two (2) Mossbergs and three (3) Bushmasters. Roscoe seconded the motion, which passed unanimously.

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

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

FOR DISCUSSION

- **Suggestion Box**

None submitted.

- **Selectmen Minutes Review – December 14, 2016**

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

- **Chesterfield Happenings Email**

The selectmen reviewed and approved the draft as written and to note that the Town Hall Annex discussion will take place on January 26, along with the Broadband meeting at the Town Hall.

- **January Postcard Mailer**

Roscoe requested that the start time be added for the town meeting to read “10:30 a.m. or after the completion of the school district meeting”. The selectmen approved the estimated cost to for sending the mailer. They also requested to include a Town Hall Annex discussion be added to the mailer in conjunction with the Broadband meeting for January 26.

- **Background Checks – Code Enforcement**

The selectmen requested to have the criminal history records check be removed from the job description for the Code Enforcement position.

- **Town Hall Annex Project and Bonding Timeline**

McKeon noted that there will be no construction being done in 2017 and the board has not seen a warrant article yet for the Annex project. A proposal will need to be placed on the table for the residents to review. The documents need to be completed by a designer or architect, depending upon the BOS choice, then put out to bid to contractors with the understanding that the project

is contingent of town approval of project. The final project will be put out for bid next year. A warrant article will be required for design purposes to get bids for the Town Hall Annex.

- **Town Hall Rentals - 2017**

The Town Hall will be rented throughout 2017 without delays because there will be no demolition taking place during 2017.

- **Keene Ambulance Proposal**

VanCor noted that the Keene Ambulance proposal is \$2,500 higher than what the Town is currently paying, if Keene is taking care of the entire town. VanCor will be meeting with the Ambulance Options Committee next week to discuss the proposal and to address the increase response time and how that would have any influence with the decision for Keene Ambulance.

- **Spofford Hall**

The owners of Spofford Hall have not responded to the selectmen for providing verification on steps taken of monthly property inspections, as required in the Settlement Stipulation dated July 13, 2011. VanCor noted that no steps were taken to prevent vandals and others from entering upon the property without permission or authority from the owner, except for the "No Trespassing" signs. VanCor suggested getting reports from Chesterfield Police Department of any vandalism/trespassers that have taken place at the Spofford Hall location.

McKeon moved to engage with Attorney John Ratigan to explore options for dealing with Spofford Hall to raze the building. VanCor seconded the motion, which passed unanimously.

- **McKenna Way Follow-Up**

Carrier met with Rob Hitchcock and Michael Cersosimo on December 19 to discuss items that have occurred for the road since they met with the Selectmen in mid-September. The board reviewed Hitchcock's letter dated December 19 and the as-built plan for McKenna Way. During the meeting of September 21 the Selectboard noted that the Town was not willing to accept responsibility for the drainage system beyond the right of way. The property owners are responsible for the maintenance of the drainage system. This is covered in each lot owner's deed. McKeon noted that he does not believe that the Planning Board has put the Town in the position to be responsible for maintaining the ravine. The Development Agreement will be reviewed by the selectmen.

- **Budget Status To Date**

The Budget Committee will not make a firm recommendation on the budget until after the hearing.

- **Code Enforcement Officer Report**

The Selectmen reviewed the log sheet for the Building/Code activities, written by Steve Dumont.

- **Lachenal Vacation Time Memo**

Roscoe moved to approve Lachenal's unused vacation hours to the 2017 year. VanCor seconded the motion, which passed unanimously.

- **Wares Grove Cottage Improvements from Expendable Trust Fund**

Parks & Rec Director Peter Zampella requested approval to expend \$5,100 for improvement in the cottage, with monies to be expended from the P&R Building Expendable Trust Fund. The board had concerns of paying for materials and labor in advance. Roscoe will follow up with Zampella to discuss the need for a contract that lists the scope of work.

- **Town Report Dedication**

VanCor will get information on the individual for the write up.

OLD BUSINESS

Town Center Tree Committee: Tree removal is completed. 5-6 stumps need to be removed.

Old Town Office Building: Planning Board approval needed.

Board/Commissions Appointment: Working on term expirations. Brad Chesley is stepping down from the Planning Board.

Code Storage Racks: Put on hold until discussing with new Code Enforcement Officer.

Rescue Inc. Representative: Vacancy in position.

Rescue Inc. Contract: Current contract expires on July 1, 2017. On hold.

Keene Ambulance Contract: Must be renewed by March 30, 2017. On hold.

Parking Fine Public Hearing: Fee increase to be discussed at Town Meeting.

OTHER BUSINESS

Bob Brockmann noted that the road maintenance by NHDOT along Route 9 during the recent snow storms needs to be addressed. Brockmann suggested that the Board of Selectmen write a letter to the Commissioner.

Brockman also noted that he had been working on getting a new design for the town letterhead and will get back to the board with an update.

Roscoe met with the Planning Board to discuss Broadband poles on right-of-way properties, which can be waived, based on certain criteria. More information will be brought to the Planning Board, which will require full Planning Board approval. Roscoe is still working with cost sharing with Cheshire County.

Nonpublic RSA 91-A:3 II (b)

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

VanCor moved to come out of nonpublic. Roscoe 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 (I)

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

VanCor moved to come out of nonpublic. Roscoe 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 9:16 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