

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
January 11, 2017**

**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 called in approximately 6:30 p.m. requesting to join the meeting via Skype. McKeon was not able to attend this meeting because he was in Brunswick, Maine and couldn't get to the meeting on time. 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.*

**FOR SIGNATURE**

- Manifest #2
- Selectmen Minutes – December 28 & January 4
- Supplemental Intent to Cut – Hampshire Timber
- Auditor Engagement Letter
- PD Use of State of NH Fuel Distribution System
- Land Use Change Tax – Dyer
- Land Use Change Tax Warrant
- Employee 2016 Benefit Letters

**APPOINTMENTS**

- **6:15 p.m. Bill Lambert & Michelle Marshall – NHDOT Road Safety**

Michelle Marshall gave a presentation on the NHDOT Road Safety Audit for the intersection of Route 9 and 63. Some of the design changes for the project will include cutting of trees and vegetation within the State's right of way for better visibility, more signage and adding concept warning signs, which will warn drivers along Route 9 when vehicles are approaching the intersection from Route 63. No rumble strips will be added to this project. Marshall noted that the truck lane from the West of the intersection will be evaluated during the design process. Lieutenant Kevin White requested that the truck lane be removed.

Marshall noted that 90% of the funds will come from the (Federal) Highway Safety Improvement Funds and 10% will come from State funds. The design of the project is expected to be completed by the end of 2017 and the construction completed by 2018. Marshall will look into whether construction could be started in 2017.

J.B. Mack, of SWRPC, inquired as to whether NHDOT would consider the installation of an intersection collision avoidance system design with a silhouette of a vehicle, as used in portions of Maine. Lambert responded in that the concept was considered but was determined that the

silhouette could add complications for the driver because it isn't clear as to which direction the vehicle is coming from.

Marshall noted that the Selectmen requested a flashing overhead beckon be added to the center of the intersection of Route 63 & Route 9. Jeff Scott requested that the flashing beacon be installed as soon as possible.

Jill Brehm suggested that horizontal rumble strips be placed before the flashing light and to add more lighting at the intersection for better visibility during night time driving. Don Brehm noted that speed and impatient drivers are major problems at that intersection. He requested a speed limit reduction be considered for that area.

It was also suggested to enlarge the speed limit sign on the westerly side of the intersection. Lieutenant White noted that the 40 mph sign is an advisory sign and is not enforceable for providing citations. The speed limit is 50 mph.

Roscoe thanked everyone who contributed their comments or concerns.

- **7:00 p.m. Nonpublic RSA 91-A:3 II (b) - Hiring**

*VanCor moved to go into nonpublic per RSA 91-A:3 II (b) to discuss hiring. Roscoe 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.*

*Vote: Roscoe – yes; VanCor – yes; McKeon – yes. Motion passed unanimously.*

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## **FOR DISCUSSION**

- **Suggestion Box**

Ron Rzasa submitted a suggestion that the town install a commercial kitchen in the Town Hall Annex for the Annex project for reasons of encouraging more people to rent and use the facility.

- **Selectmen Minutes Review – January 4, 2017**

*Roscoe moved to accept the meeting minutes of January 4 as presented. VanCor seconded the motion, which passed unanimously.*

- **Hundred Nights Budget Request**

A request was submitted by Mindy Cambiar, Hundred Nights Executive Director, that Chesterfield fund Hundred Nights in the amount of \$250. Cambia has not yet replied to the request for additional information on the organization, which will be required before the Public Hearing.

- **Planning Board Membership**

All Selectmen agreed to move Joseph Brodbine to a full board position on the Planning Board. The appointment paper was signed by the board. This will leave the Planning Board with no alternates.

- **Donahue, Tucker & Ciandella Law Firm for Spofford Hall**

The contract was signed by the board members to hire the Donahue, Tucker & Ciandella law firm to represent the Town on the Spofford Hall hazardous building issues.

- **Code Enforcement Job Description**

VanCor would like have changes made to the Code Enforcement job description to include communication and flow of plans through the Planning and Zoning boards and Conservation Commission and information on training. VanCor will provide the board with his written suggestions.

- **Building Inspector Report**

The board reviewed the Code Enforcement building inspection report. McKeon requested that an inspection be done at a Route 9 property that has been operating with four apartment units, whereby only two units have been approved.

- **Local Control of Municipal Roads**

To be discussed next week.

- **Ambulance Options Committee Report**

VanCor provided a report to the selectmen for ambulance services and options available to the Town, as requested by the board after hearing residents concerns of rising costs for the services during the 2016 Town Public Hearing.

VanCor stated that the AOC developed a list of options because there was a responsibility of the Committee to report on the options available for ambulance service for the entire town. VanCor noted that Keene has a very good record keeping system with availability and resources to keep track of all data. Rescue Inc. is from Vermont and the time that it takes to go through two systems can sometimes become a problem for keeping track of response times. Keene's Fire Chief Mark Howard's email indicates that, in order to respond in the time allowed, they rely on the first responders in Chesterfield to get to the call on time. Keene can't meet the standard response time for most of Chesterfield and would require the assistance of the local fire department and police first responders to arrive to provide basic care. Chesterfield and Spofford Fire Departments don't have that information, but they can get it through manual transcribing and looking at the records of Keene and Mutual Aid and it's not readily available. VanCor stated that Chesterfield and Spofford Fire Department systems need to be modernized for record keeping and response times.

McKeon noted that by using Keene's service, anyone needing care from Route 63 to the Connecticut River, more response time would be added and more money would be required. McKeon noted that we should be improving the system that is in place and not decreasing the service that we currently have. VanCor reported that Rescue Inc. contract service has increased by 9.6% since 2011 (\$3,600) and City of Keene contract service has increased 50.6% since 2011(just over \$19,000), not counting patient fees for both services. The Rescue Inc. contract

has not increased this year and City of Keene contract has an increase of approximately \$4,000, which are for standby fees only and does not include patient fees for either contract. A committee member noted that Keene provides certification personnel with three people per ambulance. Rescue Inc. typically uses two people per ambulance and has a chase vehicle.

All board members agreed that they have heard the committee's recommendations and their reasons and find that the best value for the Town is to use the current set up that we have at present. The renewal contract with Rescue Inc. is due in March.

The board will send a thank you letter to the Ambulance Options Committee members for their work. The board found the committee's work to be helpful for making the ambulance service decision.

- **McKenna Way Bond**

Rob Hitchcock notified the board that he will have the bond by January 18. The board noted that the as-built plans must be recorded, as directed by the Town attorney. The Town attorney also directed that the deed be amended to add a reference to the As-Built plan and its recording information. Schedule A also needs to be amended by adding another paragraph: "Including all pertinent drainage easements, slope rights, cul-de-sac, and any other characteristics of and rights appurtenant to [reference to the recorded As-Built plan]".

- **Town Hall Annex Options**

Updated drawings for the Annex options will be presented at the Public Hearing on January 26 at 7:00 p.m. at the Town Hall. Copies will also be available for viewing at the Town Offices.

- **Town Report Dedication**

VanCor will provide an updated report for the dedication at the January 18 BOS meeting.

- **Parking Fines**

VanCor and Roscoe stated that the proposed ordinance violation penalty fines should be increased to: Fines of \$15 increase to \$25, \$25 fines to increase to \$40 and \$50 fines should increase to \$75. After seven (7) days of nonpayment, the penalty fines should be doubled. The board agreed to the ordinances proposed by Chief Chickering pertaining to dog feces.

Barbara Girs provided a sample from the Town of Wolfeboro of how their code violations are enforced.

## **OLD BUSINESS**

Spofford Place: NHDES will report to BOS as to when the last time the site was monitored.

Town Hall Annex RFP: Drawings will be available for viewing at the Public Hearing on January 26 at the Town Hall at 7:00 p.m.

OEM Director Position: Roscoe will check with Tim Mulverhill to be sure that he is now receiving his emails.

Board/Commissions Appointment: Planning needs alternates.

Parking Fine Public Hearing: Memo from Chief Chickering needed.

**OTHER BUSINESS**

McKeon reported that the Planning Board denied the Dead River application for Mill Road at the January 9 meeting.

Roscoe reported that the Library budget items were discussed at the Budget Committee meeting on January 10. The Budget Committee suggested that the Library use the example of the Parks & Rec whereby they did a turnaround in personnel and finances and would like to see the Library do the same. The Library Trustees request was to have a full time director. The Budget Committee made no comments after hearing the discussion and was very surprised to hear the library request vacation and sick time and it was suggested that the Library use better management between the salaries, vacation plan and discussion on the full time director position.

The Library used to return \$10 - \$1,000 to the Town of unspent money and they haven't done that for several years. A report will be available on the unspent monies at the next Budget Committee meeting.

Roscoe noted that there will be a \$50,000 warrant article for Broadband. On January 12 the State will be discussing whether they will approve the towns having the ability to approve bonding for broadband. Carrier noted that whatever decision is made by the State, it won't go into effect until July 1 and that will be past the bond bank deadline. The bond bank is used by municipalities.

Carrier reported on Spofford Place in that John Regan, of the NH Dept. of Environmental Services indicated that this site is not actively monitored and is considered an "orphaned site". Regan will report back to the last time the site was monitored.

Two proposals were reviewed for four Modine oil fired heaters for the Highway Dept. It will be discussed at the January 18 board meeting.

*With no other business to conduct, Roscoe moved to adjourn the meeting at 9:31 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

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Date

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Brad Roscoe

\_\_\_\_\_  
Date

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Norman W. VanCor

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Date