

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
January 18, 2017**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:07 p.m. Others in attendance were Brad Roscoe, Norman VanCor and Rick Carrier, Town Administrator.

**FOR SIGNATURE**

- Manifest #3
- Selectmen Minutes – December 28 & January 11
- Keene Ambulance Contract
- Rescue Inc. Contract
- Ambulance Options Committee Letters

**APPOINTMENTS**

- **6:15 p.m. Chris Lord – Road Agent & Nonpublic RSA 91-A:3 II (a&c) – Annual Review**

Lord reported on the Highway Department and Transfer Station activities. He noted that the expenses are up this year for the Highway Department compared to last year, due to the storms. Lord is purchasing the salt and sand from a different vendor and is saving \$3.60 a yard from last year's prices.

The board noted that they have not had any complaints on the condition of the roads. Lord stated that Windham Solid Waste will be closing in June 2017.

One Modine heater needs to be replaced this year at the Highway garage and a second one is in need of repair and should be replaced next year. A warrant article will be required to pay for a new heater.

A wind breaker will be built around the baler area at the Transfer Station.

*VanCor moved to go into nonpublic per RSA 91-A:3 II (a&c) to discuss an annual review.*

*Roscoe seconded the motion, which passed unanimously.*

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

*Roscoe moved to seal the minutes and VanCor seconded the motion.*

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

- **6:50 p.m. Nonpublic RSA 91-A:3 II (b) - Hiring**

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

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

*McKeon moved to seal the minutes and Roscoe seconded the motion.*

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

## FOR DISCUSSION

- **Suggestion Box**

None submitted.

- **Selectmen Minutes Review – January 11, 2017**

*Roscoe moved to accept the January 11 meeting minutes as amended. McKeon seconded the motion, which passed unanimously.*

- **Code Enforcement Job Description**

*McKeon moved to amend the code enforcement officer job description as presented. Roscoe seconded the motion, which passed unanimously.*

- **Local Control of Municipal Roads**

A letter was received from Pittsburg NH Select Board Chairman Steve Ellis requesting support of other municipalities from utility companies having the ability to control municipal roads within the right of way for their utility lines without consultation or approval from the municipal governing authority. The board will draft a letter and a copy will be sent to New Hampshire Municipal Association.

- **McKenna Way Bond (Farr Road Subdivision)**

Present: Rob Hitchcock

The town attorney is reviewing the Cersosimo maintenance bond for the Farr Road subdivision.

*McKeon moved to authorize the release of the construction bond for the McKenna Way project upon the town attorney's acceptance of the maintenance bond. Carrier will provide a letter to the insurance company stating that the Town has released the construction bond. Roscoe seconded the motion, which passed unanimously.*

Hitchcock set up a schedule for closing out the job for getting the bonds released, going out to May of 2018 for the homeowners benefit. A public hearing will be noticed for February 8 for the Town to accept McKenna Way per the development agreement. Hitchcock will have the deed recorded and he will provide the information to the board.

- **Draft Town Report**

The board has agreed that electronic copies are acceptable for reviewing Town Report submittals.

- **Town Report Dedication**

The board approved the updated report on the individual for which the Town Report will be dedicated.

## OLD BUSINESS

Town Hall Annex RFP: Three drawing options are posted in the Town Offices of the Town Hall Annex project for public viewing. They will also be available at the January 26 Broadband and Town Hall Annex discussion starting at 7:00 p.m. at the Town Hall.

Old Town Office Building: Board members will attempt to find out if any groups or realtors have any interest of ways to use the building. Use local realtor for consultation.

Meeting Room Window: Granite State Glass will be contacted to repair window(s).

EMP Grant Scope of Work: Get update from P&R on the progress of roof work.

Board/Commissions Appointment: Planning Board needs more alternates.

## **OTHER BUSINESS**

VanCor suggested that the laptop computer be set up to allow other board members to be able to see the speaker on the laptop screen when conducting a meeting via Skype.

Carrier provided documentation of the number of residents receiving veterans tax credit.

The board discussed rules and regulations for the Conservation Commission and would like for them to be more involved with NHDES and how they can help benefit the town.

Roscoe stated that the Budget Committee discussed purchasing land behind the Chesterfield School. There was a question as to whether the property should be purchased by Conservation Fund or the school. The property consists of 21.7 acres of a field, wetlands and wooded area. The next Budget Committee meeting is scheduled for January 31.

McKeon noted that the Planning Board will be discussing Spofford Boat Sales on January 23 to determine if the business is compliant or whether there has been an approved site plan.

Carrier announced that the transmission faulted on the Town car and he will get an estimate for the repairs.

Carrier reported that a check of approximately \$1,500 was received from the library for return of appropriations, this being the first time in three years.

Carrier noted that the library trustees are looking to hold an event to celebrate the 20<sup>th</sup> anniversary of the library building and is planning on serving alcohol at the event. Mary Beth Purcell, Property and Liability Claims Supervisor for Primex, replied by email on the liability concerns for serving alcohol. Purcell insisted that a caterer be hired who should have their own insurance coverage. Purcell also listed other conditions that need to be met for serving alcohol at the library. The board noted that the library trustees must comply with the conditions set by Primex or the library trustees must provide their own insurance for the event. Library Trustee, Ken Walton, will be provided the conditions set forth by Primex for this event. The board had concerns of the event taking place during the library's open hours. The board will get consultation from NHMA.

There was no Code Enforcement report available for this meeting. John Koopmann requested that a Code Enforcement report be available at every Selectmen's meeting. The board requested that the Town attorney move forward on the Lanoue proceedings.

Koopmann thanked Norman VanCor for his efforts in working on the conservation projects. Koopmann also noted that one of the main components for the Thermal Geo system blew out at the Spofford Fire Department.

**Nonpublic RSA 91-A:3 II (d) – Property Lease**

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

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

*VanCor moved to seal the minutes. Roscoe seconded the motion.*

*Vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes. The motion passed unanimously.*

**Nonpublic RSA 91-A:3 II (L) – Legal Advice**

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

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

*VanCor moved to seal the minutes. Roscoe seconded the motion.*

*Vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes. The motion passed unanimously.*

*With no other business to conduct, Roscoe moved to adjourn the meeting at 10:15 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