

**Town of Chesterfield
Board of Selectmen
MINUTES
January 4, 2017**

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.

FOR SIGNATURE

- Manifest #52A & 1
- Selectmen Minutes – December 28
- Lawson-Kelleher correspondence
- Brockmann Correspondence
- Intent to Cut – Littleton/Costello
- General Assessing Contract – M&N Assessing Services
- Appointment Paper – Zoning Board Mulverhill

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.

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

- **6:30 p.m. Police Chief Chickering & Nonpublic RSA 91-A:3 II (a&c)**

Present: Duane Chickering & Kevin White

Chickering noted that he met with NHDOT on December 28 to discuss the winter road maintenance in Chesterfield on Route 9. He reported on the increasing number of accidents on Route 9 for each year, starting with 2012. He also noted that the NHDOT district for this area does not have pretreating equipment for the roads. It takes NHDOT one hour to make one pass from Cady Lane to the Brattleboro line when plowing snow.

McKeon moved to go into nonpublic per RSA 91-A:3 II (a&c) to discuss department evaluations. 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 minutes and VanCor seconded the motion.

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

- **7:00 p.m. Rob Hitchcock, Michael Cersosimo – McKenna Way**

Rob Hitchcock, of SVE Associates, noted that he provided a letter to Town Administrator Carrier on December 19 along with a warranty deed for McKenna Way, for Town counsel acceptance. Hitchcock was provided with a copy of Town counsel's response suggesting:

1. The As-Built plan should be recorded.
2. The third paragraph in the deed be amended to add a reference to the As-Built plan and its recording information.
3. Schedule A should also be amended to add to the end another paragraph saying something like “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)”.

Hitchcock noted that there was no problem in the attorney’s recommendations. Hitchcock also noted that he did not intend that the town to take care of the ravine. He added that it was his intent that the Town takes over the road and the drainage. Mike Cersosimo stated that the drainage goes into the ravine. McKeon noted that the Town will not accept the drainage beyond the right-of-way and the owners are responsible for all of the side slopes. Hitchcock noted that if the slope in the ravine fails, it would be the homeowner’s responsibility. The deeds should add, “exclusive of the ravine slopes”. All parties agreed that if there is a slope failure, that is not part of the drainage system; it is part of the ravine.

Hitchcock noted that he will make the deed revisions before the BOS meeting of January 11. Linda Skrzyniarz asked what the time line would be for the Town to take over the road. McKeon noted that a public hearing is required and the best case scenario would be three weeks from this meeting. Hitchcock offered to send a schedule notice to all the homeowners (of McKenna Way). Carrier noted that a letter of credit or bond will reviewed by the Town attorney.

FOR DISCUSSION

- **Suggestion Box**

None submitted.

- **Selectmen Minutes Review – December 28, 2016**

VanCor moved to accept the December 28 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.

- **January Postcard Mailer**

The postcards will be mailed out this week with the updated changes.

- **Quarterly Complaint Summary**

No formal complaints were filed.

- **Town Hall Annex Options**

McKeon provided three drawings of options for the Town Hall Annex. McKeon will provide drawings to be posted at the Town Offices for public viewing. The project presentation will be given on January 26 at the Town Hall following the Broadband Information Public Hearing, scheduled at 7:00 p.m.

- **Town Hall Annex Project Warrant Article**

The board suggested that the Warrant Article request \$30,000 from the Capital Reserve Fund for the purpose to develop construction documents for the purpose of the construction of the

new Town Hall Annex. This project will go out to bid for contractors. Roscoe will notify the Budget Committee of this Warrant Article.

- **Wares Grove Cottage**

The Selectboard instructed Peter Zampella to get the contractor to finish the cottage roof repairs as soon as possible. The Selectboard asked Zampella to get the materials list for the inside repairs from the contractor and for Zampella to order the materials to be delivered to the cottage. The contract for work should include a payment schedule for the contractor.

McKeon moved to expend up to \$5,100 for the purpose of purchasing material and labor for the installation of new laminate flooring in the back room of the existing house, build a wall in the back room 16 ft. long to divide the two rooms, install a 32 in. interior door into that same wall, new baseboard for that entire room, install two full view storm doors front and back of the house and wrap 8 windows on the house in white aluminum with the town purchasing the materials and having materials delivered to the cottage. VanCor seconded the motion. The motion passed unanimously.

- **Town Report Dedication**

VanCor will get information on the individual for the write up for the January 11 board meeting.

- **Local Control of Municipal Roads**

The board will review a memo written by Steve Ellis, Selectboard Chairman of Pittsburg, NH regarding controlling of public utilities on municipal roads, RSA 231:161 Procedure and a portion of the Northern Pass SEC Application. This will be scheduled for discussion at the January 11 BOS meeting. Ellis is looking for support by other NH towns.

- **Proposed Town Ordinance Changes**

Town counsel notified the board that they have the authority to adopt parking control ordinances. Counsel noted that the select board should hold a public hearing on any such proposed parking ordinance, with notice of the public hearing posted and published in a newspaper circulated in town.

OLD BUSINESS

Spofford Place: Carrier reported that he spoke with JB Mack on the Brownfields application. The Town must show progress to own the contaminated property.

Town Center Tree Committee: Stump and tree removal is complete.

Ambulance Options Committee: VanCor noted that he is expecting a vote at the January 5 meeting.

OEM Director Position: Roscoe noted that Renee Fales is willing to work with Tim Mulverhill to get him started in the position. The State, department heads and fire chiefs will be notified of the newly appointed OEM Director.

Board/Commissions Appointment: Planning Board needs more alternates.

Rescue Inc. Representative: Possibly new OEM Director.

Parking Fine Public Hearing: Charts and recommended fees from Duane Chickering.

OTHER BUSINESS

VanCor suggested that changes be made to the code enforcement job description.

Carrier noted that NHDOT will attend the January 11 Selectboard meeting to discuss the Road Safety Audit. The letter written by the BOS to NHDOT will be forward to the Keene Sentinel regarding the board Road Safety Audit recommendations.

Barbara Girs noted that the local newspaper recently printed an article on the Right-To-Know Law changes. She suggested that the agenda for nonpublic sessions list who or what is being discussed. McKeon noted that a nonpublic session may be listed as a placeholder if it is required.

Nonpublic RSA 91-A:3 II (b)

Roscoe moved to go into nonpublic per RSA 91-A:3 II (b) to discuss applications for Code Enforcement. 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.

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

Nonpublic RSA 91-A:3 II (I)

Roscoe moved to go into nonpublic per RSA 91-A:3 II (I) to discuss legal matters. 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.

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

With no other business to conduct, Roscoe moved to adjourn the meeting at 9:35 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