

**Town of Chesterfield
Board of Selectmen
MINUTES
January 25, 2017**

CALL TO ORDER

Vice Chairman Brad Roscoe called the meeting to order at 6:04 p.m. Others in attendance were Norman VanCor and Rick Carrier, Town Administrator.

Selectman Jon McKeon requested to join the meeting via Skype. McKeon was not able to attend this meeting because he couldn't get to it on time because of his location. McKeon was alone in the room during his call with the selectboard.

Roscoe moved to allow McKeon to join the meeting. VanCor seconded the motion which passed unanimously.

FOR SIGNATURE

- Manifest #4
- Selectmen Minutes –January 18, 2017
- Rescue Inc. Contract
- Correspondence NH Site Evaluation Committee
- Nine A Spofford Hall Correspondence

APPOINTMENTS

- **6:15 p.m. Steve Dumont**

Dumont was invited to the meeting to update him on the Code Enforcement position and to thank him for covering that position during its vacancy. Dumont will continue as Health Officer and Deputy Code Enforcement Officer upon the hiring the new full time code enforcement position.

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

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

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

Rodney Parsons has been hired as the Town's full time Code Enforcement officer, starting on January 31, 2017.

FOR DISCUSSION

- **Suggestion Box**

None submitted.

- **Selectmen Minutes Review – January 18, 2017**

McKeon moved to accept the January 18 meeting minutes as amended. VanCor seconded the motion, which passed unanimously.

- **Library 20th Anniversary Function**

The board will draft a letter to the Library Trustees recommending that they follow the guidelines provided by the Town's insurance carrier on serving alcohol at the 20th Anniversary function.

- **Draft Notice of Violation – Highlander Holdings**

A Notice of Violation was approved by the board for Highlander for violating the approved site plan, specifically their sign does not conform to the location indicated on the approved site drawings. The sign also exceeds the square footage allowed on the building per the Town's Zoning Ordinance.

- **Town Explorer Repair**

Board approval was given to have the transmission repaired for the Town owned Explorer at a cost of less than \$300.

- **Broadband/Town Hall Annex Hearing Set Up**

Roscoe noted that he will have the Town Hall set up for the Public Hearing on January 26. The Town Hall Annex discussion will start at 7:00 p.m. and the Broadband discussion will follow.

- **Broadband Update**

The board is working with legal counsel on legal restrictions for broadband providers for internet service. It was suggested to wait until after Town Meeting to pursue with further legal guidance.

- **McKenna Way Maintenance Bond**

The performance bond has been returned to Cersosimo and the maintenance bond is in hand for McKenna Way. A public hearing has been scheduled for February 8 at 7:00 p.m.

- **Nonconforming Abandoned Buildings**

Carrier received a call pertaining to whether a nonconforming building is able to continue its nonconforming use after one year. The property in question has been for sale since the owner discontinued the commercial business. The board reviewed the Town's Zoning Ordinances, Section 502.4 and 503.2 regarding Abandonment, Discontinuance and Destruction of any and all non-conforming uses of land, buildings or structures which have been abandoned or vacated.

The board determined that the business has been discontinued for over one year and can no longer use the property for commercial purposes because it is in a residential section. The owner has 30 days to file an appeal of the administrative decision to the Town's ZBA from the date of notification that is being sent by the board.

- **Monthly Email**

The Selectboard would like to lease the old Town Office building and are seeking proposals for the building. This will be added to the next Chesterfield Happenings email.

- **SWRPC 10 Year Transportation Plan Request**

Southwest Region Planning Commission requested that the selectboard submit transportation improvement projects that they would like to have done during the New Hampshire 2019-2028 Ten Year Plan. The board will submit their request for road repairs on Route 63 within the borders of Chesterfield on both sides Route 9.

OLD BUSINESS

Town Hall Annex RFP: Drawing options for the Town Hall Annex project will be available at the Broadband and Town Hall Annex discussion on January 26 starting at 7:00 p.m. at the Town Hall.

Old Town Office Building: A notice will go out in the Chesterfield Happenings that the board will be seeking interest of ways to use the building. The Library, Visiting Nurse Association, American Legion, Planning Board, ZBA and School Board will be contacted. A local real estate broker provided suggestions for marketing the property.

Meeting Room Window: Granite State Glass has ordered parts to repair windows in the Town Office building. They will also be replacing the strike plate on the front door.

EMP Grant Scope of Work: Discuss Scope of Work with the new OEM Director.

Parking Fine Public Hearing: Need memo from Chief Chickering by February 8.

Board/Commissions Appointment: Planning Board needs more alternates.

OTHER BUSINESS

McKeon reported that the Planning Board discussed the role of the Chesterfield Conservation Commission. The PB will have the CCC weigh in on the plans of every application as they are received. VanCor stated that he will have a draft of the CCC responsibilities for the February 8 Selectboard meeting. John Koopmann stated that he feels there are deficiencies of the wetland regulations for Chesterfield in comparison with other area towns. Planning Board Chairman James Corliss asked Koopmann to put together recommendations and alternatives.

VanCor will get quotes for the February 1 board meeting for a new conference room table for the Town Office meeting room. \$3,000 will be added to the Operating Budget for the table.

The board requested that all boards and commissions be reminded that draft meeting minutes need to be available for the public within 5 business days. Department heads will continue to be scheduled to meet with the Selectboard on a quarterly basis.

Roscoe reported that he met with the Conservation Commission to encourage them to talk with the school regarding the purchase of the property behind the school.

Carrier reported that the Lanoue complaint has been filed in the Cheshire County Superior Court.

Jeff Scott inquired as who takes responsibility for enforcing the timber harvest laws, specifically for the Rt. 63 logging currently going on and the cutting distance from the road. VanCor noted that the forester is responsible for making sure that the cutting conforms to the plan and is done properly. McKeon stated that the forester is licensed and if the cutting not done properly, the

license can be pulled. The Conservation Commission is responsible for making sure that the wetlands are not being encroached upon or tampered with. McKeon noted that most RSA's allow the towns to be more stringent on the rules than the State rules.

John Koopmann noted that there is no erosion control on the Kray property on Route 9 and requested that Code Enforcement take action. McKeon noted that the new Code Enforcement officer will be instructed go to that site to evaluate that issue.

Carrier noted that filing for declaration of candidacy must be submitted in the Town Clerk's office by February 3, 2017.

Bob Brockmann is working with designing a new logo. He presented several photographs. The board has requested that two letterhead logos be designed, one to include the Town Office building and the Town Office sign and one to include a photo of the lake.

With no other business to conduct, Roscoe moved to adjourn the meeting at 7:56 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