

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
May 17, 2017**

**CALL TO ORDER**

Vice Chairman Brad Roscoe called the meeting to order at 6:02 p.m. Also in attendance was Norman VanCor and Rick Carrier, Town Administrator. Chairman Jon McKeon arrived at 6:18 p.m.

**FOR SIGNATURE**

- Manifest #18
- Selectmen Minutes –April 26, 2017 & May 3, 2017
- Property Tax Warrant
- Solar Exemption Applications (2)
- Intent to Cut – French & Saba
- Yield Tax Certificates (7)
- Timber Tax Warrant (2)
- Raffle Permits (2) – Spofford Fire
- Cemetery Deed – Chesley
- Raffle Permits – Spofford Fire (2), Chesterfield Fire (1)
- Appointment Paper – Planning Board

**APPOINTMENTS**

- **6:15 p.m. Duane Chickering – Police Chief – Nonpublic RSA 91-A:3 II (b)**

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

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

Gerald Palmer was hired as the detective for the Chesterfield Police Department during the nonpublic session.

- **6:45 p.m. Chris Lord – Highway & Transfer Station Supervisor**

Lord noted that Windham Solid Waste will be closing at the end of June and he will be hiring NRRRA. The tipping and trucking fees will increase more than \$7,000 per year. The last quote should be available soon for the Transfer Station cameras with a central recording system in the office. The cameras will be installed by mid June. The third lane will be posted for through traffic only.

Lord will be purchasing hot top paving at \$47 per ton that will require 5,000 tons to pave nine miles of road during 2017.

The low bid tractor quote came in at \$54,240. The 75 hp tractor includes an over-the-rail mower. The board approved the purchase for the tractor and mower.

Lord reported that there have been more road issues on Bennett Road between two residences. Chief Chickering and Lord requested input from the board for putting an end to the disputes.

Water level at the lake is 9-1/4 inches from the top of the dam as of today, which is about 4 inches above the summer lake level. Lord will add another board before the weekend. The debris at the dam is being cleaned out almost every day.

- **6:45 p.m. Erik Barnes & Peter Zampella – Parks & Rec**

Barnes noted that there will be a 7 cent charge to the town for every P&R credit card transaction that will be made. Zampella submitted requirements for the job description for the lifeguard/swim instructors at the beach. Zampella noted that there is loose flashing on the cottage roof that needs repair. VanCor stated that he looked at the erosion on North Shore Beach and Wares Grove Beach with EJ Prescott. Prescott will be providing an estimate for a drainage plan. DES will be involved in the process to be sure that the lake is being protected from the erosion issue. VanCor noted that the abutter has put rip rap on his property that has rechanneled the brook directing the water flow onto the beach.

Zampella was instructed to contact the Chesterfield police to have the car towed that was left at Wares Grove Beach.

Barnes reported that a P&R Commission member that has not responded to emails or phone calls, missed several meetings and is not fulfilling duties of the commission. The selectmen will write a letter to the P&R Commission member.

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

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

*Roscoe moved to seal the nonpublic minutes. VanCor seconded the motion, which passed unanimously.*

## **FOR DISCUSSION**

- **Suggestion Box**

None submitted.

- **Public Comment**

John Koopmann noted that he understands the reasons for having the Public Comment sessions but hopes that it does not discourage the general public from attending the Selectmen's meetings. He also suggested a public comments at the end of the agenda.

- **Selectmen Minutes Review – May 3, 2017**

*Roscoe moved to approve the May 3 meeting minutes as submitted. VanCor seconded the motion, which passed unanimously.*

- **Code Enforcement Report**

The Code Enforcement report was reviewed for the weeks ending May 6 & May 13. The report included permits issued, field inspections, meetings attended and status on complaints, violations and erosion issues. The CEO will provide the board with the results from the recent inspection of Spofford Hall.

- **Tax Deeding Properties**

The board reviewed the list of properties to be tax deeded on May 25 if the 2014 property taxes are not paid.

- **Browne Limited Letter of Credit**

Browne Limited has provided a draft Letter of Credit to extend the deadline to May 31, 2018. The town attorney has reviewed and accepted the document.  
*Roscoe moved that the board accept the Letter of Credit to be issued. The motion was seconded by VanCor, which passed unanimously.*

- **Town Beaches Erosion Control**

VanCor noted that he is waiting for a proposal from EJ Prescott for erosion control at North Shore Beach and Wares Grove Beach. VanCor will provide photos at Wares Grove Beach where the river has been diverted by the adjacent property owner that has changed the course of the brook. This will be discussed at the May 24 Selectmen's meeting.

- **Selectmen's Office Coverage**

The board approved staffing for selectmen's office coverage on June 15 while Carrier and Grace attend separate workshops. Carrier will provide the board with written information for his request to add a part-time staff member to the selectmen's office.

- **Bruce Beach Revised Plan**

The board requested a copy of the recording fees shared costs for the Bruce Beach plan. Attorney Kasper will file the plan.

- **Spofford Hall Inspection Expenditures**

The board reviewed the expenses incurred for the interior inspection of Spofford Hall.

- **Reimbursable Detail Rates**

The board increased the Police Department's reimbursable detail hourly rates from \$67.00 to \$70.50, effective July 1, 2017. The rates are based on officer, administrative costs and cruiser.

- **Sale of Tax Deeded Property**

The property located at 29 Wildwood was discussed on what would be the best way to sell that property with the best interest of the town and the lake.  
*McKeon moved to put the property up for sale with the stipulation that the buyer must merge property into an abutting property. The motion was seconded by VanCor.*

Discussion: The board noted that the existing structure must be removed. State and local permits need to be adhered to in reference to that removal within one year of the purchase. The board will consult with legal counsel on the process.  
The vote was called: *The motion passed unanimously.*

- **Draft Conservation Commission Rules of Procedure**

Attorney Margaret Byrnes of NHMA noted, at the May 16 workshop held at the Town Hall, that boards and commissions should have officers to conduct their meetings. The Rules of Procedure will help establish goals for the commission of ways to help serve the town. VanCor will contact Tom Duston to set up a joint meeting between the selectmen and the CCC.

## **OLD BUSINESS**

Town Hall Annex RFP: ADA bathrooms. No additional information received.

Old Town Office Building: Waiting on demolition quotes from Hodgkins & Sons. Marvin Smart will repair the roof leak. Discuss possible interest with EDU at their next meeting.

EMP Grant Scope of Work: Waiting for information from OEM director.

Committee Memberships: Vacancies in EDC & Alternate to ZBA. John Piper will be sworn in as Planning Board alternate.

Spofford Hall: Nonpublic discussion of on-site inspection of April 27. Waiting for test results.

Bruce Beach Settlement: Nonpublic discussion.

Town Hall Rental Policy: No action.

Town Meeting Costs: No contact from the school.

Old Chairs Dispersed: Custodian will provide inventory of number of chairs left.

29 Wildwood Rd.: Closed.

- **Public Comment**

John Koopmann suggested that the board reconsider signing the Beach Plan design.

## **OTHER BUSINESS**

Roscoe noted that the NHMA course was very well attended by Chesterfield committees and board members at the town hall on May 16. Roscoe asked to be sure that the Town Clerk, Town Treasurer, Tax Collector and their assistants are all bonded.

Roscoe met with the two fire precincts on May 15 to discuss including them in the solar project. With the fire precincts information, the total yearly town kilowatt hours are 157,000 for all town owned buildings. Jeff Scott has applied for the LLC for the project.

*McKeon moved to change the power at the transfer station and town office over to Eversource. VanCor seconded the motion, which passed unanimously.*

Roscoe would like the setback information on the Stage Road property and whether the fence can be in the setback. The application deadline for this project is June 2.

McKeon reported that the Planning Board has an application for a lot line adjustment for a Namaschaug Landing property. The application has been continued to allow the applicant to have more time to plead their case with abutters. Members of the Namaschaug Association have come forward to indicate that the applicant did not have approval for the application. The PB also heard more on the Anderson LLC seasonal camps being converted to condominiums. Stipulations and changes are being discussed which will include planting of more trees and vegetation between Rt. 9A and the beach and the rain garden must be added back in. D&T and Area 51 were allowed to put in two temporary containers for two months on the site and they can only deliver materials off hours.

VanCor noted that the Spofford Fire District is in the process of developing a rental policy for the fire house. They have also put out an RFP for the heating and cooling system to replace the geo thermal system. There is a \$30,000 budget and they have bids in excess of \$45,000. The Spofford Fire District has a meeting scheduled for May 24 to discuss their options.

VanCor stated that Cemetery Commission discussed the mowing and truck usage for town purposes at their May 9 meeting and they would like to be reimbursed. Carrier noted that the cemetery employees put in their hours against the cemetery and a separate account for lawn care.

Carrier will be reviewing the nonpublic board meeting minutes to determined what will be available to the public.

**Nonpublic RSA 91-A:3 II (c)**

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

*Roscoe moved to come out of nonpublic. VanCor 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, VanCor moved to adjourn. McKeon seconded the motion, which passed unanimously. The meeting was adjourned at 10:22 p.m.*

Respectfully submitted,

Patricia Grace  
Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Roscoe

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norman W. VanCor

\_\_\_\_\_  
Date