

**Town of Chesterfield
Board of Selectmen
MINUTES
September 13, 2017**

CALL TO ORDER

Vice Chairman Brad Roscoe called the meeting to order at 6:00 p.m. Also in attendance were Norman VanCor and Rick Carrier, Town Administrator.

Absent: Jon McKeon

FOR SIGNATURE

- Manifest #37
- Selectmen Minutes – September 6, 2017
- Intent to Cut - Basso

APPOINTMENTS

• **6:15 p.m. Elaine Croteau - SWRPC**

Croteau presented a report of the Southwest Region Planning Commission activities. The grant to evaluate Spofford Lake water quality is administered by SWRPC. A door-to-door survey was conducted on September 9 using a questionnaire. Boats were also used to evaluate shoreland drainage.

SWRPC is in the process of completing an annual update to the Town's tax maps, including Master Plan updates, natural resource inventories, trail maps, etc. Members of SWRPC will meet with Wantastiquet-Monadnock Trail Coordinating Committee on October 3 to assist in addressing the overall planning needs related to the trail. SWRPC is working on a project with NHDOT and VTTrans to build a new bridge over the Connecticut River between Hinsdale and Brattleboro. Croteau submitted a formal resignation to the board as representative to the SWRPC.

• **6:30 p.m. Duane Chickering**

Police Chief Chickering and the selectmen discussed options of ways to best notify the board members of town emergencies, based upon the degree of the emergencies. Chickering gave a brief overview of various courses officers will be attending over the next few months. Chickering provided copies of the Police Equipment Capital Reserve Fund through 2028 for the board to review. The board verified that the proposed fireworks ordinance application will require the signature of the property owner and the property owner is required to be present during the fireworks display. The application is obtained through the Chesterfield Police Dept.

The Police Dept. has started a Feline Pilot Program. "Taser" was adopted for this program and is currently registered with US Service Animals. His job will be to eradicate mice and improve employee morale. All of Taser's expenses will come from officer donations.

• **7:00 p.m. Jeff Scott – Old Town Office Building**

Scott received approval from the board to put an article in the newspaper to generate potential interest in the sale or rental of the old town office building. It was noted that a variance may be required, depending on what the use of the building is going to be. Barbara Girs and Scott will create draft guidelines for how the building can be used and will present it to the selectmen.

FOR DISCUSSION

- **Suggestion Box**

A suggestion was submitted to have the town regulate outdoor furnaces. The board noted that this is regulated by the state.

A second suggestion was to check on the cars and storage container at the corner of Sugar Maple Lane and Edgar Road and the trailer that has been at that location for a number of years. Police Chief Chickering noted that the detective has been assigned to that issue and code enforcement has also been working on it.

- **Public Comment**

Jeff Scott asked if there is any recourse of action for repeat violators of the sign ordinance. The board's response is that the code enforcement officer is working on a list of violators. Scott also stated that he has requested draft meeting minutes of committee meetings and they were not available. He asked what the time frame is for having draft meeting minutes available and how he gets those minutes and agendas. Roscoe replied that posting agendas prior to a meeting is not required and draft meeting minutes should be available to the public in five business days following the meetings.

- **Selectmen Minutes Review – September 6, 2017**

VanCor moved to approve the September 6, 2017 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.

- **Code Enforcement Reports**

The Code Enforcement activity reports were reviewed for week ending September 9. The report included permits issued, field inspections, assembly reviews, complaint follow-ups and violations.

- **Town Beaches Erosion Control**

NH Dept. of Environmental Services has requested updated photos of erosion repair work that was done at the North Shore Road beach parking lot following the rain storm erosion of June 2017. Rodney Parsons will provide those photos. VanCor requested that the P&R Commission be scheduled to attend the September 20 Selectmen's meeting to discuss future plans for beach erosion.

- **Fireworks Ordinance**

Signatures required for the fireworks permits will be the health officer and the Chesterfield police department. The public hearing for the Fireworks is scheduled for September 20 at 7:00 p.m. at the town offices.

- **Department of Labor Inspection Follow-Up**

The board reviewed a letter that was received from the Dept. of Labor listing the violations found during an inspection by Inspector Olson in August pertaining to employment with the Parks & Rec. The Dept. of Labor proposed a civil fine of \$1,400 for the violations, based on the report prepared by their Inspector. Carrier has scheduled an informal conference for Carrier and Peter Zampella to meet with the Dept. of Labor on September 19. They will provide the Dept. of Labor with a report of action. As long as there were no payment irregularities, the fine is expected to be waived. Carrier stated that the inspector provided him with sample forms required for hiring. This will be on the Selectmen's agenda for September 20.

- **Jake Brakes Suggestion**

William Lambert, Administrator to NHDOT responded to citizen complaints of noise caused by Jake brakes on Rt. 63 and 9 noting that towns are allowed to incorporate messages into their gateway signs. He notes that engine brakes are a legal safety device so NHDOT does not restrict or discourage their use on state highways.

- **Local Emergency Operation Plan**

Mike Chamberlain will provide Carrier the software for the 2017 Local Emergency Operations Plan next week.

Roscoe moved to pay John Keppler the invoice amount for the Emergency Operations Plan. VanCor seconded the motion, which passed unanimously.

OLD BUSINESS

Spofford Place: Grant denied from DES. VanCor will review documents/materials/engineering reports to get history on the project of Phase I and Phase II.

Town Hall Annex RFP: ADA bathrooms, town meeting. Options: Full design/ADA bathrooms/design study.

Old Town Office Building: 2018 warrant article to demolish. Open for other options.

Committee Memberships: Vacancy in EDC and the representative to SWRPC.

Spofford Hall: Signed 155-B:2 order sent to District Court.

Bruce Beach Settlement: Chris Lord has Knox box and will get it installed.

29 Wildwood Rd.: Bids due November 2.

McKenna Way Ravine: Engineering firm found issues at the ravine.

Improve BOS Notifications: How/when to notify BOS

Review Sealed Minutes: To review sealed minutes

OTHER BUSINESS

VanCor reported on the September 9 grant meeting for the Spofford Lake water quality with 11 volunteers present. The meeting included training for the volunteers for going door to door. 110 responses were received from the questionnaire. VanCor is working with Lisa Murphy and the consultant on the contract for an intern. The intern is Meaghan Rafferty. She is required to provide 225 hours of documented work for her internship, that may carry over into January. No compensation will be involved for her work toward her internship.

Grace reported that the variance application for the solar project was withdrawn by Roscoe at the ZBA meeting of September 12. The Mattingly application at 10 Silverdale Ave. was presented by Brickstone consultants. That hearing is continued to October 10, following a site visit at 6:00 p.m. on October 10.

Roscoe reported that the Solar Committee met on September 13 to discuss the result of the ZBA meeting and financing to move forward with the solar project. The committee is working on a package for investors.

Carrier reported on the Budget Committee meeting of September 12. The Chesterfield Fire Precinct had nothing to report. The Spofford Fire Precinct reported that they now have a new heating system. The Budget Committee will be meeting with the Highway Dept., Police Department, Library and Parks & Rec. for the budget process. Dan Cotter drafted a Rules of Procedure for the Budget Committee.

- **Public Comment**

John Koopmann noted that the boat ramp signage is the responsibility of NH Fish and Game. Koopmann volunteered to contact Southwest Regional to look into the anticipated scope of work of Phase III for Spofford Place.

Koopmann suggested that a tag sale be organized as an annual town event.

Jeff Scott announced that September 16 would be the last Farmer's Market for 2017. VanCor suggest that the committee come back to the board during February 2018 to propose the event for 2018.

- **Nonpublic RSA 91-A:3 II (e) – Pending Litigation**

Roscoe moved to go into Nonpublic RSA 91-A:3 II (e) Pending Litigation. 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.

With no other business to conduct, Roscoe moved to adjourn. VanCor seconded the motion, which passed unanimously. The meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date