

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
September 6, 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.

Selectman Jon McKeon requested to join the meeting via Skype. McKeon was not able to get to the meeting on time. McKeon was alone in the room during his call with the select board.

*VanCor moved to allow McKeon to join the meeting. Roscoe seconded the motion which passed by majority vote, McKeon abstained.*

**FOR SIGNATURE**

- Manifest #35 & 36
- Selectmen Minutes – August 9, 2017 & August 23, 2017
- Intent to Cut
- Cemetery Deed - Underwood

**APPOINTMENTS**

- **6:15 p.m. Ken Walton & George Preston - Library**

Also present: Dave Smith

The board welcomed George Preston as the new library director. Walton presented the board with an estimate of repairs to the library. The library trustees' goal is to have the repair work completed before the library is painted next year.

*Roscoe moved to allow the library to spend money from the Library Building Expendable Trust Fund of up to \$3,500 for the project presented. McKeon seconded the motion, which passed unanimously.*

- **6:45 p.m. John Keppler – Emergency Operation Plan**

Keppler presented the board with a copy of the 2017 Emergency Operation Plan. Keppler will also update the Selectmen's thumb drive for the digital files. OEM Director Mike Chamberlain is confident that the soft match has been worked out for the grant. Keppler will submit the Local Emergency Operations Plan to the State.

- **7:00 p.m. Public Hearing – Highway Block Grant**

*McKeon moved to open the public hearing for the purpose of discussing anticipated funds from NHDOT. Roscoe seconded the motion, which passed unanimously.*

The Highway Block Grant Fund is set aside for Chesterfield in the amount of \$129,263.03 to be used for reconstruction or maintenance purposes. It can also be used for drainage on roads but can't be used for items that have already been budgeted. McKeon noted that there is no timeline that the funds need to be expended. There were no questions or comments from the public.

*McKeon moved to close the public hearing. Roscoe seconded the motion, which passed unanimously.*

*Roscoe moved to accept \$129,263.03 as an additional appropriation of Highway Block Grant Funds in accordance with the provisions of Senate Bill 38 per RSA 31:95-b. The funds are*

*additional grants under RSA 235:23, I to be used for highway construction, reconstruction or maintenance purposes. McKeon seconded the motion. The motion passed unanimously.*

- **7:15 p.m. Jeff Scott – Old Town Office Building**

Scott and Ron Rzasa are doing preliminary work for interested parties for possible purchase of the old town office building. McKeon noted that the town cannot put any money into the building. The building would need to be brought back into condition to meet code requirements. The board can only provide guidance. The land is not for sale. McKeon will talk with a DRED representative to see what can be done with the building. Scott offered to clean out the building. McKeon requested that Scott and Rzasa get feedback from interested parties to bring their intentions back to the board before moving forward on this project.

## **FOR DISCUSSION**

- **Suggestion Box**

1. A suggestion was submitted to put a chair at the Town Clerk's window. The board's response was that a chair placed at the window would be obstructive.
2. The writer wrote that a question was asked at the Summer Informational meeting about jake breaking on Chesterfield roads. The writer noted that the State will provide signage if the town has an ordinance for jake breaking. The board will contact DOT for more information.
3. A question was asked if a Chesterfield property owner could legally bury a personal body part or organ on their own property.

- **Public Comment**

None provided.

- **Selectmen Minutes Review – August 23, 2017**

*VanCor moved to approve the August 23 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.*

- **Code Enforcement Reports**

The Code Enforcement activity reports were reviewed for weeks ending August 26 and September 2. The reports included permits issued, field inspections, assembly reviews, complaints and violations. A report was reviewed for Area 51 for final conditional certificate of occupancy follow-up. Carrier provided Code Enforcement with documentation on the Aaron Roof decision made by the ZBA in 2015. The board has requested that the deputy code enforcement officer submit written reports and documentation to the board weekly.

- **Fireworks Ordinance - Draft**

Revisions were made to the fireworks ordinance and the fireworks permit. The application and process will be discussed with the Chesterfield police and fire chiefs, health and code enforcement officers. A public hearing will be scheduled as soon as possible.

- **Highway to Summer Cottage Information**

Recent inquiries prompted a discussion from a decision made at a Public Hearing in 2002 of the three roads not being maintained from December 10 through April 10, those roads being North Hinsdale, Bradley and Merrifield. It was determined that the roads would not be maintained during those dates.

- **Lake Drawdown**

The Spofford Lake drawdown is scheduled for Columbus Day weekend. The water level is currently 13 inches from the top of the dam. NH Fish and Game will be notified of the drawdown at least two weeks in advance.

- **Nonpublic Sealed Minutes Review**

Carrier presented a list of nonpublic sealed Selectmen's meeting minutes that were recommended to be unsealed between the dates of December 1, 2010 and December 28, 2016.

*Roscoe moved to unseal the meeting minutes as presented. VanCor seconded the motion, which passed unanimously.*

- **Town Beaches Erosion Control**

VanCor met with Ron Bell to discuss changing the drainage retention by tying in a proposed berm to an abutters elevated septic system. It was suggested that Chris Lord may be able to help locate the easements for the drainage on North Shore Road. VanCor would like to have the erosion control put in down before the winter months of either jute matting or hay waddles at both beaches.

- **Department of Labor Inspection**

The Department of Labor performed an inspection on the youth employees at Wares Grove beach this summer. A majority of the violations centered on there not being enough detail in the parental permission notes. Carrier noted that the inspector went over what we can do differently in the future to be in compliant. Carrier and Peter Zampella will provide a letter to the selectmen on how the violations are going to be addressed.

- **Liquor Store Signage**

The NH Liquor Commission provided the selectmen with a new sign design for the West Chesterfield liquor store and is also contemplating putting in a second business at that location. That business will have a separate room with a separate entry way and will carry NH products to be managed by another independent. McKeon noted that the commission must write a letter to the Planning Board informing them of their site plan amendments. The board will inform the commission of their obligations to notify the local municipalities and that a permit will be required for the changes.

- **Budget Update**

Three items listed on the budget status report, either gone over budget or anticipate going over budget for the year, are Legal Expense, General Government Buildings and Insurance Not Otherwise Allocated.

- **Damaged Tree Spofford Lake Boat Launch Update**

The tree will be removed by Chris Lane at no charge to the town.

## **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, possible options for town meeting warrant articles. 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.

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

Bruce Beach Settlement: Chris Lord has Knox box.

29 Wildwood Rd.: Sale has been advertised and abutters have been notified of the November sale.

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

## **OTHER BUSINESS**

VanCor reported that the gazebo is in place at Wares Grove. The electricity has not been connected.

VanCor reported on the Conservation Commission meeting discussion on the Rules of Procedure draft and the responsibilities of the commission members.

VanCor noted that the Highway crew worked throughout the evening of September 5 to open paths for Eversource due to storm damage on several roads. The board noted that there needs to be a better means of communication for all department heads to be notified of emergency situations.

McKeon noted that a letter is being sent to DOT regarding Jake brake restrictions.

McKeon stated that there is a silica mandate coming from OSHA that goes into effect on September 24 on gravel operations.

- **Public Comment**

Jeff Scott will request that a business plan be made available for the BOS from interested parties of the old town office building.

John Koopmann reported that Chesterfield Gorge has been closed, due to approximately 30 fallen trees during the September 5 storm.

Koopmann stated that Friends of Pisgah are interested in equipment that the Conservation Commission will no longer be using.

*With no other business to conduct, Roscoe moved to adjourn. VanCor seconded the motion, which passed unanimously. The meeting was adjourned at 8:50 p.m.*

Respectfully submitted,

Patricia Grace  
Secretary

Approved by:

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Jon P. McKeon, Chairman

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Date

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Brad Roscoe

\_\_\_\_\_  
Date

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Norman W. VanCor

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Date