

**Town of Chesterfield
Board of Selectmen
MINUTES
October 11, 2017**

CALL TO ORDER

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

FOR SIGNATURE

- Manifest #41
- Selectmen Minutes –September 27, 2017 & October 4, 2017
- Intent to Cut - Orr

APPOINTMENTS

- **6:15 p.m. Jeff Scott**

Present: Jeff Scott and Barbara Girs

Scott stated that he plans to have an article and advertising in the local newspapers on the old town offices (504 Route 9) and the Open House scheduled for October 21. Scott will approach the Economic Development Committee for funding the project. Realtors have been provided with flyers to promote the project. McKeon noted that there is one well on that property and that well also provides water to the central fire station, town offices and police department. The board will look into whether there is any documentation on the well and the septic system including any documentation on the well that pertains to an agreement of use with the fire station and Town.

FOR DISCUSSION

- **Suggestion Box**

One submission for suggestions was:

- Town pool
- More climbing stuff on school playground
- This place open on Friday

These suggestions will be taken under advisement.

- **Public Comment**

None given.

- **Selectmen Minutes Review – October 4, 2017**

McKeon moved to approve the October 4, 2017 meeting minutes as amended. VanCor seconded the motion, which passed unanimously.

- **Code Enforcement Reports**

The Code Enforcement activity reports were reviewed for the week ending October 7. The report included permits issued, field inspections, complaint follow-ups, violations and a request to conduct PFA water test for the Fire Department.

Board/committee secretaries will be requested to communicate with the CEO of progress on projects with discussion points. Those boards should include ZBA, Conservation Commission and Planning Board.

- **Budgets – Financial Administration**

The first round of budgeting for the Financial Administration is at minus 8.8%. The revenues are at \$95,400. The board discussed software being used in the Tax Collector's office. McKeon will look into the software that is available and how it can be best utilized.

The ZBA has requested that the line item for postage be increased from \$750 to \$1050 for their budget. The board will increase the postage budget to \$1,000. The ZBA will be notified of the change. There was discussion that there was a purchase of stamped envelopes in year 2016 that are still plentiful and should be utilized.

- **Spofford Lake Environmental Issues Committee Formation**

VanCor reported that John Koopmann was given charge by the Planning Board to work on the environmental issues. VanCor suggested that a committee be formed to evaluate and recommend additions or changes to the following:

- Zoning regulations
- Steep slope construction
- Shoreland protection regulations
- Boat slip regulations
- Septic system inspections
- Other business that might come before the committee

The committee shall serve under the Board of Selectmen and remain a committee for the length of time to be determined by the committee or the Board of Selectmen. Initial co-chairs of the committee shall be John Koopmann and Val Starbuck, both of which have agreed, if approval for the committee is given. Permanent chairs of the committee will be chosen by vote at the first committee meeting. As a committee of the town, meetings shall be posted, as required by the town and open to the public. Agendas and minutes will be available to the public.

VanCor noted that he has tried to promote the steep slope construction for the past three months and the CCC has rejected that idea. The Environmental Committee will be allowed to add topics for the committee. Koopmann and Starbuck would like to have a memo or letter to boards and commissions to get volunteers to serve on the committee. This will be discussed at the October 18 board meeting.

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. J.B. Mack will be attending a board meeting in a couple of weeks.

Town Hall Annex RFP: Options: Full design/ADA bathrooms/design study. McKeon will provide pricing estimates.

Old Town Office Building: 2018 warrant article to demolish. Open House is scheduled for October 21 from 10:00 a.m. to 2:00 p.m. Warrant article determined by the outcome of interest generated from the Open House and news articles.

Committee Memberships: *McKeon moved to appoint Eric Barron as an alternate to the ZBA. VanCor seconded the motion, which passed unanimously.*

Spofford Hall: Signed 155-B:2 order sent to District Court. District Court is going to wait until Superior Court makes a decision on the ZBA case.

29 Wildwood Rd.: Bids due November 2.

McKenna Way Ravine: The evaluation for the stabilization issues at the ravine have been put on hold at this time.

Review Sealed Minutes: To review sealed minutes by BOS. To be scheduled.

OTHER BUSINESS

VanCor reported on the ZBA meeting of October 10. The Mattingly variance application was for two requests were denied by unanimous vote, one for setback issues and one for coverage. The request was for the larger new two-story house to be built on a small site within side setbacks and lake front issues of the Shoreland Protection. The ZBA had a site visit just prior to the hearing. It was explained to the applicant that they could have another opportunity for a variance but it would have to be a plan with significant changes.

VanCor noted that the fire department does not feel that they have the authority for enforcement of the fireworks ordinance. The board will research the RSA's and it will be discussed at the BOS meeting on October 18.

VanCor will be meeting with Rob Hitchcock at Wares Grove on October 12 and a Fieldstone representative on October 13 to get proposals for engineering work on the erosions issues.

McKeon is working with legal counsel for non-conforming pre-existing uses of a property located on North Shore. McKeon stated that he would like to get a designer to work on septic expansion information to update the ordinance.

Carrier reported that the MS1 Summary Inventory Evaluation for utilities is complete. The utilities pay taxes on property they own within the town which include Public Service of NH, New England Power, Great River Hydro and Electro Generating.

The board discussed the taking of meeting minutes in nonpublic sessions. It was noted that nonpublic minutes are posted as "draft" and become available to the public within 72 hours of the meeting, as per RSA 91-A:3 Section III.

McKeon suggested that NHMA come to Chesterfield to hold a seminar for a mock meeting of both the ZBA and the Planning Board to provide insight to these boards and other boards.

- **Public Comment**

Jill Diesl thanked VanCor for attending the ZBA meeting on October 10 and congratulated him on his input on the Mattingly application. Diesl inquired as to what determines sealing of nonpublic meeting minutes. McKeon provided examples such as ongoing court cases, personnel, purchase or sale of real estate, welfare cases or personal finances for people who come to the board with financial issues. Sealed minutes can also designate a date when those minutes can be unsealed.

- **Nonpublic RSA 91-A:3 II (b) – Hiring**

McKeon moved to go into Nonpublic RSA 91-A:3 II (b) Hiring. VanCor seconded the motion, which passed unanimously.

McKeon moved to come out of Nonpublic. 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 8:42 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date