

**Town of Chesterfield
Board of Selectmen
MINUTES
September 27, 2017**

CALL TO ORDER

Vice Chairman Brad Roscoe called the meeting to order at 6:05 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 attend the meeting because he had employees meeting with him following the BOS meeting. McKeon was alone in the room during his call with the select board.

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

FOR SIGNATURE

- Manifest #39
- Selectmen Minutes – September 13, 2017 & September 20, 2017
- Intents to Cut (2) – Cersosimo
- SWRPC – Stormwater Inventory Request
- Bell Engineering Correspondence
- Fireworks Ordinance
- Hammett Correspondence
- Fire Warden and Deputy's Appointment
- Appointment Paper – Library Trustee Alternate

APPOINTMENTS

• **7:00 p.m. Police Chief Chickering**

Chickering reported on his discussion that took place between Richard Diesl and Tayne Rancourt regarding repairs to Bennett Road that Rancourt was hired to perform. Due to the threats of a lawsuit by Diesl, Rancourt withdrew his contract with the Warhalls to perform the repairs to the road. The BOS agreed to look into whether the town could perform the repairs to the upper portion of Bennett Road and be reimbursed for those repairs that would have been done by Rancourt. Roscoe stated that BOS contacted legal counsel and the town will be performing the repairs.

Feline Pilot Program: Chickering noted that the PD obtained the cat to take care of the mice problem. He also looked into having the cat for a distressing mechanism and to help children in a crisis that had been traumatized or having ADHT and for emotion turmoil of victims of crimes. The PD will have control over the settings of where the cat will interact with the individuals. Chickering noted that there is someone in the PD at least 20 hours each day so that cat would be left alone for only a short period of time. If an employee of the police department has an allergic reaction to the cat or there isn't 100% agreement to having the cat in the department, the cat will be given to one of the officers or a public person.

The BOS requested that they receive an update on this program by the end of October.

Chickering asked for an update on the recommendations to the State at the intersection of Rt. 9 & 63. He noted that if the lighted speed limit signs are approved, they will need to be budgeted. Roscoe requested that Carrier contact DOT for an update.

Chickering requested more information to start the bid processes for the key fobs and the security system at the town office building. The board asked to update the front door entry and the doors in the Police Dept. side. It will include the server and changing out the hardware.

The need for an additional police car was addressed in that Chickering has applied for a NH Safety Grant of \$12,000.

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

Scott reported that the committee has started the cleanup of the interior of the Old Town Office building, which the bathroom now is 95% mold free. The carpeting will be removed, once the dumpster arrives. Scott would like to get the guidelines for parameters on the building by October 4 from the board.

There will be an Open House at the Old Town Office Building on Rt. 63 in Chesterfield on Saturday, October 21 from 10 a.m. to 2:00 p.m. The town is offering the building for sale for \$1.00 to a qualified buyer.

FOR DISCUSSION

- **Suggestion Box**

1. “Why does the “farmer’s market” get to have an off premise temporary sign on town property when others can’t have a similar sign on their own property?”
Reply: The BOS allows it because the board feels there is a substantial benefit to the community.
2. “Please remove one of the two ugly caution signs/buckets from the beautiful town office entrance – Looks twice as horrible as it has to.”

- **Public Comment**

Jeff Scott reported that there are a number of parents that have their cars idling while they are waiting to pick up their children at the school in the afternoon. Scott requested that there be an idling law for environmental protection. VanCor noted that the transfer station has a sign that requests that engines be shut off.

John Koopmann has been looking into getting signs replaced in the parking area by the boat ramp to help the police in ticketing cars.

Jill Diesl noted that prohibiting idling of cars could affect elderly persons or those with health conditions.

- **Selectmen Minutes Review – September 20, 2017**

VanCor moved to approve the September 20, 2017 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.

- **Code Enforcement Reports**

The Code Enforcement activity reports were reviewed for the week ending September 23. The report included permits issued, field inspections, health issues, water issues at the school, complaint follow-ups, violations, Shoreland tree cutting, discussion of docks at 508 North Shore, concern of redirected drainage at North Shore Beach and additional dwelling units.

The board asked for more detail information on the tree cutting near Echo Cove – Shoreline site, redirected drainage at North Shore Beach and docks at 508 North Shore.

McKeon noted that in the process of the code department working with a resident on an ADU proposal to the Planning Board, the concern was brought up about the condition of the leaching field of the septic system. The homeowner, who is on the lake, had contacted him letting him know that, as a follow up of their conversation about the need an inspection, the inspection was

performed and the septic system was found to be in or near failure. McKeon noted that this example will be used for inspections on future issues similar to this one.

- **Draft Chesterfield Happenings Email**

The board requested a rewrite of the Lion's Club submittal for clarity of their events. A request was made to note that the new Fireworks Ordinance will go into effect on November 1, 2017.

- **Bennett Road Grading/Ditching Costs**

NHMA legal counsel provided the board with information for the town to perform the grading/ditching work on the upper portion of Bennett Road, with the property owner to be responsible for the costs associated for the road maintenance service for labor and materials. Chris Lord provided an estimated cost at \$1,501.50 for that work compared to the work that Joe and Diana Warhall's contractor had proposed. A written price quote for the town to perform the work was given to the Warhalls. A written agreement will be drawn up prior to the start of the work. Bennett Road will remain a Class VI road. McKeon noted that this is a one-time issue and the town will be reimbursed by the property owners. There will be no town funds spent on the rehab of the road. The board will develop a contract for the town to perform the road work.

- **Draft Emergency Notification**

Roscoe prepared a draft Emergency Notification for events, the severity of events and how personnel will be notified through the Chesterfield police chief. The selectmen activate the events to the Office of Emergency Management. Copies of the draft will be forwarded to OEM, Police Chief Chickering and Chris Lord, Road Agent via Emailing, texting and/or phone calls.

- **Library Trustees Vacancy Appointments**

A letter of recommendation was received from Ken Walton, Chairman of the Library Trustees requesting the BOS appoint Nicole Martin and Linda Skrzyniarz to the Library Board of Trustees. Martin would fill the remaining term of Karen LaRue, which expires in 2020 and Skrzyniarz would fill the remaining term of Kirsti Sandy, which expires 2019. The board is requesting that Walton provide more information for the recommendations before the October 4 BOS meeting.

- **Boards and Commissions Term Expirations**

A list of board and commission members, whose terms will expire at the end of 2017, were reviewed. Roscoe requested that the BOS be provided with the number of years that each of those individuals have served on those boards.

- **SWRPC Tax Maps Hosting**

Carrier reported that Henry Underwood, of SWRPC, has noted that they will host the town's tax maps at no cost on the town's website. This will not include the property cards.

- **Building Maintenance Plan**

The garage doors are in good condition at the highway garage and won't need to be replaced at this time. Only one Bodine heater will need to be replaced. Chief Chickering will provide security items needed for the CPD. The BOS will schedule a visit to inspect items listed on the building maintenance plan within the next few weeks.

- **McKenna Way Ravine Proposal**

DuBois & King Inc. was the only firm to submit a proposal to evaluate the slope stabilization at McKenna Way. Their fee is \$2,000 for their services. Cersosimo will be responsible for paying the fees for the evaluation services. Cersosimo will be notified of the fee.

- **Community Concerts Budget Request**

Erin Scaggs has requested funding of \$3,000 for a concert series in Chesterfield from May through September 2018. The five monthly concerts will be held on either Saturday or Sunday from approximately 4:00 p.m. to 7:00 p.m. Potential concert locations would be Roads End Farm, Chesterfield Inn and the new Gazebo at Wares Grove. The BOS will invite Scaggs to come to a meeting.

- **Spofford Lake Boat Launch/Parking Lot Ownership**

In doing research as to who has the responsibility of replacing signs at the boat launch, Carrier learned that the Spofford Lake boat launch has been owned by the Town of Chesterfield since July 31, 1962. Therefore, the town is responsible for the signage at that location. He will continue to research as to who owns the parking lot across from the boat launch area and bring back his findings at the October 4 meeting.

- **Selectboard Draft Rules of Procedure**

Rescheduled to October 5 for discussion.

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. John Koopmann will contact J.B. Mack.

Town Hall Annex RFP: ADA bathrooms, town meeting – 3 warrant articles from September 6 meeting. Options: Full design/ADA bathrooms/design study.

Old Town Office Building: 2018 warrant article to demolish. Open for other options. Open House – October 21 from 10:00 a.m. to 2:00 p.m.

Committee Memberships: Vacancy in EDC. May have someone interested in serving as representative to SWRPC. Invite interested individual to next board meeting to discuss the alternate position to ZBA. John Zannotti has been sworn into office for Alternate to ZBA.

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.

Bruce Beach Settlement: Chris Lord will install Knox box this week.

29 Wildwood Rd.: Bids due November 2.

McKenna Way Ravine: Dubois & King will evaluate the stabilization issues at the ravine.

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

OTHER BUSINESS

VanCor reported on the Conservation Commission meeting of September 25. He noted that the members have scheduled a special meeting on October 30 at 6:00 p.m. to discuss their duties and responsibilities. The CCC have invited the BOS to attend.

VanCor asked the BOS to review the Mattingly application to the ZBA before the hearing continues on October 10.

VanCor will be reviewing the Intent To Cut applications that have been submitted to get statistics over the past two years.

McKeon will provide VanCor a list of engineering firms at the October 4 meeting who that may be interested in working on the erosion issues at Wares Grove and North Shore beaches.

Carrier will check on whether the Town's insurance agency can cover the solar panels.

McKeon will be present at the October 11 BOS meeting but will not be available either in person or on line at the October 18 BOS meeting.

- **Public Comment**

Chesterfield School Principal Sharyn D'Eon expressed her interest in federal and local grant money available for the purpose of getting sidewalks in the school area for the students to get to school safely. The grant would provide 100% funding for the sidewalks and include speed limit signs and other signage.

The BOS will invite Ega Cordell to a BOS meeting to discuss details of a joint annual March Town/School meeting.

- **Nonpublic RSA 91-A:3 II (a&c) – Personnel**

Roscoe moved to go into Nonpublic RSA 91-A:3 II (a&c) Personnel. VanCor seconded the motion, which passed unanimously.

Roscoe 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 10:00 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date