

**Town of Chesterfield
Board of Selectmen
MINUTES
November 1, 2017**

CALL TO ORDER

Vice Chairman Brad Roscoe called the meeting to order at 6:02 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 because his work area had been on generator power and didn't get power back until about 4:30 p.m. There wasn't time to get to the meeting. 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 #44
- Selectmen Minutes – October 18, 2017 & October 25, 2017
- Tax Collector's Warrant – Property Tax
- Intent to Cut - Cunningham

APPOINTMENTS

• **6:15 p.m. Val Starbuck – Land Use Review Committee**

The select board approved Starbuck's draft letter and will send it to the Planning, Zoning and Conservation Commission members to announce the forming of the Land Use Review Committee. It was suggested that the committee consist of no more than seven members and two alternates and meetings will be held monthly. Starbuck noted that the committee should consist of volunteers from all areas of town of people with vested interests and be willing to work "behind the scenes". VanCor stated that the Planning Board has requested that John Koopmann handle the zoning issues as a priority.

• **6:30 p.m. Rod Parsons – Code Enforcement & Nonpublic RSA 91-A:3 II (c)**

The CE officer noted that a large portion of the CE budget will consist of a special project for advancing the digitalization of the code access program piloted in 2017. The program will include electronic storage of all photographs and documentation of all applications and inspections of the health officer. Part of the proposal will consist of the purchase of an overhead projector to be used in a meeting room for presentations. Approximately 2,000 large images could be digitalized in 2018, at a cost of \$2 per 24"x36" drawing. The total digitalization package request would be \$7,500 and would be available to Building, Zoning and Planning.

The Health Dept. has found that there are a number of properties suspect of hoarding issues. Hoarding could relate to certain mental health issues. Budgeting for contracted services would include a therapist for one hour each week for 20 weeks at a rate of \$100 per hour and used as needed. Parsons noted that in most cases, insurance will cover the cost of therapy.

The Code Enforcement office budget is up at 15.9% with going to a full year.

The BOS reviewed a letter from NHDES noting that a property on Rt. 9A was in violation for not obtaining a permit for work being done in the Protected Shoreland area in Spofford Lake. The contractor and property owner were notified of the violation.

Parsons noted that there are 30 docks in the outlet (channel) that hold 70 slips and there isn't any portable potty.

Parsons reported that the Airstream trailer, dump truck, box trailer, boat and carport have been removed from 880 Rt. 9. An Amish shed remains on that property. The next condition is that a septic plan be designed for the Kray property and that the driveway does not pass jurisdiction of wetland. If the septic plan design goes to the State, it will not be approved for any live-in quarters and primary residence not be allowed. McKeon stated that the property owner will need to get a variance from ZBA in that an accessory building is not allowed without a main building. As of today, the tenant cannot be living on this property.

Parsons requested an update for an erosion control plan for Wares Grove and North Shore Beach and plans for construction issues at both beaches. Parsons noted that the Wildwood property is considered hazardous building.

An inspection is scheduled by CE and the fire department for the number of apartments that were reported in one building on Rt. 9. That property is only allowed to have two apartments.

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

McKeon 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.

- **7:15 p.m. Peter Zampella – Parks & Rec**

Zampella stated that the most current Capital Improvement schedule was done by the previous director in 2015. Roscoe noted that the big ticket items will come out of the Capital Reserve Fund with a cut off number of \$5,000 whether it comes from the operating budget or capital maintenance.

Zampella stated that Erin Scaggs will be performing a concert series program at Wares Grove next summer at the gazebo. He noted that some of the funds will come from the P&R budget. The soccer program will be wrapping up that program by November 2. The Chess Club will start on November 9 at the library at 7:00 p.m. Basketball season normally starts in March. The school currently has a ski program. It was suggested that a Nordic ski program be set up to ski through Friedsam Forest and other locations around town. VanCor noted that the BOS is trying to get a proposal for a long term solution on beach erosion.

VanCor asked Zampella to monitor the erosion at North Shore Beach and to get replacement fencing from the Highway Dept. The PD was called after the doors were left open at North Shore Beach and there had been a fire on the beach.

Zampella stated that he will be working at Mount Snow on Saturdays and Sundays this winter. It was suggested that more activities be scheduled for senior residents, i.e. bingo with prizes, bridge and cribbage.

FOR DISCUSSION

- **Suggestion Box**

A suggestion was made to move the agenda item "Rules of Procedure" to the end of the meeting, prior to nonpublic.

- **Public Comment**

Artwork at Town Offices

The board approved Barbara Girs requested to hang artwork in the town office building of art done by the Chesterfield School 3rd grade class. Pictures will only be hung in place of artwork that is currently being displayed.

Former Town Office Building

Cliff Emery noted that he was in favor of demolishing the former town office building and felt that a bandstand should be put in its place to hold events such as concerts, farmers markets and school events. Also in favor of removing the building was Fred Szmit and Bob Johnson.

Jeff Scott noted that it would cost a lot more money to take it down than it would be for someone to make it usable. He invited anyone to attend a walk thru of the former town office building on November 4 from 1:00 p.m. to 3:00 p.m.

Lorraine Scrivani had concerns as to why the town would be responsible for the ground maintenance, the well and septic if the old town office building were sold or leased. Roscoe gave a brief overview of discussions during BOS meetings on what should be done regarding the building or find a viable option for the use of the building. If no options are found, funding for demolition will be a warrant article at the town meeting. He noted that the land would not be included in the sale/lease of the building. He also noted that the shared well on that property supplies water to the former and present town offices and the Chesterfield Fire Station. McKeon noted that the volume of water usage will be monitored by a restriction on the lease or sale agreement. McKeon also noted that homes built prior to 1978 contain lead paint. He noted that the two places where asbestos is found in the caulking on the roof and in the putty on the exterior of the windows. The alteration of the structure would be determined by what the floor load will be and what the use of the building is going to be, including elevator installation. McKeon stated that it shouldn't cost \$100,000 to bring that building up to code.

Joe Scrivani asked what recourse of action citizens can take to have the BOS wait until Town meeting if someone wants to buy or lease the old town office. McKeon has sent a request to NHMA legal but hasn't received a response yet. Roscoe noted that the BOS is soliciting options at this time.

Bob Del Sesto requested a time period to get a petition in for a warrant article submitted for the town meeting. Barbara Girs noted that February 6 is the deadline to submit the petition. McKeon noted that the stipulations and negotiations are a lengthy process. Roscoe noted that the BOS may withdraw the warrant article, if a promising offer is suggested. Cynthia Keys requested clarification on whether it would cost \$400,000 to bring the building up to code. Roscoe replied that it would depend on what the use would be for the building.

- **Selectmen Minutes Review – October 25, 2017**

Roscoe moved to approve the October 25, 2017 meeting minutes as amended. VanCor seconded the motion, which passed unanimously.

- **Code Enforcement Reports**

The Code Enforcement activity report was reviewed for the week ending October 28. The report included permits issued, field inspections, violations, complaint follow ups and Life Safety Inspection at Chesterfield School.

- **Budgets – Health Officer, Code Enforcement & Personnel Admin**

Personnel Administration: Health Insurance	Budget \$220,800
Life Insurance/Disability	Budget \$ 7,650
Dental Insurance	Budget \$ 19,800
Total Pers. Admin: Up 2.4%	

- **Gateway Preserve Condo Bond Inspection**

The BOS are in the process of hiring an engineering firm to perform the inspection for the bond at Gateway Drive.

- **Town Office Pump Alarm**

The sump pump in the town office building will be properly labeled to enable quicker identification of future alarm problems. The current sump pump was installed in 2012.

- **Wesfield Payment Correspondence**

Wesfield Construction owner requested a retaining fee for construction on the town office building. A letter is being drafted to the contractor on issues with the building that were never corrected by Wesfield. Many of those issues have been resolved by the hiring of other contractors at the expense of the town.

- **Boards/Committees Memberships**

Postponed until November 8.

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

A \$300 civil penalty fine has been paid for employee issues at Wares Grove.

- **Historical Society Building Painting and Repair Estimate**

McKeon will get the square footage measurements for the exterior paintable surfaces for budgeting purposes.

- **Selectboard Rules of Procedure Draft**

Postponed to November 8.

- **Chesterfield Zoning & Regulations Committee**

Discussed earlier in this meeting.

OLD BUSINESS

Spofford Place: J.B. Mack provided the BOS background info on the project. BOS discussed hiring environmental legal counsel for liability issues.

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

Old Town Office Building: 2018 warrant article to demolish. Warrant article determined by the outcome of interest generated from the Open House and news articles.

Committee Memberships: Vacancies in EDC & CCC.

Committee/Board Term Expirations: To reappoint or replace members November 8.

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

29 Wildwood Rd.: Bids due November 2.

McKenna Way Ravine: Evaluation for the stabilization issues on hold at this time – Mike Cersosimo will be contacted to have this addressed for moving forward. Town will hire independent engineer within two weeks to address issues.

Review Sealed Minutes: To review sealed minutes by BOS in November.

Old Town Office Files: Chris Lord will get them onto a shelving unit before Thanksgiving.

Library Warrant Article RSA 202-A11-a: Public hearing to be held in February.

NHMA Workshop: Waiting for response from Steve Buckley at NHMA for workshop in Chesterfield.

Beach Erosion: Will have proposal from Fieldstone in November.

Moorings Petition: McKeon to write draft petition.

OTHER BUSINESS

VanCor noted that the Chesterfield Conservation Commission would like to continue their discussion with the BOS on changes at their work session on November 27 at 6:00 p.m. The tool trailer is being stored at the transfer station for the winter.

VanCor reported that he and Grace attended a mini course on Excavation and Timber Tax on October 31. He noted that the BOS may want to be more involved in the processes and the steps that are required.

McKeon noted that the Solar group is not under the direction or guidance of the BOS. The Solar group provides information to the BOS for the board to understand what could be going on. The BOS are looking ahead, in case this project comes together for the town will be in a position to have the property available for the project. Roscoe reported that the avenues being addressed for the Solar group are grant writing, getting investors and developing the plot plan for the site. A survey will need to be done to determine the boundary lines.

Roscoe attended a hearing for Senate Bill 170 for broadband improvements. He noted that Comcast and Fairpoint are in favor of the bill. The bill passed through the committee. Roscoe stated that a property owner is considering a request for tax abatement if broadband does not improve where his property is located.

• Public Comment

Jeff Scott thanked the BOS for their support on the former town office building.

• 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.

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

With no other business to conduct, the meeting was adjourned at 9:44 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date