

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
November 8, 2017**

**CALL TO ORDER**

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

McKeon opened the meeting by welcoming those in attendance and explained the process of the meeting.

**FOR SIGNATURE**

- Manifest #45
- Selectmen Minutes –October 25, 2017 & November 1, 2017
- Cemetery Deed – Underwood

**APPOINTMENTS**

• **6:15 p.m. Michael Chamberlin – OEM Director**

Chamberlin reported that it took about four days to get power back on in all locations of town following a recent storm. He noted that communications went well between the State, power companies, police and the OEM office during the recovery process. Chamberlin noted that emergency food stored in the town office building will need to be replaced. He is also working with the State on a river gauge project for flooding issues for our area at the Connecticut River. He is also working with a tabletop exercise program with the school in case of an active shooter incidence. He will be working with a resident from Spofford this fall and winter for setting up rescue for livestock and pets.

• **6:45 p.m. Christine Dufresne – Committee Volunteer**

Dufresne expressed her interest in serving on a committee for the town. She has agreed to attend the next Economic Development Committee meeting to get more knowledge on the goals of that committee.

• **7:00 p.m. Lynne Borofsky – Conservation Commission**

Borofsky reported on an 11.65 acre parcel in the Old Swanzey and Stone Mill Road area that is being sold with a proposal to the Monadnock Conservancy. The Conservancy has a buyer that is prepared to purchase the land for conservation that would be gifted to the town if the Town of Chesterfield would become the land owner. The selectmen must approve the gift for the town. She noted that this property is an important piece of land for helping to connect the conservation corridor through Chesterfield.

The board requested a written summary from Borofsky of the process being proposed. The BOS will get legal counsel to provide what the process for the town would be to accept the gift of the land.

*Roscoe moved to accept the proposal, subject to fulfilling the process per RSA 41:14A. The motion was seconded by VanCor, which passed unanimously.*

The BOS will schedule a meeting with the Planning Board for November 20 to address the transaction.

## FOR DISCUSSION

- **Suggestion Box**

None submitted.

- **Public Comment**

Barbara Girs requested information on changes being made to the Draft of the Selectmen's Rules of Procedure.

McKeon reported to Joe Scrivani that the board received information from legal counsel in that the board must follow RSA 41:14A for selling town owned real estate. Scrivani noted that he didn't feel that the board could be stopped in selling the former town office building. McKeon stated that a petition could be presented at the end of the process.

Jeff Scott asked what the penalty for the continued violation of a sign ordinance and at what point is action taken. McKeon noted that a penalty per RSA is followed and stated that the board is working with Code Enforcement on the getting those issues resolved. Scott suggested that building permit renewals fees be the same as the when the permit was first applied. No action taken by the board.

- **Selectmen Minutes Review – November 1, 2017**

*VanCor moved to approve the November 1, 2017 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.*

- **Code Enforcement Reports**

The Code Enforcement activity report was reviewed for the week ending November 4. The report included permits issued, field inspections, violations and complaint follow ups. The Board anticipates for next week follow up on the three items with due dates ending on or before November 6, 2017.

- **Wildwood Road Tax Sale Bid Opening**

A bid was opened for 29 Wildwood Road, Map 5C Lots A7 and B7 from Steven Perrin and Tracy Binet-Perrin of 31 Wildwood Road in the amount of \$5,001, with a check enclosed in the amount of \$1,000 to cover the initial deposit. Perrin's letter indicated that he has read and understands that special conditions must be met for the conveyance of this property.

*McKeon moved to accept the bid of \$5,001 for property stated in the bid. Roscoe seconded the motion.*

Discussion: Carrier noted that at the March 8, 1994 Town Meeting, the voters voted, "To indefinitely authorize the Selectmen to convey any real estate acquired by the town through the Tax Collector's deed. Such conveyance shall be by deed following a public auction, or the property may be sold by advertised sealed bids, or may be otherwise disposed of as justice may require, pursuant to RSA 80:42 and RSA 80:80, or act in any way related thereto until rescinded."

McKeon noted that it was the intent of the board to make the property safe and viable. It brings the property back on the tax rolls, brings it down to one lot and keeps the density down around the lake. The sale would satisfy the goals of the Board.

The vote was called: *Roscoe: Yes; VanCor: Yes; McKeon: Yes. Motion passed unanimously.* A purchase and sales agreement will be prepared and the closing will be set up with the town attorney.

- **Tax Deeding Properties Sale**

The board will seek an interpretation from town counsel of what is the defining piece for selling town owned real estate, physical asset and town owned personal property.

- **Town Buildings Snow Removal**

The board approved a quote from Mitchell Construction for snow removal of town buildings for the 2017/2018 season. Mitchell will provide the equipment for the snow removal.

- **Town Hall Annex Warrant Articles**

McKeon provided three warrant articles with dollar amounts for the Town Hall Annex. The warrant articles would be for the following:

- Tear down the existing structure and replace it - \$415,000
- Reconfigure restrooms, making them ADA compliant with a ramp to the stage - \$50,000
- A design study for future construction of the Town Hall Annex - \$30,000

- **Employee Holiday Luncheon**

The holiday luncheon for the town employees is scheduled for December 13 from Noon to 1:00 p.m. at the Town Offices.

- **Atherton Hill Road Development Bonds**

A single family home has been completed and will be receiving a certificate of occupancy soon that is part of the Browne Limited development on Atherton Hill Road. The Road Agent has verified that there is no construction damage to the road. This should satisfy the Planning Board of a bond release for the restrictive covenants and the cistern that the town holds from Browne Limited with both items being approved.

*McKeon moved to release the two bonds that are being held from Browne Limited Partnership and Alotek upon the issuance of the Certificate of Occupancy. Roscoe seconded the motion, which passed unanimously.*

- **Boards/Committees Memberships**

To be postponed to November 29.

- **Fieldstone Beach Erosion Study Proposal**

The board reviewed a study proposal from Fieldstone Land Consultants for surveying, environmental and engineering services for design and permitting associated with waterfront erosion for Wares Grove and North Shore Beach. The board will seek more proposals for this project.

- **Fieldstone Proposal – Gateway Condos**

The developer of Gateway will be contacted to let him know that Fieldstone will review the status of Gateway development.

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

The board will put the job out to bid in late winter for painting and repairs required on the Historical Society building.

- **Selectboard Rules of Procedure Draft**

The board completed their changes to the draft Rules of Procedure.

## **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 29.

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

29 Wildwood Rd.: Bids were due November 2. One bid was received and awarded to Steven Perrin and Tracy Binet-Perrin. See notes above.

McKenna Way Ravine: Carrier met with Mike Cersosimo on November 8. Cersosimo noted that the bond is a performance bond and not a maintenance bond and he didn't feel that there was an urgency (to hire an independent engineer for the ravine stabilization issues). He stated that the bond was just renewed. To be scheduled for BOS discussion on November 15 agenda.

Review Sealed Minutes: Nonpublic sealed minutes to be reviewed by BOS on November 18 at the town offices.

Old Town Office Files: Chris Lord will get the old files 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: Proposal was received from Fieldstone. The project will be put out to bid in late winter.

Moorings Petition: McKeon to write draft petition.

## **OTHER BUSINESS**

VanCor reported on the November 7 Lions Club meeting. The Grand Opening on the gazebo at Wares Grove will be held in the spring. The Lions Club is having a sign designed for the gazebo. Flag requests need to be submitted by the Lions Club to the board before purchases are made.

McKeon reported that the Planning Board had a public hearing on November 6 to work on Land Use amendment changes.

Roscoe noted that the assessor did not tour his home while doing the inspection of Roscoe's home recently. The assessor will be invited to a board meeting to explain the inspection process.

Carrier noted that he attended a recent webinar on IRS reporting.

- **Public Comment**

Joe Scrivani inquired as to whether the board has rescinded the motion that was passed in April to address the old town office. McKeon replied that the motion is still holding.

Jeff Scott reported that the automatic door opener is not working at the Town Office building. Carrier noted that there is a problem with the front door and the Police Dept. personnel have been working on the key pad. A contractor will be scheduled to make the repairs.

Jeff Scott reported that there was a good turnout at the second Open House for the former town office building with some new people attending.

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

*Roscoe moved to go into Nonpublic RSA 91-A:3 II (b) Hiring. 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.*

- **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 9:40 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

\_\_\_\_\_  
Norman W. VanCor

\_\_\_\_\_  
Date