

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
December 13, 2017**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:02 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 requested that they raise their hand for questions or comments.

**FOR SIGNATURE**

- Manifest #50
- Selectmen Minutes – November 29, 2017
- Appointment Paper - CCC

**APPOINTMENTS**

• **6:15 p.m. Elizabeth Benjamin – Tax Collector**

The report from town auditors Vachon Clukay & Company was discussed with Benjamin of their concerns for procedures to be in compliant with State law. McKeon suggested that Benjamin work with a BMSI representative on ways to improve the process by using computer programs that are available.

Benjamin asked that the old town records be brought upstairs in the current Town Office. McKeon noted that this will be done next week.

• **6:30 p.m. Joe Hanzalik – Volunteer ZBA**

Hanzalik postponed his appointment for this meeting.

• **7:30 p.m. Rick Cooper – Chesterfield Fire & Rescue Precinct**

Present: Rick Cooper and Bart Bevis

Cooper noted that the generator location needs to be determined at the Center Fire Station. Cooper suggested that it be placed at the northwest end of the building and to use propane as the source of fuel to run the generator. Cooper will get pricing for the 50% grant for the project.

**FOR DISCUSSION**

• **Suggestion Box**

None submitted.

• **Public Comment**

John Koopmann felt that the COLA increase for the employees could be set higher than it normally has been to show appreciation to employees.

The Board noted that they did not require any further information, at this time, from the first applicant who made an offer on the former town office building.

Ken Walton, Library Trustee, notified the Board that he and Jim Stoff will not be serving another term as trustees. Walton also noted that Kirsty Sandy and Karen LaRue have resigned and requested that the Board get replacements to finish their terms.

- **Selectmen Minutes Review – December 6, 2017**

*Roscoe moved to approve the December 6, 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 December 9. The report included permits issued, field inspections, violations, request for water testing and assembly review.

- **Town Meeting Veterans' Credit Estimate**

VanCor will call the Veterans Administration to get an estimate of how many veterans are in Chesterfield to determine how this credit would affect the town, should this petition pass at Town meeting.

- **Stage Road Town-Property Testing**

Technology in 1992 has changed very little to detect gasoline components in soil. Testing was done several times over a period of time and the soil was turned and aerated. DES provided a final report to the Town that declared the soil contaminants to be below allowable limits and closed the file. The Board determined not to have the soil retested.

- **Proposed Solar Project Warrant Articles**

The draft articles was reviewed and amended.

- **Town Hall Alarm Procedure**

The Board was provided with alarm procedures at the Town Hall. Chris Lord will respond to the alarms.

- **Revaluation Property Interior Inspections**

M&N Assessing Services provided the list of properties that they say had interiors inspected. The BOS split up names on the list to randomly call to inquire as to the extent of inspections provided.

- **Hamilton Fund Process**

*McKeon moved to increase the Hamilton Fund gift to \$25 for the 13 recipients. Roscoe seconded the motion, which passed unanimously.*

- **Boards/Committees Appreciation**

A list of board and committee members contact information will be gathered to invite them to the Lion's Club Pancake Breakfast on February 4, 2018 at the Chesterfield School in appreciation for their service to the Town.

- **Chesterfield Happenings Responsibility**

An email list of those receiving the Chesterfield Happenings will be send to Pat Grace. She will work with McKeon for the newsletter to continue.

- **Budget – Executive, One Line Items Budget**

An adjustment will be made to the secretary line item up to \$4,000 to include another secretary to help in the BOS office for the next twelve weeks. The Miscellaneous Health budget line is down 12.1% from last year. Total One Line Budgets is up 9.6% and Total Operating Budget is up 2.0%. More information is needed from the Lion's Club on the \$550 request for flag replacement.

Carrier noted any changes or additions to the budget gets communicated to Tricia Lachenal. Lachenal will complete the draft warrant and DRA data entry of the warrant by the middle of next week.

- **Town Hall Annex Warrant Articles**

Three TH annex warrant draft articles were reviewed. The warrant article will require a paper ballot for a two-thirds vote to pass.

- **End of Year Vacation Time Carryover**

The Board approved the carryover of any vacation for Lachenal and Grace of their unused vacation before the end of 2017, with their additional duties of the upcoming departure of the town administrator.

- **Meeting with Town Attorney**

The Board will meet with legal counsel on January 17 for mediation.

- **Board/Committee Memberships**

Amy LaFontaine has noted that she will continue as recording secretary of the CCC but will not serve another term as a member to that committee. Thank you to Burt Riendeau and Harriet Davenport for the long service on the ZBA.

- **NHMA Town-Hosted Workshop Ideas**

The ZBA and Planning Board will be provided with suggested items and will be asked that they add any topics that they may want to be discussed at the workshop.

- **Outline of Scope of Work – Town Beaches**

The civil engineering firm of Fuss & O'Neill provided a scope of work outline for Wares Beach and North Shore Beach for the erosion issues. They are scheduled to meet with the Board at the December 20 meeting. There will be a warrant article to have the work done.

## **OLD BUSINESS**

Town Hall Annex RFP: There will be three warrant articles to be presented at Town meeting.

Old Town Office Building: 2018 warrant article to demolish. There is a petition being circulated to demolish the building.

Committee Memberships: Vacancies in EDC & CCC. There is a potential EDC member that will be introduced at their next meeting.

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

29 Wildwood Rd.: A Purchase and Sales Agreement should be ready by the end of this week.

McKenna Way Ravine: Wait until spring.

Old Town Office Files: Old files have been moved to the Town Office building and will be moved to a location on the first floor.

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

NHMA Workshop: NHMA will be working on ZBA/Planning Board training for Chesterfield boards. McKeon will find out what can be offered.

Beach Erosion: Civil Engineer Fuss & O'Neill (Brian Vincent) is scheduled for the December 20 BOS meeting for their presentation to the Board.

Moorings Petition: McKeon to write draft petition. Will get input from SLA.

Invite Attorney Waugh/Fillmore to Meeting: Legal counsel will be scheduled to meet with the Board in January.

## **OTHER BUSINESS**

Roscoe noted that the Solar meeting was held on December 7 at the Town Hall. Roscoe stated that the problems with the website last week was caused by the anonymous email implementation on the police department website which allowed it to be hacked. The town office is on the same server as the police department. The resolution is to split the service between the town offices and the police department. The software is being updated and the errors are being corrected.

Roscoe attended a meeting in Keene presented by USDA on loans, grants and broadband.

McKeon reported that the ZBA had a quorum at their meeting on December 12. The Jenness variance applicant had requested a postponement on their hearing until January 9.

Carrier reported that there have been two zoning petitions that have been submitted; one was for rezoning property on Rt. 9 in Spofford where Enchanted Bakery is located from residential to commercial. Another petition was submitted by the Historical Society to add "museum" as an item on the ordinance for zoning/residential.

Town legal counsel has requested that notices be sent to abutters of the Fletcher property on Rt. 9 for the ZBA to gather more evidence and testimony at the January 9 meeting in regards to abandonment of that property being used as a truck terminal. The ZBA denied the application of Xpress Natural Gas earlier this year.

### **• Public Comment**

Jeff Scott inquired about the meeting room table replacement. VanCor is looking into purchasing a table from State surplus.

### **• Nonpublic RSA 91-A:3 II (d) – Sale of Real Property**

*McKeon moved to go into Nonpublic RSA 91-A:3 II (d) for sale of real estate property. The motion was seconded by Roscoe, 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.*

*Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes*

### **• Nonpublic RSA 91-A:3 II (e)**

*Roscoe moved to go into Nonpublic RSA 91-A:3 II (e) for sale of real estate property. The motion was seconded by VanCor, 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.*

*Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes*

- **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*

*Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes*

*Roscoe moved to seal the Nonpublic minutes. VanCor seconded the motion.*

*Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes*

With no other business to conduct, the meeting was adjourned at 11:13 p.m.

Respectfully submitted,

Patricia Grace  
Secretary

Approved by:

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Jon P. McKeon, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Roscoe

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date