

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
December 6, 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 #49
- Selectmen Minutes – November 15, 2017
- Encumbered Warrant Article #23
- Town Office Building Security System Contract
- Eversource Pole License
- Appointment Papers
- Forest Fire Bill

**APPOINTMENTS**

• **6:15 p.m. Bruce Jacobs – CCC Volunteer**

The board met with Bruce Jacobs to discuss his interest in serving on the Chesterfield Conservation Commission as an alternate. He attended a prior CCC meeting in November. Jacobs background includes a 30-year career as a professional forester, has served on the Barnstead Conservation Commission, Board of Advisers for the New England Forestry Foundation and the Board of Directors of the Belknap Range Conservation Coalition.

• **6:30 p.m. Rick Cooper - Cistern**

Present: Rick Cooper and Steve Dumont

Cooper noted that it is undetermined how many gallons will be required, at this point, to determine the size of the pump, tank and the backup power required for coverage for the cistern. It is estimated that the cost to install the system will be approximately \$300,000. Dumont suggested that an engineer be hired to make the determination for what is needed. The location of the cistern is yet to be determined. Cooper stated that he and the OEM director are working on a grant to use the Chesterfield Fire Station as a shelter in case of a disaster.

• **7:00 p.m. Library Trustees – Budget Final**

Present: Ken Walton and George Preston

The updated budget is up 19.2% for the library from 2017. Preston has offered a grant to People's United for this fiscal year for new library computers and software but they wouldn't be able to provide the information until January for the \$11,000.

Preston announced that new library hours will be scheduled from Monday through Thursday from 11:00 a.m. to 7:00 p.m. and Saturday from 9:00 a.m. to noon starting on January 1, 2018.

## **FOR DISCUSSION**

- **Suggestion Box**

None submitted.

- **Public Comment**

John Koopmann was informed by the Board that the new committee (CLURC) is being directed by the selectmen and will require that minutes be taken at the meeting and meetings need to be posted. The committee will be meeting on December 19 at 6:30 p.m. at the Town Offices.

*McKeon moved to go into Nonpublic RSA 91-A:3 II (d)*

*Roscoe seconded the motion.*

*Vote called: VanCor – Yes; Roscoe – Yes; McKeon - Yes*

*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*

- **Selectmen Minutes Review – November 29, 2017**

*Roscoe moved to approve the November 29, 2017 meeting minutes as amended. VanCor seconded the motion, which passed unanimously.*

- **Code Enforcement Report**

The Code Enforcement activity report was reviewed for the weeks ending November 18 and 25. The report included permits issued, health inspection, violations and complaints.

- **Town Meeting Petition**

A petition was signed by 28 registered voters and submitted to the Selectmen's Office for All Veteran property tax credit to be voted on at town meeting. VanCor noted that he will contact the Veterans Administration to get a rough idea of how many veterans there are in New Hampshire per 1,000 residents. This will be further discussed at the December 13 Selectmen's meeting.

- **2018 Motor Vehicle Revenue Projection**

As of October 31, 2017 the town clerk took in \$651,000 in motor vehicle revenue. Through October 31, 2016 the town clerk took in \$605,000. For the year 2016 the town clerk took in a total of \$768,000 in motor vehicle revenue. This would estimate the town clerk motor vehicle revenue for 2017 to be over \$800,000 this year.

- **Town Office/Town Hall Alarm System**

Duane Chickering is the first person called by SWNH Fire Mutual Aid for an alarm problem or low temperature alerts for the Town Office alarm and Kevin White is the second person called. Chris Lord will be the first person and VanCor will be called second for the Town Hall alarms.

- **Town Report Dedication**

A decision will be made by the end of January for the dedication.

- **Restoration of Involuntarily Merged Lots – Iris/Youst**

NHMA legal counsel advised the Board that RSA 674:39-aa allows two lots to be returned to their premerger status and once they are returned to premerger status, the lots are subject to current zoning and land use regulations.

*Roscoe moved that Map 20 Lot H5 be returned to premerger status per RSA 674:39-aa. McKeon seconded the motion, which passed unanimously.*

- **Budget – Executive, Misc. Health Agencies**

The Board will discuss the Town Administrator's and Selectmen's secretary salaries in nonpublic. Carrier noted that an additional computer and software of \$1,000 has been added to the budget. There will be a warrant article of \$4,500 for a town office copier. Two new accounts are Hundred Nights and MCVP Crisis & Prevention will be added under the health agencies.

- **County commissioners 2018 Proposed Budget**

The proposed budget by the Cheshire County Board of Commissioners is to increase taxes by 16.13% for 2018.

- **Former Town Office Building Offer**

An offer to purchase the former Town Office building was received on November 20 that included a \$1 bill with the proposal.

- **Board/Committee Memberships**

*McKeon moved to appoint Bruce Jacobs to the alternate position on the Chesterfield Conservation Commission. Roscoe seconded the motion, which passed unanimously.*

VanCor will suggest to the CCC that they change the number of alternates from three to five. Joe Hanzalik has expressed an interest in serving as an alternate to the ZBA. The Planning Board will be notified of the memberships. Don Brehm has agreed to serve on the EDC another term, as has Jon Starbuck.

A notice will go out to department heads and committee chairpersons to notify them of Carrier's departure as Town Administrator.

- **Zoning Board Alternate**

Joe Hanzalik has expressed an interest in serving as an alternate to the ZBA.

- **Employee Luncheon**

VanCor and Roscoe have offered to help set up the meeting room for the annual Employee Holiday Luncheon on December 13.

- **NHMA Town-Hosted Workshop Ideas**

McKeon provided ideas for NHMA to host a two-hour workshop for the ZBA and PB members. This will be discussed further at the December 13 Selectmen's meeting.

## **OLD BUSINESS**

Town Hall Annex RFP: Options: Full design/ADA bathrooms/design study. Prices have been made available for three warrant articles.

Old Town Office Building: 2018 warrant article to demolish.

Committee Memberships: Vacancies in EDC.

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

29 Wildwood Rd.: Legal is working on a Purchase and Sales Agreement.

McKenna Way Ravine: No update.

Old Town Office Files: Old files cabinets still in old Town Office building.

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. To be discussed on December 13.

Beach Erosion: Fuss & O'Neill will provide a proposal by December 20.

Moorings Petition: McKeon to write draft petition. Will get input from SLA and residents around the lake. No update at this time.

Invite Atty. Waugh/Fillmore to meeting: Free consultation to be scheduled for January by 4:30 p.m. before a BOS meeting.

## **OTHER BUSINESS**

McKeon reported that an applicant came to the Planning Board seeking to change the zoning from residential to commercial for property that she owns on Route 9. The applicant was advised to submit a petition for a warrant article by December 13.

Another applicant for a Route 9 property is planning on purchasing a strip of land abutting his property which will require him to submit a new site plan to the Planning Board.

McKeon reported that a resident has offered to use his commercial drone for town projects.

Roscoe reported that the Solar Committee will hold their hearing on December 7 at the Town Hall at 7:00 p.m.

It was noted that it is the responsibility of the Lion's Club to contact Eversource for their approval for putting flags on poles owned by Eversource. It was suggested that the town offer all board and commission members to attend their annual Lion's Club Pancake Breakfast in appreciation for their service to the town. The breakfast is scheduled for the end of February. The Lion's Club is also getting prices for a sand wheelchair as a contribution to Wares Grove for the gazebo ramp.

McKeon encourages all board members to attend training seminars being offered.

- **Public Comment**

Jeff Scott received Board approval to put weights on the vent louvers are being opened by the wind at the Town Hall.

- **Nonpublic RSA 91-A:3 II (e) – Pending Litigation**

*VanCor moved to go into Nonpublic RSA 91-A:3 II (e) Pending litigation*

*Roscoe seconded the motion.*

*Vote called: VanCor – Yes; Roscoe – Yes; McKeon - Yes*

*Roscoe moved to come out of Nonpublic. VanCor seconded the motion*

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

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

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

*Vote called: VanCor – Yes; Roscoe – Yes; McKeon - Yes*

*Roscoe moved to come out of Nonpublic. VanCor seconded the motion*

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

With no other business to conduct, the meeting was adjourned at 10:55 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