

**Town of Chesterfield
Board of Selectmen
MINUTES
November 29, 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. 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.

It was noted that the new Rules of Procedure limits the appointments to 15 minutes.

FOR SIGNATURE

- Manifest #48
- Selectmen Minutes – November 8, 2017
- Yield Tax Certification - Basso
- Timber Tax Warrant
- Intent to Cut – Feiker
- Rules of Procedure
- Payroll Change Notice - Highway

APPOINTMENTS

• **6:15 p.m. Dave Marazoff – Assessor**

Roscoe stated that one service that was required of M&N Assessing Services was to perform interior inspections of the properties for nonconforming uses and to identify improvements to the properties. Two board members reported to Marazoff that their properties were not inspected on the inside while the inspections were being performed, even though the inspectors were invited in to do so. Marazoff stated that he would be sending letters to property owners to inform them that interior inspections will be personally performed by him after the holidays. McKeon asked Marazoff to provide Carrier with the residences that these two individuals visited. The town would make inquiries to a sampling of these residences to get a feel for the interior inspections. If it is found that they were not adequate inspections, then the town would request these residences be revisited. Marazoff stated that the reinspections will be performed at his expense for interior inspections that were not done.

• **6:30 p.m. Barbara Girs – Town Clerk/Elections Budget**

The Town Clerk and Elections budget is up 5.7% from last year. Girs requested that the Board look into getting better lighting for her office.

• **7:00 p.m. Duane Chickering – Key Fob System**

Chickering provided information on the status of the key fob system which controls the door locks for the police department and town offices. It has been determined that the key fob system will need to be replaced and bids have been submitted.

McKeon moved to hire First Choice Communication Services for the new system by using up to \$9,000 from the Expendable Trust. VanCor seconded the motion, which passed unanimously.

- **7:15 p.m. Rick Carrier – Town Administrator Quarterly Report**

Carrier announced his resignation from his position as Town Administrator effective December 21st. He also provided a letter of resignation to the Board.

- **7:30 p.m. John Koopmann**

Koopmann reported that the new Zoning Review Committee members are Val Starbuck, Pam Walton and Koopmann. They are working on recruiting members and are setting up a charter. Their plan is to have five members and three alternate members. They will be meeting on the third Tuesday of each month, starting on December 19 at 6:30 p.m. at the Town Office.

FOR DISCUSSION

- **Suggestion Box**

None submitted.

- **Public Comment**

Jeff Scott reported that during his measuring of the Town Hall Annex, he found that the space between the Town Hall Annex and the bathrooms was an open space of approximately 4 ft. x 12 ft. There is no floor behind that wall and there is no roof. There are loose slates on the Town Hall and on the former town office building.

Scott met with a commercial kitchen designer today and he will provide pricing for the Annex project. Scott will be meeting with two building contractors next week at the Town Hall. The Board has agreed to allow Scott to retain a key to the building while he is working on the project.

- **Selectmen Minutes Review – November 15, 2017**

Roscoe moved to approve the November 15, 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 November 18 and 25. The report included field inspections, violations and complaint follow ups.

- **Chesterfield Happenings - Draft**

Additional information will be added to the Chesterfield Happenings before it is sent out.

- **Conservation Commission Land Gift**

Roscoe moved to accept the Conservation Commission gift of property, per RSA 36-A:4, specifically lots 18-C1 and 18-C2 currently owned by John Summers. VanCor seconded the motion which passed unanimously.

- **Durling/Atherton Hill Road Letter of Credit Release**

Chris Lord has informed the Board that there has been no damage to the road from the building construction of the Durling house.

McKeon moved to release the bond from the Durling property. The motion was seconded by Roscoe and passed unanimously.

- **Purchase & Sales Agreement - Draft**

The Board reviewed the agreement, drafted by legal counsel for the Wildwood Road property. One correction will be made in paragraph 3. Counsel will be contacted for clarification on insurance coverage requirements.

- **Economic Development Committee Membership**

Jeff Migneault provided a written resignation from the EDC because of demands of his practice. *McKeon moved to approve Christine Dufresne to serve on the EDC. Roscoe seconded the motion, which passed unanimously.*

- **Town Financial Statements - Audit**

Vachon Clukay & Company provided constructive and meaningful recommendations to the Board the observations, implications and recommendations for the Tax Collector deposits and tax lien compliance. The Tax Collector will be provided with a copy of the public accountants report. The Board would like to discuss the issues with the Tax Collector.

- **Capital Maintenance Program Update**

The board reviewed an updated CMP for P&R, Town Office, Historical Society, library buildings and the Highway Dept. The town will cover roofs, bathrooms and the heating system for the Wares Grove cottage out of the Capital Maintenance fund.

- **Board/Committee Memberships**

Several board member 3-year terms will expire at the end of December. It was suggested that NHMA training be provided for ZBA and Planning Board members for guidance as board members. VanCor will provide more information on the Rules of Procedure for the Conservation Commission at the next Board meeting.

Roscoe moved that the membership of Riendeau and Davenport not be renewed for another term to the ZBA and to move Zinn and Zannotti to full members; to renew Corliss and Vollbehre to the Planning Board; and to renew Starbuck and Brehm to the Economic Development Committee. VanCor seconded the motion. The motion passed unanimously.

- **Budget – Parks & Rec Update**

The P&R roof and bathroom repairs will not be a warrant article.

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

Owners of two lots on Stones Mill Road have provided a written request to have those two lots unmerged. The Board did not feel that a nonconforming lot can be created. Carrier noted that it appears that the two lots were merged before Zoning. He will contact NHMA for a legal opinion.

- **Building on a Class VI Road Agreement and Release**

A request was submitted, by a potential purchaser, to allow approval for a building permit on Carleton Road, which is a Class VI road. The current owners were granted permission by the BOS, but never followed up on applying for the permit.

McKeon moved to honor the same agreement as the previous owners were granted. Roscoe seconded the motion, which passed unanimously.

A new Agreement and Release will be drawn up following the purchase of the property by the new owner, to be recorded at the Cheshire County Registry of Deeds.

- **Town Report Dedication**

Names will be discussed at the next meeting.

- **Former Town Office Building Offer**

A proposal offer was submitted to purchase the former town office building. The board will review the letter proposal further for discussion at the December 6 meeting.

- **2017 Municipal Law Update**

The Municipal Law Update of 2017 was provided to the board by Attorney Bernard Waugh, Jr. The Board agreed to schedule Attorney Waugh to come to a meeting to discuss changes in the legal duties of local officials.

OLD BUSINESS

Town Hall Annex RFP: Options: Full design/ADA bathrooms/design study. Prices have been made available for options. Jeff Scott suggested that the Board offer a fourth option. Roof tiles and flashing need to be replaced on both Town Hall Annex and old town office building.

Old Town Office Building: 2018 warrant article to demolish.

Committee Memberships: Vacancies in EDC & CCC.

Committee/Board Term Expirations: Further discussion of memberships to the Conservation Commission.

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

29 Wildwood Rd.: Bid was awarded to Steven Perrin and Tracy Binet-Perrin. Legal is working on a Purchase and Sales Agreement.

McKenna Way Ravine: Carrier met with Mike Cersosimo on November 8.

Review Sealed Minutes: Several Nonpublic sealed minutes were reviewed and unsealed by BOS on November 18 going back to 2010 and are now available to the public to review.

Old Town Office Files: Old files have been moved to the Town Office building. The Tax Collector has requested that file cabinets be stored 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: VanCor met with civil engineers on November 29. VanCor would like to have Fuss & O'Neill (Brian Vincent) scheduled for the December 20 BOS meeting for their presentation. Carrier noted that the town voted to allow \$10,000 for the beach and erosion plan. *Roscoe moved to encumber the funds of \$10,000 for the beach erosion study through the end of 2018. VanCor seconded the motion, which passed unanimously.*

Moorings Petition: McKeon to write draft petition. Will get input from SLA and residents around the lake.

OTHER BUSINESS

VanCor noted that Chesterfield has the fourth lowest tax rate of the 29 towns listed in the local newspaper.

VanCor reported that the Chesterfield Highway Dept. put in an erosion control barrier at Wares Grove beach per Fuss & O'Neill's recommendation. McKeon noted that the previous barrier that was installed was pulled out of the sand by the wind.

VanCor reported on the recent EDC meeting where they discussed the Master Plan and concerns of the people for affordable housing and housing for seniors. The EDC would also like to have more recruiting and discussion for a sit-down restaurant in town.

VanCor noted that the State Liquor Commission will not be attending the Economic Development Committee meeting in December. The Commission would like to see “made in NH products” store front at the W. Chesterfield liquor store location, which requires that information to be presented to the Planning Board.

An on-site Planning Board meeting has been scheduled for November 30 at 10:00 a.m. on the Rt. 9 Lanoue property.

The Rules of Procedures were finalized by the CCC and a vote will be taken to adopt them at their next meeting.

Carrier reported that Chief Chickering will be reviewing the PD evaluations that are being done by Kevin White.

McKeon reported that the Planning Board had a conceptual consultation at their recent meeting, presented by Jim Phippard for Truck Camper Warehouse to request a 10,000 sq. ft. hard cover over the campers. The Planning Board informed Phippard that they would need Planning Board approval and this would need a major site plan application.

Roscoe noted that there is a Solar meeting scheduled for December 7 at the Town Hall at 7:00 p.m. where some of the boards and commissions have been invited. VanCor noted that DOT and DES have reported that they found no issues of contamination at the site where the solar panels will be located.

McKeon reported that Bob Audette, from the Brattleboro Reformer, has received an anonymous email stating that the BOS are pushing through the solar project and that there may be concerns of soil contamination at the proposed site. A soil test report was being sent to the Audette by the town administrator.

Roscoe has been trying to get information from Argent for the past four months to find out if they are made any improvements for the Town.

- **Public Comment**

Jill Diesl reported that she has complained to Argent on the quality reception issues with her television and no action has been taken. Diesl also reported that there has been a trailer parked on the former Spofford Hall property.

Jeff Scott noted that Bob Audette has been invited to attend the Solar meeting on December 7.

- **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

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 9:40 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date