

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
December 20, 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 #51
- Selectmen Minutes – December 11, 2017 and December 13, 2017
- Thank You Correspondence
- Purchase & Sales Agreement – Wildwood Road Property
- Yield Tax Certification
- Timber Tax Warrant
- Highway Winter Holiday Overtime Pay Memo

**APPOINTMENTS**

• **6:15 p.m. Fuss & O'Neill – Engineering Firm**

Present: Brian Vincent and Phil Forzley

Vincent and Forzley presented a proposal plan of engineering and permitting services for the erosion issues at both the Wares Grove Beach and North Shore Beach. Vincent suggested that an infiltration plan in addition to creating swales would help eliminate the erosion at Wares Grove between Rt. 9A and the parking lot area. A NHDES Shoreline permit and a Wetlands permit would be required before work begins. The engineering firm provided an anticipated schedule for the work to be completed.

• **7:00 p.m. Joe Hanzalik – Volunteer ZBA**

Hanzalik expressed his interest in serving the position as alternate to the ZBA. He plans to continue in serving on the Parks & Rec Commission. The Board asked that Hanzalik attend a ZBA meeting.

• **7:15 p.m. Cooper Hardee – Tourism Idea**

Hardee presented a short promotional video of the Chesterfield area that he created by using a drone. The board agreed the video could be used in a multitude of places, the EDC, the town web page, within the new store at the liquor store to show case the town. Hardee will continue and bring back an edited version when ready. The BOS will reach out and send Hardee suggestions of places to film and possible music for background.

**FOR DISCUSSION**

• **Suggestion Box**

None submitted.

- **Public Comment**

Valerie Starbuck noted that the Land Use Regs group gathered on December 19. The volunteers expressed their interest to hold meetings without having to publicly noticed the meetings or having to take minutes at their meetings. The volunteers will be reviewing regulations and do research to present options to the Planning Board for their use. The Board will discuss how the process of how the group should move forward.

- **Selectmen Minutes Review – December 13, 2017**

*VanCor moved to approve the December 13, 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 December 16. The report included permits issued, field inspections, inhabitable living condition, complaints/violations, and consulting with ZBA. The Board will ask CE to look into the log pile on Mill Road.

- **IRS Standard Mileage Rate**

*Roscoe moved to change the Standard Mileage Rate of 54.5 cents per mile per the IRS recommendation. VanCor seconded the motion, which passed unanimously.*

- **McKenna Way Request**

The Board reviewed an email sent by Melissa Snow, of Cersosimo Real Estate Division, requesting that the Board of Selectmen schedule an inspection for the current condition of the road on McKenna Way. Carrier will contact Chris Lord to perform that inspection.

- **DK East Condo Development Bonding**

The Gateway Drive developer has requested a reduction of his security bond. McKeon suggested that the bond not be dropped below \$51,000, based where the developer is in the process.

- **Budgets – Solid Waste, Executive, CRFs, Warrant Articles & Revenue**

Solid Waste – Up 2.2% over 2017 - Tipping line increase of \$3,000  
Executive – Up 8.6% over 2017 – Increase of \$4,000  
Cap. Res. Fund & Expendable Trust Deposits - \$247,500  
Warrant Articles - \$1,014,200  
Estimated Revenues - \$1,860,143

- **Revaluation Property Interior Inspections**

To be discussed in nonpublic session.

- **Former Town Office Building Septic**

Septicpro provided a report of their inspection performed on the former town office building on December 11. It was noted that the pipe from the building to the septic tank was in fair condition and the septic tank was in good condition. The septic tank was still full, which means it is holding liquid as it should. The inlet and outlet baffles show minimal signs of scaling. The pipes leaving the tank and the outlet baffle were rootbound. Septicpro was unable to positively locate the leachfield but found the Construction Approval in the town records. Septicpro has requested a set of plans from the NHDES Archives so a completed report can be provided. Once this is received, a survey of the field can be completed.

- **Boards/Committees Appreciation**

In appreciation for service of Boards and Commissions to the Town, the BOS has agreed to buy breakfast for serving members at the Lion's Club Pancake Breakfast on February 4, 2018.

- **Planning Board Decision - Lanoue**

The Planning Board approved Lanoue's application with conditions on December 18. Part of their decision was that they changed their zoning regulations and allowed parking in the front setback. The applicant's representative stated that he couldn't find any approved site plan for parking. McKeon proposed that the BOS appeal the Planning Board's decision to the ZBA.

- **Carrier Paperwork**

The Board signed a notice prepared by Carrier to cancel his health and dental insurance and a notice of his termination to the NH Retirement System.

- **Next Week's Manifest**

The manifest will be available for Board signatures on December 26.

## **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. Legal counsel provided information in that a building is considered real estate and can be conveyed separately from the property it sits upon (per RSA 477:44).

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.: Town signed the Purchase and Sales Agreement.

McKenna Way Ravine: Wait until spring.

Old Town Office Files: Old files have been moved to the Town Office building and have been 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. Info has been sent out to both boards.

Beach Erosion: Civil Engineer Fuss & O'Neill (Brian Vincent) gave an engineering presentation to the BOS at this meeting tonight for both town owned beaches. VanCor to discuss the engineering fee with contractors. Proposal requires town approval.

Moorings Petition: McKeon to write draft petition. McKeon will contact input SLA after the holidays.

Invite Attorney Waugh/Fillmore to Meeting: Legal counsel is scheduled to meet with the Board in January 17 at 4:30 p.m.

## **OTHER BUSINESS**

*Roscoe moved to dissolve the Land Use committee due to the lack of interest. McKeon seconded the motion, which passed unanimously.*

VanCor reported that, from information provided to him by the Dept. of Health and the Census Bureau website, the Town would lose an estimated \$235,000 in tax revenue if the citizen petition on Veterans tax credits were to pass at Town meeting with the data currently available.

VanCor will be meeting with Chris Lord on December 21 at the Town Hall to review the process of emergency calls for the Town Hall and service contact information. VanCor will also perform a draw down test for determination of the existing well capacity to help determine the allowable water usage for the former Town Office building.

The Board approved the hiring of a part time temp. 12 hours per week in the Selectmen's Office to help cover the phones. The pre-employment physical will not be required. Roscoe will be monitoring the administrator's phone messages and emails during the search for a new town administrator.

- **Public Comment**

Roscoe stated that he will be putting McKeon's annex drawings on Roscoe's CAD system.

- **Nonpublic RSA 91-A:3 II (c) – Reputation**

*Roscoe moved to go into Nonpublic RSA 91-A:3 II (c) Reputation. 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– Motion passed unanimously.*

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

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

*Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes – Motion passed unanimously.*

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

*Roll call vote: VanCor – Yes; Roscoe – Yes; McKeon – Yes Motion passed unanimously.*

With no other business to conduct, the meeting adjourned at 11:20 p.m.

Respectfully submitted,

Patricia Grace  
Secretary

Approved by:

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Jon P. McKeon, Chairman

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Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date