

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
January 10, 2018**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:02 p.m. Others in attendance were Brad Roscoe and Norman VanCor.

McKeon opened the meeting by welcoming those in attendance and requested that they raise their hand for questions or comments.

**FOR SIGNATURE**

- Manifest #2
- Selectmen Minutes of January 3, 2018

**FOR DISCUSSION**

- **Suggestion Box**

Nothing submitted.

- **Public Comment**

None.

- **Selectmen Minutes Review – January 3, 2018**

*VanCor moved to approve the January 3, 2018 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.*

- **Monthly Newsletter**

The draft Chesterfield Happenings was amended and will be sent out on January 11.

- **Code Enforcement Reports**

The Code Enforcement activity report was reviewed for the week ending January 6. The report included permits issued, field inspections, assembly review, school health inspection, water damage related activities, complaints and violations.

- **Town Report Update**

Roscoe and Grace will be working on the Town Report. The Board has approved the dedication and VanCor will finalize the draft.

- **DK East Condo Development Bonding**

McKeon contacted the Gateway Drive developer regarding the bond amount. Ketola has provided the Town with an adjusted letter of credit.

- **Budgets**

Selectmen's Expense for the extra \$3,000 for the meeting room table will be submitted for next year. \$6,300 was added to the budget for plantings, pruning and arbor work to be done. No Board decision had been made for hoarder money under Contracted Services. Not enough

information was provided. That line item will be adjusted to reflect the removal of \$4,000. Budgets will be on the agenda at the January 17 BOS meeting.

McKeon has contacted NHMA for guidance of the Public Budget Hearing on when, where and contents. The warrant articles, budget items and any handouts will be printed in the Town Office. The budget meetings will be held at Chesterfield School on February 3 as follows:  
1:00 p.m. – School; 3:00 p.m. - Town

- **Beach Erosion Agreement**

\$10,000 was budgeted for Wares Beach erosion. Fuss & O'Neill will adjust their numbers on his engineering services.

*McKeon moved that the Town enter into a contract with Foss & O'Neill for the purpose of design services for Wares Grove Beach and North Shore Beach in the amount of \$37,300, with the understanding that \$10,000 can be expended out of the already established special warrant article and the balance contingent upon approval at Town meeting. Roscoe seconded the motion, which passed unanimously.*

- **Generator Maintenance**

*McKeon moved to hire Powers Generator for the maintenance work on the LP generator for the town office building. Roscoe seconded the motion, which passed unanimously.*

Roscoe will contact Powers to have them start the work.

- **Coachman Road**

The board decided to allow the bond to expire for Coachman Road.

- **Copier Status**

The Board will discuss options for replacing the town office copier before Town meeting. There is a warrant article for a new copier.

- **Former Town Office Building Septic Updating**

Septicpro provided an update on the general condition of the septic system based on a recent inspection. The pipe from the building to the holding tank is in good condition. The contractor recommended that the pipe from the septic tank to the disposal area be repaired or replaced. It was suggested that the leachfield be replaced. A ballpark budget number was given at \$14,300 for the installation, \$1,500 for the design and \$800 for electric for a two bedroom house.

Two petitions were submitted for the Town meeting; one being to raise \$30,000 to tear the building down and one was on the sale of the building with more than 50 registered voters' signatures on each.

The BOS is working with legal counsel for steps required on the process to sell a town asset. The BOS will ask that the Planning Board and the Conservation Commission to schedule this on their agenda for review and recommendations.

- **Boards/Committees Appreciation**

In appreciation for all their hard work in serving the Town of Chesterfield in 2017, the Board of Selectmen will email invitations to all board, committee and commission members to the Lion's Club Pancake breakfast being held at Chesterfield School on Sunday, February 4 from 7:30 to 11:00 a.m.

- **Salary Survey Comparison and Discussion**

The Board went through a list of positions held by Chesterfield employees and compared the wages with other towns with similar population of 2,000 to 5,000 within a 50 mile radius of Chesterfield. The Board will discuss, at next weeks' meeting, changes that will be implemented and effect this years' budget.

- **HVAC Freeze Up Issue**

Wendall Chickering, of Pinney Plumbing and Heating, looked at the coil that froze and burst in the Town Offices in late December. More information is needed on the coil to get it replaced. VanCor will be working with the Primex adjustor on the estimate of damage.

- **Transfer Station Incident**

It was determined that no injuries occurred due to an incident reported at the Transfer Station.

- **Transfer Station Incident**

Key card holders for the Town Office building will be contacted by McKeon to return their key cards to Chief Chickering to be reprogrammed.

## **OTHER BUSINESS**

The BOS proposed warrant article will be withdrawn to demolish the former town office building.

The Board received a resignation from Chris Oot as a member to the ZBA.

*McKeon moved to appoint Joe Hazalik as an alternate member to the ZBA. Roscoe seconded the motion, which passed unanimously.*

*McKeon moved to appoint Joe Parisi as an alternate member to the ZBA. Roscoe seconded the motion, which passed unanimously.*

McKeon proposed to hire Attorney Ratigan, or one of his associates, to give the ZBA some guidance to work with them prior to their meeting of February 13, including going over the meeting minutes.

McKeon stated that the Assistant Town Clerk is putting together a packet for the Retention of Municipal Records. The BOS will work with the Clerk and her assistant on the process.

VanCor reported on the ZBA meeting whereby public testimony was given for the Xpress Natural Gas hearing. No decision made on that hearing or the Stone House Museum application.

VanCor noted that the Chesterfield firehouse has water available again after steam was put into the underground pipe to thaw it out.

Rick Evans will be in the Town Offices on January 11 to discuss timber cutting.

The post cards were discussed for the dates and times of the budget hearings, meetings and election schedule.

*Roscoe moved to empower Pat Grace to get the information mailed to residents through Prospect. VanCor seconded the motion, which passed unanimously.*

## **OLD BUSINESS**

Town Hall Annex RFP: Three warrant articles

Old Town Office Building: BOS warrant article to demolish to be removed. Working with prospective buyer.

Committee Memberships: Vacancies in EDC & CCC. Chris Oot resignation from ZBA

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

McKenna Way Ravine: Hearing is scheduled for January 24<sup>th</sup>.

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

NHMA Workshop: Draft topics sent to PB & ZBA awaiting their response. The ZBA did not discuss topics at their Jan. 9 meeting. Two sessions recommended

Beach Erosion: Awaiting final proposal.

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

Invite Attorney Waugh/Fillmore to Meeting: Legal counsel is scheduled to meet with the Board on January 17 at 4:30 p.m. for legal consultation re: new laws and changes

All Veterans' Tax Credit Impact: VanCor will put together the details that will be presented to the Budget Committee before the public hearing.

- **Public Comment**

Jeff Scott asked if the comparison charts for town employees included health care benefits. McKeon replied that it included the health care benefits.

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

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

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

*McKeon moved to go into Nonpublic RSA 91-A:3 II (d) Sale of Property. Roscoe 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.*

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

*McKeon moved to go into Nonpublic RSA 91-A:3 II (e) Legal. Roscoe 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 10:17 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