

**Town of Chesterfield
Board of Selectmen
MINUTES
January 17, 2018**

CALL TO ORDER

Vice Chairman Brad Roscoe called the meeting to order at 6:00 p.m. Also in attendance was Norman VanCor.

Selectman Jon McKeon requested to join the meeting via Skype. McKeon was not able to get to the meeting on time. No one was in the room with him.

VanCor moved to allow McKeon to join the meeting. Roscoe seconded the motion which passed by majority vote, McKeon abstained.

FOR SIGNATURE

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

- **6:30 p.m. Kristin McKeon – Process of Record Retention Past, Present and Future**

Kristin has been working with the state library and an archive group since October 2017 for ideas for processes to preserve records in the Town Clerk's office. Kristin has received several emails from other town clerk offices stating that nearly 80% of other towns are in the same position that Chesterfield is in. Kristin suggested having a workshop day with other clerks for ideas to help with the process. She will reach out to William Dow, Clerk Assistant in Keene, to instruct a seminar to help other clerks. Kristin will return to the BOS on February 21 with an update for a program for digitizing.

- **7:00 p.m. Susan Donahue – Conservation Commission Interest**

Susan Donahue is interested in serving on the Conservation Commission. She was asked to attend the next CCC meeting scheduled for January 22.

FOR DISCUSSION

- **Suggestion Box**

Nothing submitted.

- **Public Comment**

John Koopmann stated that the discontinued portion of Forest Avenue is being plowed by someone but not the Town. Koopmann reported that the one of the owners at that road section would like to have a truckload of dirt dumped at that section so that no one can travel on that discontinued section. McKeon stated that the property owners can do what they want at that section of the road that they own.

Jeff Scott presented a new plan designed by Ron Rzasa and Scott for a new Town Hall annex. The building plan calls for a 30x40 ft. building with a commercial kitchen, two ADA bathrooms and a new heating system. The roof pitch is designed with a 5/12 pitch with a 30 year architectural shingled roof. The plan also includes demolition of the old annex. Scott will provide a pricing for the plan at the February 2 BOS meeting.

- **Selectmen Minutes Review – January 10, 2018**

VanCor moved to approve the January 10, 2018 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.

- **Monthly Newsletter**

A request will be sent to department heads for their articles to be included in the February Chesterfield Happenings.

- **Code Enforcement Reports**

The Code Enforcement activity report was reviewed for the week ending January 13. The report included permits issued, field inspections, school health inspection, water damage related activities, complaints and violations. A request was made to ask Parsons to monitor the logging on Mill Road.

- **Town Report Update**

There is a checklist of reports being received for the Town Report. Any reports that are received in a PDF that require corrections will be sent back to the writer to resend the report as a “Word” or “Excel” document.

- **Budgets**

The budget hearing notice will be posted on the Town’s website. The hearing has been posted in the Keene Sentinel.

- **Beach Erosion Agreement**

VanCor sent a signed contract to Fuss & O’Neill for their design work at Wares Grove to begin. VanCor will contact the abutter to discuss permission to enter his property for land surveying. Wetland and Shoreland permits will also be required. Progress billing for design has been agreed to.

- **Copier Status**

McKeon will work on getting quotes to replace the copier in the Town Offices.

- **Former Town Office Building Septic Updating**

A holding tank will not be allowed. The State would not approve the installation of a holding tank because there is enough room on the property to install a new leach field.

VanCor noted that the water will be tested for pressure and sustained flow. The testing on January 21 will be on the well that serves the former town office building, the Chesterfield Fire Station and the Town Office.

- **Salary Survey Comparison and Discussion**

The Board will be discussing wages for Chesterfield town employees at two BOS meetings scheduled for January 22 and 23. Wages will also be compared the wages of other towns of similar population.

- **HVAC Freeze Up Issue/Primex Negotiations**

VanCor will be meeting with the Primex adjuster on January 19 at the Town Offices to discuss damages and expenses from the December pipe burst. Pinney Plumbing will remove the coil from the ceiling. Bergeron Construction will perform other repairs necessary to restore the offices to their pre-damaged condition.

Roscoe moved to pay Servpro out of the Maintenance Expendable Trust. 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 and remove line item from the budget. Working with prospective buyer. McKeon will discuss with legal counsel the obligations to the town if warrant articles pass regarding this building.

Committee Memberships: Vacancies in EDC & ZBA. Have a potential volunteer for CCC.

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

McKenna Way: Hearing is scheduled for January 24th as to whether or not the town will accept McKenna Way as a town road.

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. Two sessions recommended.

Beach Erosion: Fuss and O'Neill agreement has been signed.

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

Invite Attorney Waugh/Fillmore to Meeting: Legal counsel will be scheduled regarding new laws and changes

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

OTHER BUSINESS

The Board discussed retaining the services of a forester. VanCor noted that the forester can go to on site to determine the yield tax for revenue to the town. VanCor will look at how many Intent to Cut permits were issued over the past five years. The forester could also be used to help manage the Chesterfield forests. The Board approved \$6,000 to be added to the budget for a forester to help recoup tax revenue from timber cut.

The Highway Dept. should have a training budget that will allow two employees to attend a training seminar on using herbicide. VanCor will follow up.

VanCor attended a webinar on 2018 State Legislature that was sponsored by NHMA.

VanCor spoke with a representative at the Secretary of State's office regarding access to the Town Clerk's office. He reported that the Town Clerk must profice a key to the Selectmen for access to the Town Clerk's office. The Secretary of State's representative recommends developing a memorandum of understanding and that a key be given to the BOS with certain conditions.

Roscoe noted that there is a regional issue of low propane supply in this area. Some suppliers have not been able to get more propane until two ships dock and unload the propane.

Roscoe has not received a return call from the Samaritan's group to discuss their donation request from the Town.

Roscoe reported on the options being discussed at the P&R meeting for a new director. One option was to have other than a full time position because the majority of work is done from

April through mid November. P&R also discussed other options rather than the director being required to live at the cottage. McKeon noted that having someone in the cottage at night helps to control activity at the beach and if not having someone there creates increased cost to have someone go back to lock the beach gate and increased exposure to vandalism of the property. P&R would like the BOS to have some flexibility in requirements before they advertise the position of director. The Board requests that P&R make a presentation at a BOS meeting on January 24 of their option requests for a new director.

Roscoe reported that the Warrant Articles and the school budget were discussed at the Budget Committee meeting. The school budgets should be about 95% complete next week. Roscoe suggested that school budgets and the solar project be discussed at the January 24 BOS meeting. Roscoe will get the forester information to the Budget Committee before next week.

Roscoe stated that there were DRA questions regarding the Town revaluations. The Board agreed to allow M&N Assessing to answer the DRA questions.

The Board discussed items being billed by M&N for revaluation work. The Board will further discuss the contract after they receive an update on what has been paid to date.

Pat Grace will get another quote for printing of Town Reports. She is still waiting to hear from Prospect on printing of the notices to residents on upcoming schedules of the town and school budget hearings.

- **Public Comment**

John Koopmann thanked the Board for their dedication in the complexity of items that they deal with each week and their dedication to the town.

Pam Walton suggested that the BOS rent the Wares Grove cottage to someone who is a highly reliable person, with a stipulation of what is required of them in the rental contract that pertains to locking up and making the Board aware of what's happening on the beach.

- **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, 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 minutes on the first portion of the Nonpublic session. VanCor seconded the motion, which 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 9:30 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date