

**Town of Chesterfield
Board of Selectmen
MINUTES
January 24, 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 because of testing being done at work and he could not get away in time to make the meeting. 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 #4
- Selectmen Minutes of January 10, 2018
- Intent to Cut – (2) Donahue, Knappe

• **6:15 p.m. Chris Lord – Nonpublic RSA 91-A:3 II (a&c)**

VanCor moved to go into Nonpublic RSA 91-A:3 II (a&c). Roscoe seconded the motion, which passed unanimously.

Roscoe moved to come out of Nonpublic. VanCor seconded the motion, which passed unanimously.

Roscoe moved to seal the Nonpublic session. VanCor seconded the motion, which passed unanimously.

• **6:30 p.m. Public Hearing - Per RSA 41:14 (a&c) Sale of Town Assets**

Roscoe noted that this hearing is for the sale of the old town office building.

Scott Riddlemoser provided copies of two documents of an analysis on that building in 2007.

One document was a legal opinion from Attorney Jeffrey Crocker and a second document from RFP Associates. Riddlemoser asked that the Board take into consideration the findings from RFP and the legal opinion of Crocker and what responsibility the town might have from the sale of that building.

Richard Aldrich stated that, should there be a necessity of keeping the building on the market for another year, Aldrich offered the town \$5,000 for the maintenance during that period of time, in the event of having to expend money to help keep it maintained.

Joseph Scravani asked if the Board is planning to sell the building before the Town meeting.

McKeon replied that the building cannot be sold before the meeting because of the petition that has been submitted.

McKeon moved to close the public portion of the hearing. Roscoe seconded the motion, which passed unanimously.

• **7:00 p.m. Public Hearing - Per RSA 674:35 and the Road Acceptance Policy of the Town of Chesterfield, for the purpose of accepting McKenna Way as a Town road**

Roscoe opened the hearing to the public.

There were no comments made from the public.

VanCor moved to close the public portion. Roscoe seconded the motion, which passed unanimously.

McKeon noted that the road agent has looked at the road and has acknowledged that everything is in place the way it should be and the Board has waited the prescribed amount of time.

McKeon moved to accept McKenna Way as a Town road as it has met all prescribed items within the Road Acceptance Policy, as of January 25, 2018. Roscoe seconded the motion, which passed unanimously.

- **7:15 – Jeff Scott – Proposal for Construction Layout of Annex Building**

Jeff Scott and Ron Rzasa would like to reschedule their appointment until January 31.

FOR DISCUSSION

- **Suggestion Box**

Nothing submitted.

- **Public Comment**

None

- **Selectmen Minutes Review – January 17, 2018**

VanCor moved to approve the January 17, 2018 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.

- **Monthly Newsletter**

Deadline dates for submitting names for Town elected positions will be added to the February Chesterfield Happenings newsletter before it is emailed on January 29.

- **Code Enforcement Report**

The Code Enforcement activity report was reviewed for the week ending January 20. The report included permits issued, field inspections, complaints and violations. A hearing was conducted on a property with concerns of its living conditions. CEO will make a decision before the end of next week on what happens to that building. If an appeal is made by the homeowner because of an unfavorable decision, it would be referred to the Board of Selectmen.

- **Town Report Update - Pricing**

Two quotes were received for the Town Report as follows:

SPC Print Integrated – 550 Reports - Saddle Stitched - \$2,427

R.C. Brayshaw & Co., Inc. - 560 Reports – Perfect Bound - \$1,861

VanCor moved to retain R.C. Brayshaw & Co. to print the Annual Town Report in the Perfect Bound method for \$1,861. McKeon seconded the motion, which passed unanimously.

The SPC Print Integrated quote for the Postcard Notices to 1,760 homes, including postage is \$859. The postcards will provide information to residents of the upcoming annual hearings and annual meetings. The Board requested that the notices be mailed as soon as possible.

- **Copier Status**

McKeon expects 2 or 3 more proposals by next week. To be discussed at the January 31 BOS meeting.

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

VanCor has been working with Tom Parrot, adjuster for Primex on the freeze up damage to the Town Office building. Parrot will be contacting Bergeron Construction to discuss what Primex will cover and what Bergeron is quoting. Parrot agreed to clean the carpet for the Town Clerk's office. If after Servpro cleans and the stain can't be removed on the damaged portion of the carpet, then Primex will pay for a new carpet. VanCor noted that other expenses will follow if the carpet needs to be replaced. Parrot has agreed to paying those fees and partial balancing of the units of the HVAC system upon completion of the work. Parrot took pictures of the coil when it was pulled out, in which one of the tubes had burst. Primex will pay for the replacement unit. Parrot has indicated that Primex will not pay for the damper replacement. Pinney Plumbing will be evaluating the actuator. Primex will pay for the actuator replacement, if needed. VanCor noted that the coil is on order.

Servpro will be cleaning the air ducts. That cleaning will be done in the spring. VanCor will ask Pinney to balance the entire HVAC system and install lock boxes on some of the thermostats.

OLD BUSINESS

Town Hall Annex RFP: Three warrant articles

Old Town Office Building: BOS is working with prospective buyer. McKeon will discuss with legal counsel the obligations to the town if warrant articles pass regarding this building. VanCor noted that the water supply was good while he conducted a recent pressure test with 40 lbs. static pressure and 5-1/2 gallons of flow per minute after one hour.

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

VanCor moved to appoint Susan Donahue as an alternate member to the Chesterfield Conservation Commission. Roscoe seconded the motion, which passed unanimously.

Phil Shaw has expressed an interest in serving on the EDC. He will be invited to come to the BOS meeting of January 31. Jon Starbuck will continue to chair the EDC up until May 2018, at which time he has agreed to remain as a member on that committee.

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

McKenna Way: McKenna Way has been accepted as a Town road, earlier at this meeting.

McKenna Way Ravine: No discussion

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 separate sessions recommended and will be scheduled soon by McKeon.

Beach Erosion: Fuss and O'Neill agreement has been signed. VanCor will consult legal counsel to draw up a form for abutter to allow access onto his property for locating the edge of the wetlands.

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

Invite Attorney Waugh/Fillmore to Meeting: Legal counsel scheduled for January 31 at 4:30 p.m. regarding new laws and changes passed into law in 2017.

All Veterans' Tax Credit: VanCor will put together the details to be presented to the Budget Committee of the potential impact to the Town. If warrant passed, this would increase the total Town budget to an additional \$71 tax increase on a \$200,000 home or an additional 5.4% increase to the entire budget.

Roscoe moved that the Board not recommend the veterans tax credit warrant as written. McKeon seconded the motion, which passed unanimously.

Roscoe noted that all warrant articles must be in writing before the January 31 BOS meeting so that the Board can vote to recommend or not recommend each one. McKeon suggested that the Board get some advice on some of the competing warrant articles. Roscoe noted that additional warrant articles can be submitted up to February 6, if there is no money involved, otherwise the cutoff date for new warrant articles is February 2.

OTHER BUSINESS

VanCor reported on the progress is slow of the Stone Mill property purchase and sales agreement with the CCC. The CCC have had no election of officers at their meetings, no Rules of Procedures have been adopted and no legal action is being taken during their meetings.

VanCor has volunteered to proofread the reports submitted for the Town Report. The Intent to Cut applications are being reviewed.

A letter of resignation was read from Aimee Bruch, custodian of the town offices, police department and the library. She has accepted a full time position in a different field of work.

McKeon noted that the Planning Board has requested the assessed value of the former town office building. The Planning Board was informed that the Board of Selectmen have appealed the Planning Board's decision on the Lanoue case. The appeal will be heard by the ZBA.

Roscoe reported that the Fire Department gave their report to the Budget Committee. The Spofford Fire Department is looking into a rent-to-own process for fire trucks. The hiring of a forester was discussed at the Budget meeting. The Solar project cash flow and the Veteran's tax credit information was also provided to the committee. Roscoe informed the Budget Committee that there will be some small changes in all the budgets because of some salary adjustments. There will not be a Budget Committee meeting next week.

The Selectmen discussed the options available for bonding through the NH Municipal Bond Bank. McKeon will contact NHMBB of the Board's decision is to apply for a \$350,000 bond for a 10 year period. The application is due by April 13.

McKeon stated that he has contacted two custodial companies to get estimates to supply cleaning services for the town offices, police department, library and town hall.

Volunteers will need to be contacted to be scheduled to work during elections in March and for setting up the voters booths.

The M&N contract was reviewed for the payment schedule and where the assessor should be in the process. This will be discussed at the January 31 BOS meeting.

A request for reimbursement was submitted this week for flags purchased in April of 2017. The Board stated that the money was budgeted for 2017 out of the Patriotic Fund for the American Legion and that money can't be spent in 2018. A copy of the invoice and reimbursement request should have been submitted during 2017.

- **Public Comment**

John Koopmann noted that he has not pursued Spofford Place (formerly Electronsonics). McKeon informed him that the Board has received opinions from two attorneys and the Board has removed that project from further discussion.

Koopmann stated someone should be look into the property between Wares Grove and the abutters' property of further erosion issues caused by recent heavy rainfall.

Jeff Scott was informed that bonding will be required of the builder for the annex.

Scott and Koopmann have volunteered to set up voting booths in March.

- **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) – Sale of Property**

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 9:36 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date