

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

**CALL TO ORDER**

Vice Chairman Brad Roscoe called the meeting to order at 9:00 a.m. Also in attendance was Norman VanCor.

Jon McKeon called in to request that he be allowed to join the meeting via Skype. He noted that he was not able to attend the meeting because of work commitments. No one was in the room with McKeon during the meeting.

*VanCor moved to allow McKeon to join the meeting. The motion was seconded by Roscoe. The motion passed by unanimous vote. McKeon abstained.*

**FOR SIGNATURE**

- Selectmen Minutes – January 24, 2018
- Intent to Cut - Bassler

- **Suggestion Box**

A comment was submitted in that out-of-state vehicles were being allowed to use the transfer station without permit stickers on their vehicles. The writer requested that this issue be monitored.

- **Public Comment**

Roscoe will try to move the static data base from the assistant administrator's computer to the administrator's computer by February 12 to allow changes to be made in the Vision program. VanCor requested that phone numbers and contacts be available for services. Roscoe noted that the administrator's computer contains that information.

Grace will get quotes for an industrial vacuum cleaner to be used in the town offices.

- **Selectmen Minutes Review – January 31, 2018**

*VanCor moved to approve the January 31, 2018 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 February 3. The report included permits issued, field inspections and violations. An RSA 48-A Order to Repair for Non-Habitable conditions was issued at a home. The Board requested a report on the decision.

- **Town Report Update**

Roscoe noted that everything is in except the school reports and the final budget and warrant articles. Roscoe has requested that the school materials be submitted by February 14. Signatures will be needed by DRA reports. Roscoe expects that the report will be fully assembled by February 16 to submit the report to the printer. Article #9 was discussed for the Board to recommend or not recommend it. VanCor stated that it was the best interest of the Town to sell the former town office building with proper agreements and not to tear it down.

McKeon stated that it makes no sense to spend \$30,000 to demolish the building when it can be a revenue stream for the Town.

VanCor noted that the Veteran's credit Article wording differs from the RSA on the officers. Roscoe replied that no changes can be made and it needs to stand as written. Roscoe noted that the exemption credits to the veterans' credit was \$98,000 in 2017 and \$72,000 in 2016. The veterans' credit increased to \$500 from \$300 in 2017.

Roscoe noted that the actual timber tax yield was \$35,000 for 2017. He noted that the Budget Committee reduced the funding for the roads in Article 15 from \$121,000 to \$100,000. Roscoe stated that the Budget Committee recommended that Article 36 should be \$0 funded but approved \$2,600 for the concert program.

Town moderator, Rebecca Todd, will not be available for the town meeting. McKeon believes that a substitute moderator must be a town resident. He will discuss the ruling with Todd.

- **Equitable Sharing Agreement**

*VanCor moved to authorize Duane Chickering, Chief of Police, to sign the Equitable Sharing Agreement electronically. The motion was seconded by Roscoe and passed unanimously.*

- **American Legion Response Letter**

The Board approved a response letter to Robert Wheeler explaining why his late submission for reimbursement could not be granted.

- **Copier Status - Proposals**

More proposals are coming in to be considered. Town office employees will have input of copier options required to perform their jobs. McKeon will gather information on maintenance contract agreements of other town owned copiers.

- **Recording Equipment for Meetings**

A suggestion was made to purchase audio equipment to be used to save time in transcribing of recorded discussions at board and committee meetings. The current policy is that meeting minutes not be removed from recording devices until after the boards/committees approved those minutes. The BOS suggested that more options be presented on other types of updated recording technology.

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

VanCor reported that Bergeron Construction started work on the code enforcement office repairs. Pinney Plumbing will be able to start the duct work when the sheetrock is in place. Electricians will test outlets and replace lights. Primex is in agreement with VanCor on the scope of work required and the cost.

- **Donation Acceptance**

A hearing will be scheduled for acceptance of an anonymous donation of \$4,000 for the benefit of Wares Grove Beach. McKeon will contact legal counsel for the process of that hearing for unanticipated funds.

## **OLD BUSINESS**

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

McKenna Way Ravine: Wait until spring.

Library Warrant Article RSA 202-A11-a: Public hearing to be schedule for February 21 with a snow date on February 28. A library trustee should be present at this hearing.

NHMA Workshop: NHMA will conduct two training sessions for Chesterfield ZBA and Planning Board as follows: February 27 – ZBA Session; March 1 – Planning Board Session  
Both sessions will be begin at 7:00 p.m. at the meeting room at the Town Offices.  
The two candidates running for the BOS position will be invited to attend these sessions.

Beach Erosion: VanCor is attempting to reach Anthony Martini to allow the town to enter his property to perform a wetland survey with the State. Fuss and O'Neill are doing design work on the project.

Moorings Petition: McKeon to write draft petition. SLA president would like BOS to join him in the springtime to look at other moorings in another NH location.

## **OTHER BUSINESS**

VanCor reported that 23 Chesterfield board and commission members attended the Lions Club Pancake Breakfast on February 4.

VanCor received a suggestion to convert the lighting from fluorescent to LED lighting in the town office being repaired. The BOS agreed to have LED lighting and fixtures be replaced by the electrician.

Roscoe reported that 140 residents had contacted the assessor to schedule interior inspections in their homes.

VanCor will be meeting with the library director to discuss combining janitorial services and outside work for the town offices and the library.

VanCor will be meeting with the owner of Copper Cannon discuss his experience he has had in working with the town and the personal responsibilities as a business owner to ensure that he understands the regulations of the town, including signage for his business as provided to him by the Planning Board.

The Board will review the snow removal contract before their next meeting to discuss what needs to be provided.

The Board reviewed a letter received from FairPoint requesting information on assessments have been done on utility poles. McKeon will contact legal counsel.

A letter was reviewed from a 5<sup>th</sup> grade student from California requesting information on the Town of Chesterfield for her school project. VanCor will provide "Audrey M." that information.

The tax collector provided information of a property that was purchased in April of 2017 from the owner, who was receiving tax exemptions. The exemptions were not removed from that property after the transaction occurred, therefore the new property owner was being billed property for property taxes.

- **Public Comment**

Scott Riddlemoser asked if the property cards are available to the residents after property evaluations are completed. Roscoe noted that static data base is for historical purposes and regular data base will be available after changes are made. McKeon noted that the new evaluations won't be available until August 2018. Riddlemoser also suggested that audio/visual recording be done at meetings to keep residents informed. Roscoe noted that it could create more staff time that is not available on a lean budget.

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

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

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

*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 11:18 a.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