

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
February 28, 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 his work schedule 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.*

Roscoe welcomed everyone for attending the meeting. He noted that anyone wishing to speak should raise their hand during Public Comment and wait to be acknowledged. He requested that speakers identify themselves and address all comments to the board.

**FOR SIGNATURE**

- Manifest #9
- Selectmen Minutes of February 14, 2018
  
- **6:15 p.m. Public Hearing – Per RSA 41:14 a&c Sale of Town assets  
Second public hearing to sell the former Town Office building**

*McKeon moved to open the Public Hearing for the purpose of discussing selling the former Town Office building per RSA 41:14 a&c. VanCor seconded the motion, which passed unanimously.*

Ron Rzasa announced that there will be an open house at the former town office building on March 3 and 4 from 1:00-3:00 p.m. Barbara Girs congratulated the Board for doing something open and creative on this building.

*McKeon moved to close the public hearing. VanCor seconded the motion, which passed unanimously.*

Roscoe noted that two public hearings were required for this article.

- **7:00 p.m. Public Hearing – Design and Building Project for upgrading the Town Hall Annex**

Roscoe stated that this public hearing is required because there is a warrant article that requires bonding and a public hearing is required within a certain timeframe to have the bonding article on the town warrant.

*VanCor moved to open the public hearing. The motion was seconded by McKeon and passed unanimously.*

Roscoe stated that there are several options being proposed on the warrant to get guidance from the town. One is to bond it and do the whole project to tear down the Annex and build a new kitchen. This option would cost \$440,000, with \$90,000 coming from the Town Hall Annex Capital Reserve Fund and bonding the remainder. Another warrant article is to upgrade the Town Hall Annex to make it ADA compliant bathrooms. A third option is for the design bid package.

Neil Jenness noted that the current plan makes a hole through the stone wall of the historic town hall and she is opposed to that. Audrey Erickson is hoping that a new annex building is built during her lifetime. Ron Rzasa feels that the best option is to tear down what is there and replace the annex building. McKeon stated that the \$30,000 option is for the drawing and specifications up to the construction phase to put the project out for bid. The bid package that was on the warrant article last year was turned down. Burt Riendeau asked if the floor plan is all that is done so far. Roscoe confirmed that the proposed floor plan is all that is done. McKeon stated that a budget number would be given, based on the known facts and those numbers should be a little higher than would be expected before bids are taken. Roscoe stated that there were volunteers who worked with contractors to get the budget numbers for an estimate based on the newest design. Roscoe explained the process for voting for a bond is that the options will be discussed all the same time and the bond will be voted on by paper ballot. The bond voting is not over until an hour following the first items to be discussed. The vote will be open for one hour. When the hour is up, the conversation will carry on from there.

Jeff Scott noted that he and Ron Rzasa met with a number of contractors to come up with a component and cost schedule that was going into this building to satisfy the selectmen. He stated that whatever we don't do now will have to be done at a later time. He added that the building is not in good shape. The \$440,000 will include the \$58,000 that is required for the ADA bathrooms and the \$30,000 for architectural plans and you will be down to \$265,000 for a completed building. He stated that a home assessed for \$200,000 will cost an additional \$20 for the next ten years for a brand new annex, which will be a service to the community. It will be a very efficient building and will not require the maintenance that will be putting into the existing annex. A brand new heating system will serve both buildings. We would be spending to save.

*McKeon moved to close the public hearing. The motion was seconded by VanCor, which passed unanimously.*

## **FOR DISCUSSION**

- **Suggestion Box**

Nothing submitted.

- **Public Comment**

Barbara Girs presented information from [New Hampshire Election Law 2018-2019](#) regarding a Moderator Pro Tem. "If the moderator is absent from an election or is unable to perform his or her duties, a moderator pro tempore shall be appointed by the moderator RSA 658:19. McKeon has forwarded the information on this RSA to Rebecca Todd earlier today.

John Koopmann reported that he received information from John Kolfells confirms that the town owns the parking lot by the boat ramp and the State is responsible for maintaining the paving, drainage, the guardrail and the fence along the side. The town is responsible for the signage and striping. He suggested that a parking space be reserved for NH Fish & Game officials large enough for their vehicle and trailer to be located close to the boat launch. Koopmann also suggested that signs be set up noting parking only be allowed in designated parking spaces. Koopmann will provide the Board with written documentation from Kolfells and an email follow up of his conversation with Kolfells.

- **Announcement of New Town Administrator hire**

Roscoe announced that Alissa Fox has been hired as the new Town Administrator for Chesterfield with a starting date of March 12. All department heads and contact agencies have been notified.

- **Donation Motion, RSA 31:19**

There was an anonymous donation of \$4,000 given to the Parks & Rec to be used at Wares Grove. The Board had a public hearing on this donation. Roscoe received confirmation from DRA that the money can go into the general fund.

*Roscoe moved that the donation be accepted and to be used for the Wares Grove Beach facility. VanCor seconded the motion. The motion passed by unanimous vote.*

The Board will send a thank you letter to the donator's attorney for the generous donation.

- **Selectmen Minutes Review – February 21, 2018**

*Roscoe moved to approve the February 21, 2018 meeting minutes as amended. VanCor seconded the motion, which passed unanimously.*

- **Code Enforcement Report**

The Code Enforcement activity report for week ending February 24 was reviewed by the Board. The report included permits issued, field inspections, complaints and violations. No further action required.

- **Town Report Update**

The Town Reports will be available in the lobby of the Town Offices on March 2 and is currently on the town's website. This year's Town Report has been dedicated to Jeff Scott.

- **Review of Sample Ballot for Town Meeting**

The sample ballots are on the town's website. Roscoe noted that there is no explanation of what the items listed. Barbara Girs noted that there can't be anything in writing in the building to explain those items being voted on.

- **Renovation of CEO Space**

VanCor reported that the painting is complete, the lights have been installed and the new ceiling tiles and grid have been installed. The carpeting installation is scheduled for the week of March 5. The coil order was returned to Pinney to verify the exact specifications of the coil because it is manufactured custom made. The anticipated delivery of the coil is approximately May 1.

- **Progress on Erosion Issue with Town Owned Beaches**

VanCor reported that Fuss & O'Neill was at the North Shore beach and the soil scientists were at Wares Grove this week. The survey was done this week. The soils people delineated the edge of the wetland along the brook from the lake to Route 9A. Two notifications have been sent to Mr. Martini, as agreed per the signed contract. A backhoe will be used to obtain water table information. Soon after the design is complete and the shore land and wetland permits have been submitted to DES, priorities of where and when the work will be done must be addressed between the Board and P&R Commission. Work also must be done on the brook causing the erosion issues after reviewing the preliminary drawings from Fuss & O'Neill.

- **Moderator ProTem Update**

Roscoe noted that it was the moderator's responsibility to designate a moderator pro tem during her absence for the elections and the town meeting. The moderator has been provided with that information. McKeon will follow up to have the moderator pro tem schedule a meeting with the Selectmen on March 7 to discuss the town meeting process.

- **Discuss Summer Meeting Schedule**

The summer meeting schedule for the Selectmen was reviewed and set between April 18 through September 12.

- **System for Award Management Updating**

A renewal application is required from the town for the town to be able to apply for grants. The renewal deadline is in August and submission will be assigned to the new town administrator.

- **Response to Fairpoint Request**

Legal counsel provided an opinion and sample letter on how to respond to Fairpoint for an assessment for their telephone poles and conduits. McKeon will reply to Fairpoint's request in that they come to the Town Offices to inspect and copy their property records. Fairpoint will be required to provide a new unopened thumb drive package to download the information from Town records.

- **Keene Ambulance/Spofford FD Concern**

VanCor reported that he received a notice of concern from David Thomas, Chairman of the Commissioners for the Spofford Fire District, with the ambulance contract between the town and City of Keene. He would like to have Spofford Fire Chief Steve Dumont and the Chesterfield Fire Precinct Chief Rick Cooper provide input to the BOS for the contract discussions. The concerns were that Keene was going to change the coverage from three to two people when responding to an emergency call in Chesterfield and Spofford. The three-year contract will expire in 2020. The current contract scope of services states that.

VanCor suggested that, if they are going to reduce our services, the contract should be renegotiated. VanCor is waiting for a return call from Chief Mark Howard of the Keene Fire Dept. to discuss the latest contract. McKeon suggested that a meeting be scheduled with Chief Howard and the Chesterfield and Spofford fire chiefs during an upcoming Selectmen's meeting.

- **Recorder and Mic Research Discussion**

Roscoe stated that he looked into the Soniclear recorder that was quoted at \$1,890. The unit includes a Voice Tracker microphone and one backup license and he noted that it would address the needs for the meetings. A computer would need to be dedicated to the meeting room. McKeon suggested looking into other software packages to be sure that they are compatible with the Voice Tracker microphone. McKeon will contact other municipalities who use a recording system to get feedback and ideas.

## **OLD BUSINESS**

Spofford Hall: Signed 155-B:2 order sent to District Court. No further action taken.

McKenna Way Ravine: Springtime issue

NHMA Workshop: Planning Board Training Session – March 1 starting at 7:00 p.m.  
To be held in the Town Offices meeting room. There were 15 attendees at the February 27 ZBA Training Session.

Beach Erosion: Engineering, surveying and soil testing is underway. Town to provide backhoe for test pits to identify water table. Wetland permits will be submitted to DES by Fuss & O'Neill. P&R Commission to meet with BOS to determine priorities for work to be scheduled.

Moorings Petition: McKeon to write draft petition. Wait until springtime.

Recording Device: More information on functionality to move forward. McKeon to contact other municipalities for recommendations on their experiences of recording devices.

## **OTHER BUSINESS**

VanCor received a letter from the State noting that municipalities are responsible for providing cold weather sheltering to all armed service veterans who need this service. He suggested that this notice be placed in the Chesterfield Happenings and the town's website.

The Board verified that there was no time limit in the contract for demolition of 29 Wildwood Road.

Roscoe is working on an update for handout for the Veterans credit. It will include the contribution changes for 2016-2017.

VanCor noted that there is a property on North Shore Road that there is no owner listed with the town and no taxes are being collected for that property. VanCor will work with the new town administrator to follow up.

NHDOT provided a list of State roads that are tentatively scheduled for resurfacing during this upcoming season in Chesterfield. They are:

Route 9A – 2.3 miles (from the Route 9 intersection)

Route 63 – 8.1 miles (from Route 9 intersection northerly to the intersection of Route 12 in Westmoreland

Brook/Main St. – 1 mile (from the intersection of Route 9 northerly to the Farr Rd. intersection

Roscoe noted that P&R has advertised the opening position for the director's position. The P&R Commission would like to discuss scheduling for heating repairs for the cottage. VanCor reported that on his visit to Ware's Grove visit this week he noted that there are several items that have been exposed to the weather throughout the winter at the cottage such as the town owned 4-wheeler, lawnmower, tools, a bag of basketballs and soccer balls and a number of other items including trash. There was also water damage at the cottage due to the water not being turned off by the former director. Roscoe will relay the information to the P&R Commission.

Roscoe announced a setback on the financing for the solar project. The committee will be looking at other financing alternatives.

- **Public Comment**

Brian McCormick requested that the Board move up Article 40 up to adjacent Article 12 on the Warrant Articles regarding the solar articles. Roscoe noted that it be requested at the town meeting to have those articles discussed at the same time. Barbara Girs stated that in order to request a ballot vote on an article, the moderator must receive a written request with at least five signatures before the article is discussed. Without the signatures, the request can be denied.

Girs noted that she feels it was negligence on the P&R director and the P&R Commission for the damage done at the cottage and she is concerned as to how the issue is going to be addressed.

Girs also had concerns about the janitorial services being provided at the Town Office building.

John Koopmann reported that the Conservation Commission discussed a possible donation of a 137 acre property adjacent to the Summers' property. The Commission also briefly

discussed Article 2.2 in their discussion for their Rules of Procedure, which has not been adopted. They did not have election of officers.

Burt Riendeau asked if there was a layout of what the solar project cost and if the BOS number was a real number. Jeff Scott explained how he and Ron Rzasa came up with the estimates and the budget numbers. Roscoe replied that the original project cost to the town was zero. He noted that it would give the town an approximated \$2,000 revenue for the first 6 or 7 years from taxes. At the seventh year there would be a \$35,000 buyout and the sale of electricity to the town would bring in about \$20,000 a year. That whole model is subject to change because of the financing change. The objectives are that it will cost the town nothing. The vote from the town would allow for a multi-year lease. The BOS does not have that authority without town approval.

Roscoe suggested that the temporary town office employee would no longer be required after March 9 with the new town administrator start date of March 12. It was suggested that the temp be offered a standby position in the Selectmen's office.

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

*VanCor moved to go into Nonpublic RSA 91-A:3 II (L) 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.*

With no other business to conduct, the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Patricia Grace  
Secretary

Approved by:

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Jon P. McKeon, Chairman

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Date

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Brad Roscoe

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date