

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
April 4, 2018**

**CALL TO ORDER**

Vice Chairman Norman VanCor called the meeting to order at 6:02 p.m. Also in attendance were Jeanny Aldrich and Alissa Fox, Town Administrator.

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. Aldrich seconded the motion, which passed unanimously.*

VanCor welcomed everyone attending the meeting. He requested those speaking to state your name for the minutes and that all comments be directed to the Board.

**WEEKLY REVIEW**

- **Suggestion Box**

None submitted.

- **Selectmen Minutes Review**

*VanCor moved to approve the minutes of March 28 as amended. Aldrich seconded the motion, which passed unanimously.*

- **Code Enforcement Report**

The Code Enforcement activity report for week ending March 31 was reviewed by the Board. The report included permits issued, field inspections, complaints and violations. The CEO noted that he would be getting up to date on the enforcement activities.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

- **Town Hall Annex Plans**

McKeon stated that the RFP draft provides the contractors with what the BOS is trying to accomplish including the structural layout of proposal guidelines to demolish and construct a new Town Hall Annex. The building would be ADA accessible. The Board felt that the project will be a design-build project and that includes an on-site walk-through meeting. A breakdown of costs will be a bid requirement with a second package for the kitchen equipment. The final RFP should be complete by April 25. Sealed bids must be submitted to the Selectmen's office by June 30 with the opening of bids on June 6. Interviews will be scheduled for June 28 and the candidate selection will be decided on July 11.

- **Former Town Office Plans**

McKeon has been in touch with the Dompieri, the prospective buyers of the former town office building.

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

VanCor reported that deep test pits are scheduled for April 19 at Wares Grove and North Shore beaches to determine the water table and soil types at those locations. Those areas will be roped off and signage will be in place for safety.

- **Recorder and Mic System**

Fox reported that the laptop is ready to go and the webinar is scheduled for April 12 for software training. The Voicetracker microphone will be included with the recorder.

- **Lighting Inventory**

The quote from Elm City Electric came in at \$9,600 to replace the 122 light fixtures in the Town Office building. McKeon noted that lighting replacement is in the Capital Maintenance Plan.

- **Parks & Recreation Cottage Condition**

Fox reported that the boat has been removed from the cottage but the motorcycle and car is still there.

- **Maps & Lot**

The budget will be reviewed for changing the property files from owner's name(s) to map and lot numbers. Aldrich will look into availability and cost of an intern to work on the project.

- **Town Credit Card**

The credit card application has been completed for a \$5,000 limit. Two cards will each have a \$2,000 limit and one card will have a \$1,000 limit.

- **ARS, Inc. Exemption**

Aldrich reported the findings of a tour that she and VanCor made, as a result of a request to approve a tax exemption for the property. She noted that there are no New Hampshire residents that use the facility. Aldrich stated that a 5 point criteria was formed by working with the Manchester assessors office. The first, infrastructure impact to the Town of Chesterfield. Second, number of NH residents using facility. Third, number of Town of Chesterfield residents using facilities. Fourth, the mission statement of nonprofit. Fifth, nonprofit status. VanCor stated that money is received for guests to stay at the facility. He added that the money stays at the facility and it appears that it is run like a club.

*McKeon moved to deny the request for tax exemption by ARS, Inc. Aldrich seconded the motion to deny the request, which passed unanimously.*

Aldrich will provide the findings and written notes taken during the tour for the property files.

- **AED**

A request was made to have a defibrillator for the Town Hall. Fox stated that contracts provided by the State of New Hampshire for Philip's Heart Start portable mobile package, starting at \$635. The fixed location package is available for \$760. VanCor suggested that this be part of the Town Hall project.

- **Town 3-D Topo Map**

VanCor is working on updating the town maps to show wetlands, elevation and updating the roads and zoning changes.

- **Conservation Commission**

Aldrich will try to work with the CCC to work on projects for the town. She will also encourage them to get the Rules of Procedure adopted and officer election held.

- **Rental Policy for Town**

Aldrich is working on creating a form for a town rental policy by using suggestions from Primex. The policy may include the authorization of a town employee to be present when town owned property is being used by groups that benefit the town.

- **Route 63 / Stage Rd Trucks**

McKeon will work with DOT department heads and State representatives on the issues of trucks traveling over Stage Road.

- **Electrosonic Building**

McKeon stated that the owner of the Electrosonic building wants nothing to do with the property. He noted that the building is contaminated with heavy metals and PCP's on site and there is leaching on the outside of the property. If the town took the property for tax deeding, the town would own all the issues of the property. The State won't protect the town for anything that goes on outside the property. Town attorneys have suggested that the town stay clear of the property. The State is still treating ground water for the affected surrounding homes. The town's health officer will send a certified notice to the owner to give him 30 days to board up the entrances. If the request is not fulfilled within that time, the town can board it up per RSA 147:16-a.

## **GUESTS**

### **6:30 p.m. - Philip Riendeau – Property Taxes – Nonpublic RSA 91-A:3 II (b)**

*VanCor moved to go into Nonpublic meeting per RSA 91-A:3 II (b). McKeon seconded the motion, which passed unanimously.*

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

*McKeon moved to seal the nonpublic minutes. VanCor seconded the motion, which passed unanimously.*

### **6:45 p.m. - Steven Buckley – Fire Warden**

Buckley is interested in filling the position as Fire Warden for the Town of Chesterfield. He has served in the fire service for 34 years and has served as deputy fire warden for 26 years on the Spofford Fire Department, with 13 years as the Spofford Fire Chief.

VanCor noted that there was one other person who has expressed an interest in the Fire Warden position and will be scheduled for an interview with the BOS on April 11. The position will be offered soon after the April 11 interview.

## **NEW BUSINESS**

- **Old Home Days**

Aldrich is working on getting a committee formed to set up an Old Home Days event. McKeon reminded Aldrich that if the committee is being directed by a town Board, the Right-To-Know Law must be followed. This group is not a subcommittee of any town boards.

- **Wares Grove Concession & Rest Room**

Aldrich expressed her concerns of how sanitary the snack shack/concession stand is and how well the staff is trained in food handling. VanCor replied that the State performs inspections on a regular basis and water testing is done monthly. McKeon noted that there is money set aside to have work done on the bathrooms this year. The P&R Commission should be working on that. Code Enforcement has a list of things that have to be completed before the beach can be opened.

- **Projector for Meeting Room**

Aldrich stated that she received a request from the CEO in that he would like to have an overhead projector for the meeting room. Discussion defined until the April 11 BOS meeting.

- **Cleaning Supplies for PD**

All cleaning supplies for the PD will be purchased through the Selectmen's Office.

## **OTHER BUSINESS**

The Board approved to include a hiking schedule to be posted in the May issue of Chesterfield Happenings.

A request was made by the State of New Hampshire, Div. of Parks and Recreation to verify the project Wares Grove ID number for financial assistance from Land and Water Conservation Fund. An inspection of the site is required every five years to ensure program compliance. Fox to verify.

VanCor reported that a meeting took place earlier today of the Spofford Lake Steering Committee on the Spofford Lake grant. The final report on the contaminants and pollution will be completed in September.

- **Public Comment**

None

With no other business to conduct, the meeting adjourned at 10:22 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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Jeanny Aldrich

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Date

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Norman W. VanCor

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Date