

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
March 28, 2018**

**CALL TO ORDER**

Vice Chairman Norman VanCor called the meeting to order at 6:11 p.m. Also in attendance were Jeanny Aldrich and Alissa Fox, Town Administrator.

Absent: Jon McKeon

VanCor welcomed everyone for attending the meeting. He requested that all comments be directed to the Board.

**WEEKLY REVIEW**

- **Suggestion Box**

A suggestion was submitted to use the old town office building as a before and after school program and/or daycare. Also suggested was to use the old building as a post office.

**OLD BUSINESS**

- **Town Hall Annex Plans**

Hold until April 4 meeting.

- **Former Town Office Plans**

Hold until April 4 meeting.

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

There is nothing to report until the mapping is done by the engineers.

- **Recorder and Mic System**

The recorder programs will be set up on the laptop.

- **Copier**

Fox noted that the copier will be delivered to the Selectmen's office this week. VanCor noted that the copier was being used in the Selectmen's office after closing time. He noted that one issue is who has keys and who should be using the copier.

- **Lighting Inventory**

No report has been provided on the inventory.

- **Parks & Rec Cottage Condition**

VanCor received a report that the inside of the cottage is clean, however town equipment is outside in the elements. VanCor will get more information of what options are available for the car and the boat that remain at the cottage.

- **Fire Warden**

Forester Matt Apgar has provided a job description and appointment form for filling the fire warden position. The BOS will invite their applicant to the March 4 BOS meeting.

- **Map & Lot**

Need to discuss budging for changing the property file system.

- **Town Credit Card**

Town credit card is being discussed with the bank.

- **ARS, Inc. Abatement**

A tour is being set up for the former Ann Stokes property. An application was provided for the property to be exempt of taxes. Aldrich will have a punch list to determine if the property meets the criteria.

- **Meeting Room Request**

The BOS discussed the request of Ron Rzasa to use the town office meeting room by the Solar project committee. Aldrich reported that surrounding towns allow that type of use free of charge, as long as it enhances the community and a town employee must attend the meeting(s). Requirements will be discussed at the March 4 BOS meeting.

## **GUESTS**

### **6:15 p.m. - Simon Jones – EDC**

Jones expressed his interest in serving on the Economic Development Committee. He noted that he has dual citizenship and is a resident of Chesterfield. VanCor recommended that Jones be appointed to serve on the EDC and he will be sworn in before the next EDC meeting.

### **6:30 p.m. - Rod Parsons - CEO Quarterly**

Parsons noted he has continued working on a daily basis on RSA 485A on septic systems over 20 years old and Environment 1804 of which a building must be inspected for asbestos before it can be renovated. This practice has resulted in quite a few of the septic systems having to be upgraded around the lake. He reported on other projects that he has worked on and noted that he is back working from the CEO office since the water damage incident in December. Parsons supports having all property files categorized by map and lot numbers and for having all record keeping digitalized.

Parsons reported on boundry line conflicts for properties at 42 and 60 Spring Street. Parsons researched history records of the property having been subdivided. The research was done after the 60 Spring Street owners have requested approval of a new septic design.

Parsons stated that there are a growing number of nonhabitable places in Chesterfield. He noted that a landlord has certain responsibilities to his tenants and upon a complaint, it is the health departments responsibility to perform an inspection of the issues. The results could affect the town's welfare system.

Parsons reported on concerns of an unsecured access to the former Electronsonics building. He noted that there are hazardous conditions inside that building and the owner is aware of the accessing concerns of the building.

Aldrich requested an update on property rented by Arbor Climb where there are logs on site to be chipped. Parsons is not sure when the last site plan review was done on that property and was unsure if forestry is an acceptable activity on that property. The lot is in the process of being cleaned up.

### **7:00 p.m. - Chief Chickering – Audio/Visual Security System**

First Choice provided Chickering with a list of people who use this audio/visual security systems. They are the Brattleboro elementary schools, Perkins Home Center, Lebanon NH airport, Lebanon school systems, Hinsdale P.D. and several others. Chickering received great reviews from individuals at those locations.

*VanCor moved to authorize Chief Chickering to secure a contract with First Choice for security cameras as outlined in the proposal presented in the amount of \$6,400. Aldrich seconded the motion.*

Discussion: Chickering noted that \$6,400 included the cameras in the hallway.

*The motion passed unanimously.*

Chickering suggested that a sign be placed by the town office entryway notifying individuals that they may be subject to being recorded by video tape.

### **7:15 p.m. - John Koopmann – Conservation Commission Meeting**

Koopmann reported that he attended the March 26 CCC meeting. He noted that he had brought to the group's attention on numerous occasions of wetland issues at two sites in town where those properties had been completely violated. Koopmann's request for them to look into the matter was ignored. He stated that there was no record of them discussing the Rules of Procedure, rules of order or their responsibility at their January meeting. Their February agenda listed a discussion of 2.2 of the Rules of Procedure, in which they discussed 2.2 for about 30 seconds. During the public comment session Koopmann was told that they are volunteers, they don't have the time and they were not wetland experts. Koopmann advised the committee members that they could hire wetland experts to the cost of the applicant that could help the Planning Board. VanCor noted that the Planning Board would like a committee to look at steep slopes, zoning issues and BOS is looking into some septic updating and our ordinances. He noted that the Planning Board requested that Koopmann work on some of these issues and he found volunteers who were willing to work on some of these issues for the BOS and Planning Board. Aldrich suggested that the CCC be given an action plan.

### **NEW BUSINESS**

- **Price of Flash Drive**

The Selectmen's office will charge \$6 for a flash drive.

- **Town 3-D Topo Map**

VanCor suggested that the town maps be updated by SWRPC to include all roads, wetlands and 3-D relief.

- **Lien Discharge**

Fox reported on a property that had tax liens against the property during 1994. That property was later transferred to the owner's daughter. A request was made to release the lien. Fox noted that there is no backup paperwork to provide documentation of the amount owed on the taxes.

*VanCor moved to discharge the lien on 29 Mr. Arthur Drive in Chesterfield, Map 14A Lot A14. Aldrich seconded the motion, which passed unanimously.*

- **Library Trustee Alternate Appointment**

*Aldrich moved to appoint Gail Flemming and Edward Cheever as Library Trustee alternates each for a one-year term. VanCor seconded the motion, which passed unanimously.*

- **Health Trust Rates for July 1, 2018**

A 2.2% increase for Health Trust insurance for full-time employees will take effect on July 1, 2018.

*VanCor moved to approve the new Health Trust package for town employees, effective July 1, 2018 with a 2.2% increase over last year. Aldrich seconded the motion, which passed unanimously.*

- **Red List Bridges from DOT**

DOT provided a list of bridges that are scheduled for inspections in New Hampshire.

- **Route 63 / Stage Road**

There has been issues with larger trucks traveling over Rt. 63/Stage Road. Should DOT be requested to post signs? To be discussed at the April 4 BOS meeting.

### **OTHER BUSINESS**

VanCor reported that he attended a Spofford Fire District meeting and the members did not want to get involved in writing the summons for the Fireworks Ordinance violations. VanCor requested that they provide documentation to the BOS noting their concerns.

Aldrich noted that the EDC will be looking at topics of affordable senior housing and a sit down restaurant. Aldrich plans to work on giving guidance to residents for assisting in any type of permitting. Phil Shaw has been working with a local business owner to open up a sit down restaurant.

Aldrich reported that the CCC has been discussing upcoming events i.e., hikes, invasive species and they plan to attend the next Planning Board meeting. The CCC will schedule a discussion on the Rules and Procedures at their next meeting.

Approval was given to Fox to purchase of a round table for the Town Administrator's office.

- **Public Comment**

Jeff Scott asked if sheets of plywood should be attached at the outside doorways of the Electrosonics building to keep people out. VanCor noted that the BOS was advised not to get involved in that property. Town counsel will provide guidance on next steps.

With no other business to conduct, the meeting adjourned at 8:45 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