

**Town of Chesterfield
Board of Selectmen
MINUTES
April 25, 2018**

CALL TO ORDER

Vice Chairman Norman VanCor called the meeting to order at 6:00 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 in time to make the meeting because of his work schedule. No one was in the room with him.

VanCor moved to allow McKeon to join the Selectmen's 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**

Annex – Can the Highway Department take down the old Annex? The writer stated that it could save the Town money by not hiring a contractor for the demolition. It was explained that because of specialized equipment, possible hazardous waste and lack of labor to dedicate, it would not be feasible.

Town Hall Floors – The seniors swept the floor with a broom that was made to sweep concrete floors. Aldrich will take inventory of what cleaning tools are available at the Town Hall. She will also provide the BOS with photos of the floor.

- **Selectmen Minutes Review**

VanCor moved to approve the minutes of April 4, 2018 as amended. Aldrich seconded the motion, which passed unanimously.

- **Code Enforcement Report**

The Code Enforcement activity reports were reviewed by the Board for weeks ending April 7, 14 and 21. The reports included permits issued, field inspections, complaints and violations. McKeon discussed items that the CEO on items that need to be addressed that have been pushed out. Aldrich reported that she and the Town Administrator recently rode with Parsons to look at several of the complaint/code issues.

PUBLIC COMMENT

Jeff Scott noted that the hardwood floor broom was at the Town Hall following the elections. He asked if the property owner of 1763 Route 9 has met the required obligations to be selling cars at that location. It was noted that there are 28 cars at that location, as of today, and two men were working on cars inside the building. The BOS will request Code Enforcement to notify the owner to remove the vehicles and explain the fine violations if they are not moved within a set period of time.

Barbara Girs suggested that the BOS look into another cleaning service provider for the Town Offices. Aldrich will look into other available cleaning services.

John Koopmann noted that the former Electrosonics building still needs to have the door secured. Code Enforcement will notify the owner that he has 30 days to secure the door. A notice will also be placed in the local newspaper for the owner to secure the building.

Koopmann reported that the signage at the boat landing is the town's responsibility. Painted parking spaces and a reserved space for officials from NH Fish and Game and the marine patrol was also discussed.

Koopmann asked for a letter of support from the BOS regarding work done by local volunteers and the value of Chesterfield Gorge to the Town. Koopmann suggested that the Chesterfield Conservation Commission provide tree maintenance at the Gorge.

Tammy Rudolph noted that the town property map does not match the deed description for property that she owns on Spring Street. McKeon noted that the deed governs where the property lines are. McKeon will contact legal counsel to get guidance for matching the deeds with town records.

OLD BUSINESS

- **Town Hall Annex Plans**

The RFP is completed for the Town Hall Annex project and will be advertised. Thank you, Jon McKeon, for putting the RFP together.

VanCor moved for the Selectboard to approve the loan agreement for a \$350,000 bond for the Town of Chesterfield for the purpose of demolition and construction of Town Hall Annex. The motion was seconded by Aldrich. The motion passed unanimously.

- **Former Town Office Plans**

McKeon is working on the Purchase and Sales Agreement with the potential buyers. The Board feels confident that McKeon will discuss the water and septic system questions of the potential buyers and outside work that they want to do on the exterior of the building. An escrow account is being explore to accompany the work is being done to the building. Steve Pro will provide a final report on the septic system and the pipe to the tank. The BOS will file a ZBA application in the future because the Town owns the land that the house sits on.

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

Nothing to report.

- **Recorder and Mic System**

McKeon moved to purchase two Dragon Voice digital voice recording units. VanCor seconded the motion, which passed unanimously.

- **Lighting Inventory**

Nothing to report.

- **Parks & Recreation Cottage Condition**

The code items listed in the CEO report need to be taken care of before the beach can open up. VanCor will set up for Phinney to do an inspection of the heating system at the cottage and provide a proposal to correct issues. The P&R Commission are responsible for the grounds.

- **Fire Warden**

Regional Forest Ranger Matt Apgar interviewed candidates for the fire warden position in which Stephen Buckley was his recommended candidate. The fire warden will be working with the Chesterfield and Spofford fire departments. The BOS will be reviewing the list of recommended deputy fire wardens that will be provided by the fire chiefs and fire warden.

VanCor moved to recommend Steve Buckley as fire warden to the regional forest ranger. Aldrich seconded the motion, which passed unanimously.

- **Maps & Lot**

The property files in the Selectmen's office will be converted from owner's names to map and lot number.

Aldrich moved to have Liz McKeon assist Alissa in converting the property files to map and lot numbers. VanCor seconded the motion. Motion passed by majority vote. McKeon abstained from the discussion and vote.

- **Town Credit Card**

The credit card is on its way.

- **AED**

To be included with the Town Hall Annex project.

- **Town 3-D Topo Map**

No update to report.

- **Update Roads**

No update to report.

- **Update Zoning**

No update to report.

- **Features (Towers) Update**

No update to report.

- **Meeting Room Use – Rental of Town Property Agreement**

To be discussed at the next meeting.

- **Route 63 / Stage Rd Trucks**

McKeon contacted William Lambert of NHDOT Bureau of Traffic to request signage to reduce speed and/or possibly limit large heavy trucks from traveling on Stage Road, due to dangerous conditions and resident complaints. Lambert's response was that NHDOT cannot prohibit vehicles carrying legal loads and limits from using the road. VanCor requested that the Town Administrator follow up with the person who complained.

GUESTS

7:30 p.m. - Eric Barnes – P&R – Nonpublic RSA 91-A:3 II (b)

VanCor moved to go into Nonpublic meeting per RSA 91-A:3 II (b) Hiring 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.

NEW BUSINESS

- **Appointment to EDC**

VanCor moved to appoint Simon Jones as a member to the EDC. Aldrich seconded the motion, which passed unanimously.

- **Letter from Renelle at Devine, Millimet & Brand - Bond**

The Board made a decision not to hire legal counsel for guidance in adopting “Post-Issuance Compliance Guidelines” for bonding purposes.

- **Primex Insurance Renewal**

The Board will change the annual renewal date from July 1 to January 1 to make the budget process easier. Primex will provide the new rates for the next six months for property and liability program to the Town.

- **Letter from Josh Dillingham**

The Board approved the Red Clover Rovers Running Club to use the grounds around the Chesterfield Fire Station during their Pisgah Mountain 50k and 23k Trail Race, providing that they get approval from the Chesterfield Police Department and the Chesterfield Fire Department. The race is being held on Sunday, September 18, 2018. The club must also provide cleanup of their event by the following Monday morning.

- **29 Wildwood – Email from Steve Perrin**

The property owner has requested that he be allowed to keep the foundation as is when he demolishes the house. The Board will look at the property to discuss the request at the May 9 meeting.

- **Land Use Research Group**

The land use group wants to be sure that they are following the appropriate guidelines of the right-to-know law.

- **Library Painting Quotes**

The lowest bid quote did not appear to be using the correct paint for the library painting project, as requested on the RFP.

Aldrich moved to allow the funds to be released for the library painting project for Legendary Painting of Keene, NH in the amount of \$8,675 . VanCor seconded the motion, which passed unanimously.

- **Effective Meeting Management Class – June 7**

Aldrich suggested that the committee chairpersons attend the Effective Meeting Management class being held in Manchester, NH on June 7. More information will be sent via email to committee and board chairpersons requesting their attendance.

- **Chesterfield Happenings Review**

The Board reviewed the draft Happenings and McKeon will request more department heads to participate in the monthly newsletter before it is sent to the subscribers.

- **Trees – Ed Labbe**

Aldrich provided photos of the trees that Ed Labbe, owner of 1442B, Route 9, has requested be removed from Town owned abutting property. Labbe was concerned with the trees falling on his home. The Board will contact legal counsel for advice on responsibility. This will be discussed at the May 9 BOS meeting.

OTHER BUSINESS

VanCor noted that the Historical Society took possession of the Stone House at the corner of Rt. 63 and Rt. 9 on April 24.

- **Public Comment**

Jeff Scott thanked the Board for all the work they are doing on the Town Hall Annex.

With no other business to conduct, the meeting adjourned at 9:14 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date