

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
February 14, 2018  
Amended May 9, 2018**

**CALL TO ORDER**

Vice Chairman Brad Roscoe called the meeting to order at 6:00 p.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.

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

**APPOINTMENTS**

**6:15 p.m. – Public Hearing – RSA 41:14 a&c – Sale of Town Assets**

We are looking for input from the public on the sale of the former town office building. The board has someone interested in the purchase of that building. There has not been a contract established yet but have discussed generalities of a contract. Roscoe noted that there isn't an expiration and the terms of the contract have not be established and is very preliminary. McKeon has asked legal counsel to work out a draft sales agreement to add amendments to. Whatever is agreed on will follow the property in any sale.

Barbara Girs stated that selling the building would be a great way of saving the building as a landmark in town. Legal counsel could put together a contract and deed that will make it available to protect the town and the building that will work for both sides.

*McKeon moved to close the public hearing. Roscoe seconded the motion. Motion passed unanimously.*

**6:30 p.m. – P&R – Discussion on filling of Director Position, Use of Facility**

Present: Eric Barnes, Chairman of the P&R Commission and Fran Shippee, P&R Commission Member

Options discussed were to keep the P&R director position a year round position with the benefit of the house or change it for a nine or ten month position without living at the house. Barnes suggested that if the house wasn't used as a residence, it could be used as office space. Another option suggested was for the director position to be a full time seasonal one.

A donation of \$4,000 was recently made by an anonymous donor for the benefit of Wares Grove beach. The donation must be spent during 2018. Roscoe will contact DRA for a suggested budget line item of where that donation should be placed.

**FOR SIGNATURE**

- Selectmen Minutes – January 31, 2018

- **Suggestion Box**

Nothing submitted.

- **Public Comment**

None

- **Selectmen Minutes Review – February 10, 2018**

*VanCor moved to approve the February 10, 2018 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.*

- **Monthly Newsletter**

The department heads were notified of the deadline date for articles to be submitted for the March newsletter. More articles are expected to come in before next week.

- **Code Enforcement Reports**

The Code Enforcement activity report was reviewed for the week ending February 10. The report included permits issued, field inspections, complaints and violations. Property issues on Rt. 9 should not be closed because land has transferred. The zoning violations follow the land. The structure has been declared inhabitable on Rt. 63 and the owner has been given two weeks (February 23) to clean it up before further action will be taken.

- **Town Report Update**

Roscoe noted that he has all the reports in from the school and has gotten feedback from the DRA on the warrant articles. There are some modifications being made because of the way they are written. *McKeon MOVED to amend the Selectmen's Meeting Minutes of February 14, 2018 to show that the Select Board had made the motion to put the warrant article for the Town Hall Annex Bond in the warrant SECOND VanCor VOTE unanimous* There needs to be a hearing for the bonding unit. The budget committee meeting didn't count. It has to be noticed in the newspapers at least 15 days before the meeting. The hearing can be held as soon as February 28. Roscoe will send the ad to the newspaper. The report should be assembled by Friday and sent to the printer.

- **Renovation of CEO Space**

VanCor noted that insulation is up, the sheetrock is on the wall and the sheetrock has been taped. The duct work was scheduled to be completed today. The LED lights will be discussed with an electrician. The present lights will come down and the circuits will be tested. Ten ceiling tiles will be saved to replace the damaged tile in the hallway and in the Town Clerk's office and some for future use.

- **Town Beach Erosion Issues**

VanCor is attempting to connect with the abutter of Wares Grove Beach and has not yet received a response. Fuss and O'Neill would like to start surveying early next week.

- **Election Worker Status**

Barbara Girs will get coworkers to help her make phone calls to volunteers to schedule them for working the elections. Jeff Scott, John Koopmann and the selectmen will set up the voting booths and the Town Hall on Monday before voting day.

- **Admin. Contract**

The Board discussed revisions to the town administrator's contract and job description.

- **Moderator Discussion**

Legal counsel informed McKeon that the moderator pro tem must be a resident in our town. The supervisor of the checklist will be responsible for filling the moderator's duties. Rebecca Todd will contact the supervisor of the checklist. There will be a follow up at the February 21 BOS meeting.

- **Donation Hearing**

A hearing will be scheduled for acceptance of an anonymous donation of \$4,000 for the benefit of Wares Grove Beach. The board can also dedicate where the donation will be used. The hearing can be held at a public meeting.

*Roscoe made a motion that the Board accept the gift to the Town of Chesterfield in the amount of \$4,000 to be used for the benefit of Wares Grove Beach. No second was made. Motion withdrawn.*

The Board discussed what revolving fund should hold the check and to table the hearing until the Board can discuss the hearing with P&R.

- **Recording Device**

It was suggested that a ceiling mounted recording device be purchased to capture discussions during the board and commission meetings. The Board suggested that Kristin McKeon research more options of equipment that may be available.

## **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 delineation survey and soil tests for the State DES permits. 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 will be meeting with George Preston, Library Director to discuss collaboration efforts for outside maintenance and cleaning.

VanCor reported on the ZBA meeting of February 13. The Stone House application was approved for a museum use. Parking and driveway concerns will be treated separately. The judge's order on the Xpress Natural Gas application was for the ZBA to determine whether that Rt. 9 property has or has not been abandoned. The ZBA determined that the property was abandoned, based on the documentation brought before them with dates to support the

decision. VanCor presented the case that the Board of Selectmen appeal the Planning Board/Lanoue site plan and conditional approval. James Corliss presented the abuttal on behalf of the Planning Board. The hearing has been continued to March 13 at the ZBA meeting. VanCor stated that a request from James Corliss was sent to the BOS to ask that the Board of Selectmen withdraw their appeal. The BOS have decided not to withdraw the appeal, consistent with counsel advice

McKeon spoke with the snow removal contractor about the responsibilities for the service of work to be covered at the Town Offices and other town owned properties.

Roscoe noted that cross training has been scheduled between the building inspector and the Selectmen's secretary for Vision data entry this week.

Roscoe received a request to have a defibulator available in the Town Hall. It was suggested that a training session be set up for using a defibulator and/or first aid training. The Safety Committee meeting should be scheduled in March and a suggestion was made to have the training be scheduled by that committee.

Roscoe received an invitation to speak on solar to a group from a Walpole. Roscoe will ask the Solar Committee to work him on this project.

A formal complaint was submitted regarding a frozen catch basin on Cady Lane that is washing out a driveway. The complaint will be sent to the Highway Dept. and VanCor will follow up with the Road Agent.

A letter was received from Robert Del Sesto with his concerns of the assessment process. The letter will be scanned and sent to the assessment firm.

- **Public Comment**

John Koopmann noted that training is required for the difibulator. He suggested that there be a difibulator at the library.

Koopmann suggested that a public hearing be held between the Planning Board and the Board of Selectmen. He also encourages the Board to have the building at Wares Grove to be occupied for security purposes.

- **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 go into Nonpublic RSA 91-A:3 II (L) Legal  
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 8:37 p.m.

Respectfully submitted,

Patricia Grace

Secretary

Approved by:

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Jon P. McKeon, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brad Roscoe

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date 5/23/18

Town Administrator Amended February 14, 2018 Selectmen's Meeting Minutes on May 9, 2018.

Approved by:

\_\_\_\_\_  
Jon P. McKeon, Chairman

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Date

  
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Jeanny Aldrich

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Date 5/23/18

  
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Norman W. VanCor

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Date 5/23/18