

**Town of Chesterfield
Board of Selectmen
MINUTES
July 11, 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 is at the job site in Baltimore and was hoping that he will be allowed to join the meeting. 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 their name for the minutes and that all comments be directed to the Board.

WEEKLY REVIEW

• **Suggestion Box**

1. Please have Parks & Rec meeting moved to town office. It was very difficult to hear all that was discussed Monday evening at the beach. No signature – VanCor noted that he will contact the P&R Commission chairman.
2. Would the Selectmen consider lowering the lake water level due to the recent rains? The reason for this request is the additional damage to personal property and lake shore erosion caused by the super sized waves that are generated by boats outfitted with ballasts, bags and other appendages. Signed Lois Bradstreet (Edited for length) VanCor and Aldrich spoke with Chris Lord today. Aldrich noted that the level will be kept a couple of inches higher than normal because of the expected dry month ahead.

• **Selectmen Minutes Review**

VanCor moved to approve the minutes of June 27, 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 June 30 and July 7. The reports included permits issued, field inspections, complaints/violations, assembly review and fireworks site reviews. The Board agreed to have only sensitive items blacked out on the CEO reports. Some of the items on the report have not been kept up to date.

A draft log sheet will be finalized for the code enforcement officer to use for tracking code violations. It will be required to have a police officer accompany the CEO when a cease and desist order is being served.

PUBLIC COMMENT

Barbara Girs asked if the buyers of the former town office building would need to go back to the ZBA if they want to use the building for changes of a café in the front section of the building and an art studio in the back, per the ZBA discussion at the July 10 hearing. Some of the ZBA members felt that the application was written for a specific use. McKeon noted that the variance was approved for mixed use.

Jeff Scott reported that there were three fireworks violations at the lake on July 4, where there were fireworks being fired off into the water at one of these locations. He also noted that there seemed to be less fireworks fired off this year than in previous years between 7-11 p.m. VanCor stated that Chief Chickering has asked that violations reported immediately so that the PD can respond quickly.

Scott requested the status of Mark Lanoue's property as he continues his business on Rt. 9. McKeon replied the CEO will perform an inspection of the property to be sure that all of the conditions are complete and have been met, as placed by the Planning Board. If the inspection proves approval, the CEO will provide a certificate of occupancy to Mr. Lanoue. He is not supposed to be doing any (auto) business on the property, including storage of vehicles, until those conditions are met. The State of New Hampshire has not provided Lanoue a license to sell vehicles on that property. VanCor noted that the company who inspected the septic system at that property has withdrawn the approval of the septic system. There is a need for a new septic design and installation as part of the conditions by both the Planning Board and the State of New Hampshire to be met.

OLD BUSINESS

- **Former Town Office Plans**

The variance application passed for a mixed use at the ZBA meeting on July 10. Aldrich suggested to have an explicit no franchises written in the deed. Legal counsel is working on the draft agreement.

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

VanCor stated that Fuss & O'Neill will be meeting with the Selectmen on July 25 at 6:30 p.m. They will provide the Board with prints and an electronic copy of the drawings before that meeting. The drawings will include the electric for the gazebo.

- **Lighting Inventory**

A quote has been provided by Elm City. Tabled to budget season.

- **Parks & Recreation Cottage and Beaches Condition**

A quote has been received from Farnum for the insulation for the entire cottage in the amount of \$8,504. The insurance adjustor stated that Servpro only removed 300 sq. ft. of insulation and only 300 sq. ft. of insulation will be covered for damages. Tabled for another meeting.

To look into alternative heating system for the cottage.

Copies of the deeds for Wares Grove have been provided to Fuss & O'Neill. Measurements between the Martini property and Wares Grove beach will be taken relative to the brook.

- **Town 3-D Topo Map, Roads, Zoning, Features Update**

Tabled.

- **Trees Ed Labbe**

Bids will be opened at the Selectmen's meeting on July 25 for the Old Chesterfield Road (Map 11A Lot B5) .23 acre property.

- **Chris Lord Job Description**

The updated public works director's job description will be provided to Chris Lord for his review. Tabled to July 25.

- **Office Basement Dehumidifier**

A carpenter will be hired to build the bracket for the dehumidifier to sit on. A handyman will be hired part time to do odd jobs as needed and will report to Chris Lord.

- **Handyman**

The BOS approved to hire a part-time employee to work for the Town to perform odd jobs under the direction of Chris Lord.

- **Refinishing Town Hall Floors**

The town hall floors will be given two coats of oil based lacquer to help to preserve the floor.

- **NHMA Legislative Policy Process – Floor Policies Due August 10**

More time needed to review the policies for the next upcoming year.

GUESTS

6:30 p.m. – Parks & Rec

Present: Dewey Auger and Joe Hanzalik

There is a lack of staffing at Wares Grove Beach this summer, especially for the life guard positions. There will be very little staffing for life guards between July 13 through 15. P&R were instructed to post the beach with signs stating “Swim At Your Own” risk during those times and to keep the rates the same as normal.

It was reported that the nonresidents are taking advantage of the North Shore Beach because they remain at the beach after their private swim lessons are complete. It is not being addressed by the current swim instructor.

The suggestion of one resident to move the P&R meetings to the Town Office will be discussed at the next P&R Commission meeting. The suggestion was made because it is not easy to hear the discussions at the beach. Auger stated that the meetings have been held both at the beach and the Town Office building during the summer months.

Action is being taken on the individual who is flying a drone too close to the working staff. P&R is doing all they can to keep their staff and visitors safe. The PD will be contacted immediately if the drone operator continues to violate drone flying regulations.

Replacement bathroom fixtures and stall walls should be completed soon at Wares Grove Beach. VanCor asked if the roof quote for the North Shore roof included a gutter system. This will be something that will be incorporated into the final design elements for the erosion control efforts.

NEW BUSINESS

- **Camp Spofford Agreement**

VanCor has volunteered to work on renewing the Camp Spofford Agreement. Attorney David Tower will be contacted to get a copy of the most up-to-date Agreement. It is a P.I.L.O.T. Agreement, payment in lieu of taxes. The agreement was reached mutually by the town and Camp Spofford as the Camp meets the threshold of a charitable entity by the standards set forth by the State of New Hampshire.

- **ZBA Rules of Procedure**

The Selectmen's representative to the ZBA provides guidance and direction to the ZBA members on either the town's position or directive. The ZBA may also ask the Selectmen's representative legal procedural questions.

- **Employees Issue (Nonpublic RSA 91-A:3, II (c))**

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

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

VanCor moved to seal the Nonpublic minutes for Section 1 and 2. McKeon seconded the motion which passed unanimously.

OTHER BUSINESS

Use of Town Hall tables or chairs outside of the Town Hall building are not allowed.

Margaret Halpert has volunteered to assist in working with the staff to download information onto the town's website. Aldrich will review the website to see what needs attention to make it easier to find information. She noted that the social media page is not set up by the town office. Aldrich has volunteered to be the administrator to the town's website for communication with questions to the website. The website administrator will keep all forms updated and current.

Aldrich noted that the EDC has a line item of \$2,400 in the budget. VanCor stated that the money is used for promoting issues for the town. There will be an expense to the EDC to have a table at Old Home Days for their survey. The EDC reimbursed the supplies used by the volunteer who worked on cleaning up the inside of the former town office building that included light advertising. Business cards were made up for those members who were soliciting at local businesses around town. Flyers have also been made and used for handouts.

The Historical Society will hold an evening on Kipling on August 8 at 7:00 p.m. at the town hall. The Summer Information Meeting will be changed from August 8 to August 22 so as not to conflict with the Historical Society event.

The public hearing will be scheduled on July 25 for the Selectmen to accept the \$6,000 grant that has been awarded to the Chesterfield Fire Dept. The grant is for the EMS dryer for the firefighting clothing. The underground propane tank was installed at the Chesterfield Fire Dept.

SWRPC has reserved the town hall for four consecutive Thursdays, starting July 26 for program presentations on storm water management for homeowners, well water and septic system maintenance and FB Environmental to present the draft management plan and discuss all the Spofford Lake issues relating to the grant. These presentations will be providing a service to the town.

Henry Underwood met with Chris Lord to discuss the SWRPC culvert study. The culvert inventory will be starting this week.

Chris Lord will be doing the boat launch line striping in the parking area. He is waiting to hear from the Selectmen for what is needed for the signage.

The North Shore beach electric bills have more than doubled from what they have been for the past two years. VanCor will research what is causing the increase.

There is a job description being worked on for the P&R camp director.

A decision should be made for the HVAC at Wares Grove cottage at the July 25 Selectmen's meeting.

Mr. Diesl called the Selectmen's office and stated that, according to the court agreement the Selectmen couldn't do anything with removing the swale on the road surface. He stated that the Selectmen had rescinded on the request for him to fix the swale on Bennett Road. VanCor stated that the Selectmen gave the Warhalls permission to have the work done that is within the town's right-of-way.

McKeon reported that the Planning Board agenda listed a boundary line adjustment on the Hadlock property. The Planning Board discussed the Andersen property condo conversion on the lake to keep Rod (Parsons) informed about what the Planning Board items are and what the State items are before he can give them a certificate of occupancy. This was discussed because the Donahues have concerns about items that were happening on the property and didn't feel that Andersen was following through with requirements of the Planning Board and also with State permitting. Rod was informed of that also.

Public Comment

Jeff Scott reported that a new pole was installed on the North Shore beach with a trench going to the Rancourt house. Scott asked if that has been approved. It is the lighting pole in the parking lot.

Scott asked if it would be possible to get the foundation in on the Town Hall Annex project before frost. McKeon replied, "No".

With no other business to conduct, the meeting adjourned at 10:18 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date