

**Town of Chesterfield
Board of Selectmen
MINUTES
June 27, 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. 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. A request was made to list tax deeded properties that are for sale and list them on the town website. The Board responded that is how it would be done.
2. Shorter meetings at the town hall so Mommy can get home early.

- **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 9, 16 and 23. The reports included permits issued, field inspections, complaints/ violations and assembly review. McKeon has requested that the code enforcement officer explain where a couple of the items stand. Aldrich has created a report sheet for the CEO to use that will allow him to provide more information on each code issue. The board will review at the next meeting.

PUBLIC COMMENT

Jeff Scott requested that businesses be listed on the code enforcement report. The only names that should be blackened out from the report should be the sensitivity issues on health and safety issues.

OLD BUSINESS

- **Town Hall Annex Plans**

McKeon will make timeline adjustments to the plans. It won't influence the project end date. The site date will be scheduled for August 8.

- **Former Town Office Plans**

The variance application was submitted to the ZBA and will be heard on July 10.

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

VanCor reported that it's a State requirement now to identify areas as wetlands that were not identified as wetlands prior to the start of the design work. With this change, there are now wetland areas flagged at the North Shore Beach. The goal for the design phasing is to have the preliminary plans presented to the Select Board by Fuss & O'Neill by the end of July. The Wares Grove abutter, Martini, did not have his survey recorded at the Registry of Deeds so identifying the boundary will be more difficult.

- **Lighting Inventory**

The town office building is scheduled for budgeting lighting next year. Elm City Electric is scheduled to do a lighting inventory at the library on July 12.

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

A second quote for the HVAC is being processed and should be available this week.

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

Henry Underwood of SWRPC has provided information on upgrading the maps.

- **Trees Ed Labbe**

The town owned property located on Old Chesterfield Road, consisting of .23 acres, will be sold by seal bid.

McKeon moved to sell the property, known as Map 11A Map B7 by sealed bid with a minimum bid of \$5,000 required to purchase the property. The motion was seconded by VanCor, which passed unanimously.

The sale will be posted in the Keene Sentinel, town website and the normal posting areas.

- **Chris Lord Job Description**

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

- **Deeded Property List – Phone call update – RSA 91-A:3, II C**

Some property owners could not be contacted.

- **Warhall / Bennett Road**

Joe Warhall requested Select Board approval for maintenance and repair work on Bennett Road. Details of the work was provided to the Board that will be performed by St. Pierre Inc. McKeon noted that the work will come down Bennett Road to the second driveway on the north side. The work will end at Mr. Diesl's second (westerly most) driveway coming up the road and the contractor will be working within the Town's right-of-way. The Selectmen approved the job specification provided by St. Pierre and suggested that a larger size culvert be used so that it does not become overwhelmed with heavy water flow. The Selectmen will send a notification to the three abutters prior to the start of work and to remove all items from the right-of-way prior to the road repairs.

McKeon moved to allow Joe and Diana Warhall to have work performed on Bennett Road as described on their proposal to the Town of Chesterfield dated February 28, 2018 from St. Pierre Inc. to be completed in the year of 2018. VanCor seconded the motion, which passed unanimously.

- **Office Basement Dehumidifier**

VanCor has asked Chris Lord to find a “handyman” to perform light duty odd jobs at the town office building and other town owned buildings. Framing will be required to set up the dehumidifier.

- **Refinishing the Town Hall Floors**

Two coats of oil base lacquer will be added to the town hall floors. The Board will review the capital maintenance plan for further work that may be required.

GUESTS

6:30 p.m. - Joseph Provencher - RSA 91-A:3, II (c)

VanCor moved to go into Nonpublic RSA 91-A:3 II (c)

The motion was seconded by McKeon, which passed unanimously.

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

VanCor moved to seal the non-public minutes. Aldrich seconded the motion, which passed unanimously.

6:45 p.m. - Erin Scaggs

Scaggs noted that the Old Home Day is scheduled on August 4 from 10:00 a.m. to 2:00 p.m. to celebrate the town. The Old Home Day Committee would like to have a section of Rt. 63 closed to hold a parade to start the event. Approval is required from the State as this is a State highway. Other events will be a live band, pie eating contest, classic cars display, games, chalk art, face painting, food and liquor vendors, pie and book sale and a slip ‘n slide event. OEM will have tent. Admission and parking are free.

7:00 p.m. - Parks & Rec

Present: Erik Barnes, Fran Shippee and Samantha Hill

Barnes reported that hours of operation for the beaches is 9:00 a.m. to 9:00 p.m.

Barnes noted that a carpenter is scheduled to replace the roof at North Shore. Other issues needing to be addressed are the bathrooms and HVAC at Wares Grove. The P&R Director received a punch list today from the code enforcement officer. VanCor will work with the P&R Commission as the Selectmen’s representative on repairs and where the money will come from.

VanCor will review the job description for the P&R Director Commission duties.

VanCor stated that the water samples should be done by either a town employee or the P&R director. Training is essential for getting the accurate samples for the lab.

Shippee will get a business credit card set up with the bank for the P&R director’s use.

Barnes noted that he would like to see more police coverage at the beaches between the hours of 7:00 and 9:00 p.m. A campfire was recently made at the North Shore beach and several beer cans have been left on the beach and floating in the water. Several cars are being parked at North Shore beach that don’t have New Hampshire license plates.

Don LaFontaine has resigned from the P&R Commission. The P&R Commission will provide the Selectmen their recommendation for filling that seat.

Volunteers working for the P&R are required to fill out a form that will be provided by the director.

Barnes noted that the official website page for P&R is on the Town's website and that's where P&R should have their announcements and news items. Complaints will be monitored by the P&R director.

7:45 p.m. - Jill Diesl – Old County Road Water Draining on Rt. 63

Jill Diesl explained her concern of road work that has been done on the private Old County Road that has created pot holes and drainage issues, which includes a speed bump and a trench. She was reminded that the Town has no jurisdiction on a private road and it was suggested that she contact NHDOT regarding any runoff from Old County Road onto Rt. 63. The road agent provided an email report of two berms that have been set up on that road.

NEW BUSINESS

- **Permission for ZBA to Use Ratigan for Civil Suit**

VanCor moved to allow the ZBA to engage Attorney Ratigan to defend the town on the civil action brought forth by Xpress Natural Gas LLC against the Zoning Board of Adjustment. The motion was seconded by Aldrich. Motion passed unanimously.

- **“Kick Off” Meeting Road/Stream Crossings and Culverts SWRPC**

Henry Underwood will be working on the road crossing culvert inventory project with Chris Lord this week.

- **Fireworks**

The fireworks permit ordinance allows extended hours for only July 3-5, Christmas and New Years. The allowable hours for those holidays allow fireworks from 12 noon to 12:15 a.m. Fireworks permits are required.

- **Abutters Letter from Judy Idelkope**

Judy Idelkope's letter to abutters of 52 North Shore Road and a copy of the NHDES wetland's permit was received as a notification that a project requiring excavation work was being requested.

- **Complaint from Karen Kucharczyk/North Shore Road**

VanCor will contact Kucharczyk to explain the work being done at the North Shore beach.

- **Farmers Market Liquor Beverage Vendor**

The Select Board agreed to allow Copper Cannon to participate as a vendor at the Farmer's Market to sell locally made rum and maple syrup. Copper Cannon will present the agricultural process available as to how the products are made. The NH Liquor Commission requires town approval for Copper Cannon to participate in the Farmer's Market.

- **DRA – PA-28 form for 2019**

The Form PA-28 Inventory of Taxable Property will NOT be used in 2019.

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

Table for July 11 meeting.

- **Chesterfield Happenings Review for July**

The Chesterfield Happenings will go out to the subscribers on June 28.

- **Jeff Dunham Letter - RSA 91-A:3, II (c)**

VanCor moved to go into Nonpublic RSA 91-A:3 II (c)

The motion was seconded by McKeon, which passed unanimously.

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

VanCor moved to seal the non-public minutes. Aldrich seconded the motion, which passed unanimously.

OTHER BUSINESS

Boat Launch Parking Area –

McKeon moved to direct the Highway Department head to restripe the parking spaces at the Spofford boat launch area, to designate one parking spot for Marine Patrol and reinstall signs that are not readable or in need of replacement. VanCor seconded the motion, which passed unanimously.

Aldrich noted that there are three regular members and three alternates members currently on the ZBA. The ZBA chair chooses which alternate members to be seated to vote on each application before the hearing(s) start.

Aldrich reported that the Economic Development Committee invited a speaker from SWRPC who provided steps for building a 1, 5 and 10 year plan. It was suggested that EDC use the web page.

VanCor asked to have the Camp Spofford Agreement on the next BOS agenda for discussion.

McKeon reported that the Planning Board approved a lot line adjustment for a property that was a voluntarily merged.

Attorney Ratigan made suggestions for some minor changes for the Farmer's Market vendors draft agreement.

The BOS will be working on the Summer Informational Meeting with town residents to keep them informed of projects that the Selectmen have been working on throughout the year. It will provide the residents an opportunity to ask questions of the Board members. The meeting will be Wednesday, August 8 at 7:00 p.m.

A written request was made, from Winchester resident Gloria Leustek, for the Board to have the State put up signs prohibiting tractor-trailer trucks from using Stage Road. If prohibiting the trucks to travel Stage Road, having weight limits set for traveling that road, due to unsafe conditions for tractor-trailer trucks.

The closing on 29 Wildwood Road should take place next week.

The Selectmen discussed getting the town's website more user friendly. Aldrich will review changes that will allow web users easier ways to download information. McKeon suggested engaging for Margaret Halpert's expertise in web design.

- **Public Comment**

Jill Diesl asked if there were restrictions on using fertilizers near the lake. It was suggested that she contact John Koopmann or Val Starbuck for information on chemical restrictions.

Jeff Scott suggested that a posted list be available of work projects at the beaches for volunteers to work on.

With no other business to conduct, the meeting adjourned at 11:41 p.m.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date