

**Town of Chesterfield
Board of Selectmen
MINUTES
August 8, 2018**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:02 p.m. Also in attendance were Norman VanCor, Jeanny Aldrich and Alissa Fox, Town Administrator

McKeon opened the meeting by welcoming those in attendance.

APPOINTMENTS

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

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

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

McKeon moved to seal the nonpublic meeting minutes for Joseph Provencher. VanCor seconded the motion, which passed unanimously.

- **6:45 p.m. Lynn Borofsky – Land Donation**

Lynn Borofsky announced that there is a gift of land that is being offered to the Town of Chesterfield, which now has a conservation easement on the 134.4 acre parcel. The Monadnock Conservancy owns the easement. The land would be owned by the Town of Chesterfield, subject to the approval of the local governing body. The property consists of wetlands, stone walls and a cellar hole. Borofsky asked if the town wants to own the land. She provided the BOS a copy of the easement with the conditions, limitations, restrictions and activities that are allowed on the land. Borofsky will get back to the BOS as to whether there are any financial concerns.

- **7:00 p.m. Chris Lord – Job Description and Quarterly**

The job description created for Lord will expand his position to include public works director. The BOS will provide Lord with a list of contractors at the Selectmen's meeting of August 22. He will provide help to other departments by using a weekly schedule for general maintenance work.

Lord stated that the Highway/Transfer Station budget has approximately 37% remaining for the rest of the year. A spreadsheet will be provided to the BOS on the tonnage for the outgoing paper, metal and glass.

Lord reported that some items out of the sharing sheds are being used for profit. A sign will be posted with user guidelines at the share sheds and will be limited to town residents only.

There was one board left at the dam and the lake water level was 6 inches high today.

WEEKLY REVIEW

- **Suggestion Box**

A suggestion left in the box was to limit the Camp Spofford increased activities, which they use as a water park, a recreational park, a business and a little bit of God thrown in. On any given day during the summer you can observe 14 speed boats/pontoon boats, 4 jet skis, a number of

sailboats and a gazillion kayaks. Road races are common and recently they even had a bouncy house on premises. They have taken over that portion of the lake and road. More and more residents are becoming upset with the Camp, especially those who live on the lake and pay high taxes and have minimal impact on the lake. The request was to ask the BOS to do whatever it can to stem the increasing use of the lake by the camp and to ask them to pay their share.

McKeon noted that there are limits for activities that are allowed on the property. There is a pilot agreement, which is payment in lieu of taxes between the Town of Chesterfield and Camp Spofford. The agreement will be discussed in the near future by the BOS. VanCor stated that he has received two verbal complaints recently about Camp Spofford.

- **Selectmen Minutes Review – July 11, 2018**

VanCor moved to approve the minutes of July 11, 2018 as amended. McKeon seconded the motion, which passed unanimously.

- **Code Enforcement Report**

The code enforcement activity reports were reviewed by the Board for weeks ending July 28 and August 4. The reports included permits issued, field inspections, complaints, violations and follow ups, assembly review and power outage at the Town Offices. A new chart will be provided to Parsons to use next week for the activity reports. There are two separate forms; one for Superior Court and one for Circuit Court. A request was made that activities be separated out by projects. The permit will require square footage, dollar amounts, etc.

PUBLIC COMMENT

Brad Roscoe reported there is a sign obstructing the vision for drivers at the corner of Rt. 9 and Pond Brook Road for the Methodist Church. He requested that it be removed or turned.

Roscoe requested that, if the Board decides to renew the contract with Comcast, that the contract be rewritten before it is signed. As it is written now, the contract will automatically renew unless the Town requests that change. The process will start one year prior to renewal time. Aldrich suggested that the Selectmen terminate the contract to allow for more research in the possibility of getting better service elsewhere, if Comcast is not willing to rewrite the contract.

The BOS thanked Roscoe for his offer to help with the FCC project.

OLD BUSINESS

- **Town Hall Annex Plans**

There is a prebid/preconstruction walk through scheduled at the Town Hall at 9:00 a.m. on August 9.

- **Former Town Office Plans**

McKeon met with Steve and Kristy Dompier to further discuss the consensus agreement for the former town office building. The Dompier's will be scheduled to meet with the Selectmen in about a month.

McKeon submitted documents to the ZBA secretary on August 6 for a request for Clarification/Rehearing for the variance granted at 504 Route 63 on July 10.

VanCor moved for the Selectmen to move forward for a rehearing with the ZBA on the variance for the former town office, as outlined in the attorney's letter. Aldrich seconded the motion, which passed unanimously.

McKeon has requested a consultation with the Planning Board to discuss moving forward on the former town office process and what the Planning Board will require for the change of use. There will be no changes to the outside of the building, other than cosmetic. There will not be any changes to the parking, the grade outside and is limited to the change in use from municipal to mixed use.

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

David Mann is doing a property survey on the Wares Grove property. The Mann survey was performed in 1987 needs to be upgraded from the Lotus Classic Cad III 2X system. He will be able to produce a map from that survey that will be made available to Fuss & O'Neill.

The conduit on the North Shore beach, running from an abutters' property, needs to be removed. The conduit is in the way of the work being performed on the erosion issues at that beach and was also installed without the consent of the Town. Trees were removed from the North Shore beach area for work being performed on the abutters' property. The property owner will be contacted to have the conduits removed from the Town owned property. Eversource will also be contacted to request and provide easement documents to the BOS on the recent installation of their work.

- **Parks & Recreation Cottage (HVAC & Insulation) and Beaches Condition**

A proposal was received from Farnum Insulators, Inc. for insulation work at the cottage. Insurance will only cover cost of insulation replacement for the portion of the cottage that had water damage.

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

Tabled.

- **Office Basement Dehumidifier**

Need to hire a part time employee.

- **Refinishing Town Hall Floors**

The town hall floors are scheduled to for August 9 for two coats of oil based with the work.

- **Handyman**

The position will be advertised.

- **Camp Spofford Agreement**

Documents will be retrieved from legal counsel on the prior agreement.

- **Next Meeting August 22 at 7:00 p.m. – Dessert with the Selectmen**

The August 22 Informational Meeting will be held at the Town Hall to start at 7:00 p.m. Items to be discussed will be Town Hall Annex, former town office building, town owned beaches and the cottage, Director of Public Works position, progress on the Spofford Lake grant and open comments, discussion and questions. Aldrich will discuss the town's website and working with the EDC to create a program to assist people wanting to start a new business and walking them through the process. Desserts will be provided.

NEW BUSINESS

- **Letter from Lois Bradstreet**

A letter was received from Lois Bradstreet and no reply was required.

- **Wet Well Alarm – Elm City**

Chris Lord will be contacted to do a point to point test.

- **Article 21 – Painting and Maintenance Historical Society – Need to get RFP out**

VanCor will put a list together of the items that will require maintenance and painting items for an RFP.

- **Parks & Rec Director Job Description**

The P&R director is responsible for coordinating the day-to-day duties performed at the beaches. Maintenance work will be performed by a part-time maintenance employee. The director is responsible to oversee that the buildings and public grounds are routinely cleaned and maintained. The Selectmen are updating the job description of the P&R director. It was suggested that lake water samples for testing to lab during June, July and August be added to the duties. Some training from DES may be required.

VanCor is working on a job description for the responsibilities of the Parks and Rec Commission and their duties in coordination with the Board of Selectmen or the Selectboard representative to the P&R Commission. He suggested that an explanation be written as to how the P&R Revolving Fund works.

The BOS discussed ways to encourage board and commission members to be more involved with training classes being offered.

McKeon moved to accept the Park and Rec director's job description as amended. Aldrich seconded the motion, which passed unanimously.

- **Parks & Rec Truck**

McKeon moved to spend money from the Parks & Rec Expendable Trust Fund to purchase a 2009 GMC Sierra 1500 2-wheel drive pickup truck in the amount of \$9,100 from Brattleboro Auto Mall. Aldrich seconded the motion, which passed unanimously.

McKeon moved to give Alissa Fox authorization, from the Board of Selectmen, to sign the Sales Agreement for the purchase of the 2009 GMC Sierra from Brattleboro Auto Mall for the Parks & Rec Department. VanCor seconded the motion, which passed unanimously.

- **Grant Writing Oct. 22-23**

Aldrich will be attending a grant writing course being held on October 22-23 to help write grants that can bring money into the town.

- **Transfer Station**

The following Transfer Station items will be discussed in the near future :

- Stickers, renewal time frame, display area
- Use of free shed by residents for resale and profiteering
- Overall view of TS, fees, cost revenues and expenses

- **Monitoring System for Town Buildings – Water Incident in the Lower Level**

Elm City will be scheduled to check the sump pump in the basement.

- **Proposals for Change in Meeting Format**

- BOS to meet every other week throughout the year for regular town business. BOS to meet on the off weeks of regular business to use as a workshop for dedicated projects

identified by the board or chair as necessary for the betterment of the town. This meeting should be limited to one or two topics. The reason for doing this would be to shorten the duration in which the board brings items to closure. The Selectmen meetings will be scheduled for work sessions every other week, starting September 5.

- **American Legion Flag Reimbursement**

McKeon moved to reimburse the American Legion \$239.95 out of the Patriot Fund for their purchase of fresh American Flags. Van Cor seconded, motion passed unanimously.

- **Comcast Contract Renewal**

The Board will notify Comcast, via a letter that they intend to discuss the existing contract for the purpose of renegotiation. The draft contract will be reviewed before a final decision is made to renew a contract with Comcast.

- **Kevin Hayess Help with FCC**

It was the consensus of the Board to enlist Kevin Hayes to provide cell phone service information in this area to the FCC.

Grants will be coming from the FCC to help improve cell phone coverage for the State. Justification for disbursement of monies will require the cell phone coverage information and service quality throughout the region.

- **Website Maintenance**

Aldrich will be working with Margaret Halpert on upgrading the Town's website so that it will be user friendly. Each committee or board will be required to send information to the administrator to the website for approval before it is posted. Aldrich will contact the current website host to discuss website training and extension of the contract.

Non Public – RSA 91-A:3 II (a&c)

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

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

OTHER BUSINESS

A call was made to the Chesterfield Police to report raw sewerage being dumped into the lake from a property on Route 63. NHDES and the town's health officer were contacted by the PD. McKeon will follow up.

McKeon noted that there is no internet service available at the Town Hall building. The internet that is available is the Town library WiFi.

The Planning Board discussed the Andersen condominium conversion at their recent meeting. As part of the Planning Board decision and conditions, the owners are responsible for removing a 4" pipe and to keep the driveway culvert cleaned out.

The Planning Board also had a consultation with G.S. Precision to discuss the change of use for property on 2 Spaulding Hill Road.

The new owners of property on Rt. 9 requested that the Planning Board remove their property from the PDD4 zone to revert it back to the original residential zoning. McKeon will contact legal counsel to provide information on what the responsibility is to the town for the change.

PUBLIC COMMENT

Jill Diesl noted that she was in favor that items being taken from the recycled shed not be allowed to be resold.

Diesl noted that the State left road surface material on her property and in the lake when they resurfaced Rt. 63 last spring. It was recommended that she contact DES about those issues so that they will contact DOT to correct the issue for future work.

Jeff Scott suggested that job duties be added into the drafting for the P&R job descriptions for the director and the commissioners.

With no other business to conduct, the meeting adjourned at 12:15 a.m. (August 9, 2018).

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date