

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

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:05 p.m. Also in attendance were Norman VanCor and Alissa Fox, Town Administrator (arrived at 6:35 p.m.)

Absent: Jeanny Aldrich

McKeon opened the meeting by welcoming those in attendance and requested that they raise their hand for questions or comments.

**BID OPENING & PUBLIC HEARING**

• **6:00 p.m. Opening of Sealed Bids for Map 11A Lot B7**

There is a minimum bid of \$5,000 for this property. Only one bid was submitted. The bid was from Edmund Labbe, Jr. and Janna of 1442B Rt. 9, Spofford, NH in the amount of \$5,025. *VanCor moved to accept the bid for property Map 11A Lot B7 submitted by Mr. and Mrs. Ed Labbe in the amount of \$5,025. McKeon seconded the motion, which passed unanimously.* A purchase and sales agreement will be drawn up by the town's attorney. McKeon instructed Mr. Labbe to contact the town administrator to work through the sales process.

• **6:15 p.m. Public Hearing Acceptance of Homeland Security Grant**

*McKeon moved to open the public hearing to get input for the Selectmen to receive the Federal Grant from Homeland Security, entitled EMS Warm Zone Equipment in the amount of \$6,000 to be designated to the Chesterfield Fire Precinct for their generator. VanCor seconded the motion, which passed unanimously.*

The grant is for reimbursement for the \$6,000 that the Fire Precinct will expend. VanCor noted that there was no contribution required from the Fire Precinct.

Scott asked what the generator would be used for. McKeon stated the generator is for emergency backup power to the fire station. An example of use could be to keep the building warm when power goes out during the winter months.

*McKeon moved to close the public input. VanCor seconded, motion passed unanimously.*

*McKeon moved to accept the grant from the Department of Homeland Security, titled EMS Warmland Equipment in the amount of \$6,000, designated for the Chesterfield Fire Precinct. Motion seconded by VanCor, which passed unanimously.*

**GUESTS**

• **6:30 p.m. Fuss & O'Neill**

Present: Brian Vincent, Sr. Project Manager for Fuss & O'Neill and Joe Hanzalik of P&R Commission

Wares Grove: Vincent noted that the boundary lines are not complete. The town will have the property surveyed. Test pits were performed and the water table was 18" to 24" below ground surface. Vincent stated that there is a stream channel that extends from a culvert that crosses underneath Rt, 9A and goes into a seasonal drainage. One issue is that that drainage appears

to have been altered and is affecting the flow through that area. VanCor noted that a 100 ft. trench was dug to install power between the concession building to the gazebo and there was no water at 24". Notes on the existing conditions drawing indicates that work performed on abutting property has diverted the water flow onto Wares Grove property. Vincent noted that he will check with NHDES to see if a permit was obtained.

Vincent noted that the stream channel will be reestablished to bring it back to its original condition and to keep the tree line as it is. Construction detail will be noted on the wetland permit application. A land surveyor will be hired by the town to determine property lines. Test pits showed the water table to be 12-24 inches at North Shore beach. Fuss & O'Neill will obtain a NHDES wetland permit to schedule the work for early spring of 2019.

*McKeon moved to hire a Reg. NH surveyor to provide bounds to the Wares Grove property to aid in the design completion of the erosion remediation plans. VanCor seconded the motion, which passed unanimously.*

- **7:15 p.m. Chief Chickering - Nonpublic RSA 91-A:3 II (b)**

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

*McKeon moved to come out of Nonpublic session. VanCor seconded the motion, which passed unanimously.*

*McKeon moved to seal the Nonpublic minutes. VanCor seconded the motion, which passed unanimously*

Present: Duane Chickering & Michael Bomba

Chickering has received four preliminary breath test units that are used for under aged drinking, open containers and DWIs. There Preliminary Breath Testing policy has been updated as of July 25. 2018.

Chris Lord will not be installing "For Police Parking Only" signs at the boat landing because Camp Spofford has made parking space available for Fish & Game parking for marine patrol. Chickering stated he spoke to marine patrol and they would rather not have a designated post for them. They use their personal vehicles and damage or vandalism sometimes happens when their trucks are identified. There is also a spot already signed for official use only. Chickering suggested that Marine Patrol be available on the water next year with a police officer in the evening to address any issues during the 4<sup>th</sup> of July holiday. He also suggested that a meeting be held to discuss the fireworks ordinance to clarify questions on the rules.

Chickering reported that he is working with Fox on getting quotes to streamline the phone system in the Town Office building to change the system to a VOIP. The proposal information will be presented to the BOS once there is more information and a few other proposals ready. The current supplier of the system used in the PD is Toshiba. They are now in the bankruptcy process and not supporting the system nor are the replacement parts available.

## **WEEKLY REVIEW**

- **Suggestion Box**

Suggestion box was not opened for this meeting.

- **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 14 and July 21. The reports included permits issued, field inspections, complaints/violations and assembly review.

## **PUBLIC COMMENT**

Barbara Girs suggested that the Selectmen should ask for a ZBA rehearing on the former Town Office building because of the way that they approved the variance because the ZBA has limited it's use for storage or an apartment upstairs and it can only be a café, but can't be a bookstore (downstairs). She noted that it didn't appear that the BOS intended for it to be that definitive. She noted that if the Dompier could not do a café on their own, they would have to come back to ask for something else. VanCor noted that, during the presentation, both he and the Board's attorney, stated what the application meant in that the coffee shop was intended to be an example. That intent was made clear to the ZBA and they chose not to accept that parameter but to limit it to the strict interpretation of a coffee shop. The BOS will contact legal counsel for guidance on this issue.

## **OLD BUSINESS**

- **Town Hall Annex Plans**

In holding until August 8.

- **Former Town Office Plans**

Tabled.

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

Discussed earlier at this meeting.

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

There has been one proposal submitted from K.E. Bergeron. The insurance adjustor will only pay \$1,000 for the insulation from water damage done to that portion of the cottage (300 sq. ft.). The \$8,500 quote received was for the entire cottage for blown in insulation. \$3,200 is to remove the existing rigid insulation and spray foam the entire section, not just the affected area of the leak.

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

Tabled.

- **Chris Lord Job Description**

The revised job description will be sent to Lord for his review.

- **Office Basement Dehumidifier**

Need to hire a part time employee. BOS instructed the town administrator to draft and post an add for the position.

- **Refinishing Town Hall Floors**

The town hall floors are scheduled to receive two coats of oil based lacquer in August. The Town Hall will not have any use during work being done on the floor.

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

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

- **Handyman**

The BOS approved to hire a part-time employee to work 20 hours/week for the Town to perform odd jobs under the direction of Chris Lord. McKeon will review the budget for this position. The Transfer Station also needs one part time person.

- **Camp Spofford Agreement**

Documents need to be retrieved from legal counsel.

## **NEW BUSINESS**

- **Letter from Zoning Board**

The ZBA provided the written Notice of Decision on the BOS application for their variance request for the former town office building.

- **Non Registered Dog List from Town Clerk**

The list of dog owners for their unregistered dogs is now with the Chesterfield Police. It was noted that there are also rabies certificates being received in the Town Clerk's office of dogs that have never been registered that needs to be addressed. McKeon was questioning why it appears there are some owners who seem to not pay the registration and do not appear to be fined. He is looking for an explanation on this from the PD as it is their duty.

- **Vision Cards Online**

The cost for getting the Vision cards on line is \$2,250 per year.

*McKeon moved to have the Town Administrator get the Vision cards on the website. VanCor seconded the motion, which passed unanimously.*

- **Library Trustee Appointment**

McKeon requested that Ron Sherman be scheduled to meet with the BOS at the August 8 meeting. Mr. Sherman was presented by the Library department head as a potential trustee member.

- **Chesterfield Happenings Approval**

Approval was given to have the Happenings emailed to the subscribers.

- **Letter from David Krause – Div. of Forests and Lands**

A letter was received by David Krause requesting approval to allow the use of Fullam Hill Road and Woods Road to be used for a logging access from Pisgah State Forest. McKeon stated that the report from Lord states that Wood Road was discontinued. If so, the discontinued section of the roads could have been reverted back to the property owners. The road agent will take pictures of those areas before and after any logging can take place. VanCor stated that Mr. Krause needs to do some more homework and provide us with the detail on the history of these roads. Once we have this, the BOS can then act.

## **OTHER BUSINESS**

Anthony Martini reported that water is draining onto his property from Rt. 9A since the road repairs were complete. Rt. 9A is controlled by NHDOT and not the Town of Chesterfield. McKeon told Mr. Martini if he did not get cooperation with the State to let the BOS know and they would help if they could.

VanCor noted that, as a follow up to the report of a new pole and new transformer being set up on the North Shore beach area, he will contact PSNH to discuss the underground wiring that has a provision for four conduits coming off that pole that has been buried without permission from the Town for that easement. Some trees were removed for the underground wiring to the new house being built to the abutting property owners. The underground digging impacts the drainage plan that the town is currently working on. VanCor will look into why the electric bill was so high for that property. Fox will send an email to P&R Commission chairman to see if the power was shut off during the winter months that may have caused the spring bill to be so high.

The auditors are done and they reported that the cash on hand does not match with the Town Treasurer figures for the end of July. The auditors preliminary report will be presented to the BOS.

A letter was received today from Lois Bradstreet that will not be discussed because it came in past the agenda deadline and the Board has not had a chance to review it. It will be addressed at the next meeting if it warrants discussion.

**PUBLIC COMMENT**

Jill Diesl spoke of boats requiring inspections to be done by marine patrol on the lake.

Jeff Scott encouraged the public to discuss their concerns during public comment session, i.e. the fireworks ordinance.

With no other business to conduct, the meeting adjourned at 10:15 p.m.

Respectfully submitted,

Patricia Grace  
Secretary

Approved by:

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Jon P. McKeon, Chairman

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Date

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Jeanny Aldrich

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Date

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Norman W. VanCor

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Date