

**Town of Chesterfield
Board of Selectmen
MINUTES
October 17, 2018**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:12 p.m. Also in attendance were Jeanny Aldrich and Alissa Fox, Town Administrator.

Absent: Norman VanCor

WEEKLY REVIEW

SUGGESTION BOX

Aldrich will provide the Economic Development Committee with a copy of their survey form that was dropped off in the suggestion box.

Another suggestion read, "More than one person with seven people in line!!! Crazy!!!" The BOS assumed that it was a comment for the Town Clerk. They also questioned whether that resident would rather pay more taxes to have more people working the window so that they only had to wait half the time.

- **Code Enforcement Report**

The Code Enforcement activity report and violation tracker were reviewed by the Selectmen for the weeks ending October 6 and 13. The report included permits reviewed and issued, field inspections, complaints and violations.

Impermeable surface interpretation was a topic that McKeon discussed with the Code Enforcement Officer this week. Dave Bergeron noted that the State's interpretation is different and less stringent than the Chesterfield's interpretation. Bergeron did not find any calculations for lot coverage on the Simon Jones property of past variances during his research. Simon's property did have a perk test performed before construction. With the compiled information the tennis court area can be deemed permeable for the coverage calculations.

OLD BUSINESS

- **Town Hall Annex Plans**

The BOS will be conducting interviews on October 19 and October 26 with contractors who have submitted bids for the Town Hall Annex project.

- **Former Town Office Plans**

The BOS rehearing request was successful at the ZBA meeting on October 9 for the Selectmen's Rehearing/Clarification for the former town office. The building is zoned for mixed use for small commercial business on the bottom floor and residential or storage for whatever needs to help assist what would be the businesses on the first floor or an extension of the business on the first floor.

- **Progress on Erosion Issue on Town Owned Beaches**

David Mann has contacted Fuss & O'Neill to explain there is a 21 foot non closing section on the survey at Wares Grove.

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

The BOS will sign a contract with Farnum to perform the insulation work at the cottage.

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

Tabled.

- **Article 21 – Painting and Maintenance Historical Society**

A mason and painting contractors may be contacted to look at the projected work at the Historical Society.

- **Capital Maintenance Plan – To Do List**

Tabled.

GUESTS

6:15 p.m. - Ron Rzasa – Economic Development Committee Position

Rzasa is interested in serving on the Economic Development Committee. He has attended several recent meetings and believes the former town office would be a good project for the EDC. He feels that his knowledge of the building would be useful.

7:00 p.m. - Chris Lord – Budgets – Highway & Transfer Station

The total budget proposed for the Highway Department is at 4.59% increase. The major items for increase are for salaries, gas, oil and diesel. Most of the other items are level funded from last year.

Lord will post signs around town notifying residents of “low salt” areas. A reduction in road salt usage around the lake to help reduce the influence of salt from going into the lake.

The budget increase for the Transfer Station is for the tipping fees and hauling. There is a slight decrease for the part time salaries. All other items are level funded. The Selectmen requested revenue information for both departments.

The Highway Department and Transfer Station budget will be presented to the Budget Committee on November 13.

McKeon moved to go into Nonpublic RSA 91-A:3 II(a). Hiring

Aldrich seconded the motion, which passed unanimously.

McKeon moved to come out of Nonpublic. Aldrich seconded the motion. Motion passed unanimously.

The lake level is at 15 inches from the top of the dam and is on its way to the winter level.

7:30 p.m. - Rod Parsons

Items on the Tracker for the code violations were discussed.

Lanoue: The silt fencing will stay in place until the vegetation is established, especially on the slopes. Seeding and germination takes approximately 16-20 weeks for signification progress. The status of the existing system has changed. The State now views the existing system as compliant. The signage issue, relevant to State requirements and auto licensing needs to be addressed.

Lanoué has brought a site contractor on board. The Town must sign off with a certificate of occupancy before the State will issue a license to Lanoué to sell vehicles from that property.

Arbor Climb: The letter sent to George Thomas by the Code Enforcement officer was passed onto the prospective buyer of the 22 Mill Road property. Parsons suggested to the prospective buyer to contract a professional firm that could help them through a site plan for the Planning Board. The property is in violation of the approved site plan.

Performance Motors: Performance Motors documentation was submitted to the Planning Board on October 15. It was sent back to the applicant to follow the application process. Parsons stated that the owner of Performance Motors is not currently in violation of any ordinances. He can relinquish his retail motor vehicle dealership license and there would be no site plan review required. McKeon noted that everything has to fall into the commercial zone and he could potentially have other issues on the building that he needs to address if there is a change of use on that property.

Michael Kray – 880 Route 9: Kray's variance application was reviewed at the ZBA meeting on October 9 and deemed to be incomplete. The ZBA instructed Kray to provide a site plan with eight (8) copies showing where the two temporary structures, and all structures, would be located on the property. This property is in violation of the Zoning Ordinance.

Karapanagiotides – 823 Route 9: The violations were mainly from the building being converted into five units from two units. All tenants are gone and the building will be converted back to two units. The next step is for the new owner to provide plans and obtain a building permit for that work. The safety issues will be addressed through the building permits. This property will be removed from the violation list.

George – 16 Tyler Road: The owner was notified by a letter of the deadline to either move the propane tank, appeal or apply to ZBA by November 1.

2018-19 budget items will be requested by Parsons for the Code Enforcement office that will include a vehicle, phone, training and items that were budgeted for this year that haven't yet been purchased.

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

McKeon moved to come out of Nonpublic. Aldrich seconded the motion.

Motion passed unanimously.

McKeon moved to seal the Nonpublic minutes until November 9, 2018. Aldrich seconded the motion, which passed unanimously.

PUBLIC COMMENT

None

NEW BUSINESS

- **Public Inquiry Request Form**

A new Inquiry Request form will be available on the Town's website for the public with questions to the Selectmen. (*See Selectmen's section of the Town's website.*) The forms will also be available in the meeting room in the Town Office building.

- **Planning and Land Use Manual**

The orders for the 2019 Planning and Land Use manuals, CD-ROMS and eBooks must be placed with Southwest Region Planning Commission by October 22, 2018.

- **Norm's Email on New Hampshire Municipal Association Seminar**

A suggestion was made to copy VanCor's email of his report of a New Hampshire Right-To-Know Law seminar that he recently attended. This will be reformatted and sent to all committees and boards.

- **ZBA Application Comparison**

The Selectmen reviewed Zoning Board copies of similar size New Hampshire town's zoning board applications and compared them with the application currently being used in Chesterfield. The ZBA recently discussed the importance of making changes to the current application forms. The Board of Selectmen also discussed that the ZBA may want to schedule separate working meetings for creating a more user-friendly application. The BOS is happy to help with the form, once the ZBA have drafted their changes.

- **RFP for Solar Array from Brad Roscoe**

An updated RFP for Solar Arrays in Chesterfield was provided to the BOS by Brad Roscoe. The array project are for locations at the school and behind the library. This project will be scheduled on next week's agenda after the Board more time to review it.

- **Code Enforcement Job Description**

The job description changes for the Code Enforcement Officer's position is being reviewed for the final draft. The position will be advertised in several publications.

- **New Hampshire Wetlands Shoreland Permit Application – Camp Spofford**

A copy of the permit application of Camp Spofford to New Hampshire Wetlands Shoreland will be reviewed by the Selectmen.

OTHER BUSINESS

A letter was received from the Cheshire County Treasurer informing the Selectmen that the Chesterfield portion of the county tax is \$2,012,216.00 to be paid on or before December 17, 2018.

DRA Employee Sam Greene submitted the DRA Community Action Report on the revaluation in Chesterfield. His report stated that concerns appeared to be related to physical discrepancies on property record cards that were easily corrected. M&N Assessing will provide a log to identify properties that had improvements made where permit applications were not requested for that work.

The Selectmen will be meeting in the Town Office meeting room on Friday, October 19 at 7:30 a.m. and 1:30 p.m. for interviewing two contractors for the Town Hall Annex project. A final interview will be scheduled for October 26 at 9:30 a.m.

Parks & Rec are still looking to purchase a pickup truck.

McKeon reported that general maintenance and capital maintenance items were discussed Library Trustee meeting on October 16. The present lighting system will be replaced with LED lighting. The library boiler was recently inspected and was found to be in good working order. The replacement of the boiler will be pushed out a few more years.

The Performance Motors application was kicked back during the Planning Board meeting on October 15. There were too many items incomplete to continue on the application requirements.

Aldrich noted that she gave the OEM research information on lap top computers. She is researching replacing the Planning Board and Selectmen's secretary computer systems.

- **Selectmen Minutes Review – October 3, 2018**

McKeon moved to approve the minutes of October 3, 2018 as amended. Aldrich seconded the motion. The motion passed by unanimous vote.

Aldrich moved to adjourned at 9:03 p.m. McKeon seconded the motion, which passed unanimously.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date

Jeanny Aldrich

Date

Norman W. VanCor

Date