

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
September 26, 2018**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:06 p.m. Also in attendance were Norman VanCor, Jeanny Aldrich and Alissa Fox, Town Administrator.

**OPEN BIDS FOR PAINTING and MAINTENANCE – HISTORICAL SOCIETY**

No bids were received from the RFP. This RFP will be closed out and another one will go out.

- **Selectmen Minutes Review**

*McKeon moved to approve the minutes of September 5, 2018 as amended. VanCor seconded the motion. The motion passed by unanimous vote.*

*VanCor moved to approve the minutes of September 22, 2018 as presented. Aldrich seconded the motion. The motion passed by unanimous vote.*

**GUESTS**

**6:30 p.m. - Rodney Parsons – Code Enforcement**

The BOS and Code Enforcement officer discussed the items on the Code Violation Tracker.

Lanoue: A site plan needs to be provided by Lanoue to the Planning Board to be executed, that should include an approved septic system to be installed. The Planning Board has dictated parking spots for vehicles and all vehicles must be operational. The vehicles should be removed until Lanoue meets the Planning Board site approval. Lanoue doesn't have a license to sell vehicles from that location.

Arbor Climb: A site plan review needs to be submitted to the Planning Board for the storage of wood on the Mill Road property. Arbor Climb is in violation because no site plan has been submitted for a change in use.

Performance Motors: The site plan is not current. This must remain on the list.

Michael Kray: A variance application has been submitted to the ZBA. The hearing is scheduled for October 9 to allow two nonconforming structures on the property.

George: Code Enforcement sent a letter to the owner on September 21 to have the LP tank in compliance by September 29.

Larsen – Rt. 63: Failed septic holding tank. – DES requires a 2,000 gallon tank to meet current code. There are easement issues concerning abutters for expansion of the tank size. Parsons did not sign permit to approve a 2,000 gallon tank.

Galka – North Shore: Recreational vehicles are not allowed where they are considered an accessory structure to a permanent structure. Section 408 allows the use of intermittent or casual use up to 180 days within a 365 day period of a recreational vehicle as long as it meets the criteria stated in Section 408. The judgment of this is left to the Code Enforcement Officer, as long as it conforms to Section 408. Parsons is inclined to allow temporary power to the property.

Parsons provided copies to the BOS of the startup procedures for the Wares Grove and North Shore beaches.

### **7:30 p.m. - Chief Duane Chickering – Quarterly Report**

Chickering noted that there have not been any police officers on the Lorey List for more than 15 years from the Chesterfield Police Department.

School bus violations are still an issue. A police officer will be assigned to ride on the bus for that officer to be able call in by radio to a chase car to respond to the violations.

Officer Jackson has finished his Drug Recognition Expert training and made a DRE arrest within three days of completing his training. Officer LaPorte is ahead of schedule in his training.

Officer Magdycz recently received an award for her work in assisting with the fatal accident involving a high school student in Hinsdale.

### **8:00 p.m. - Betty Higley**

Present: Betty and Elwin Higley

The purpose of this appointment was to discuss Betty being banned by the Transfer Station attendant from using the Sharing Shack at the Transfer Station. McKeon noted that she will be allowed to go back to the Sharing Shack at the end of the 30-day term. The Sharing Shack has restrictions that must be followed.

## **WEEKLY REVIEW**

- **Code Enforcement Report**

The Code Enforcement activity report and violation tracker was reviewed by the Selectmen for the week ending September 22. The report included permits issued, field inspections, complaints and violations. Aldrich noted that better communication is needed between the ZBA, Planning Board, Code Enforcement and the Board of Selectmen.

## **OLD BUSINESS**

- **Town Hall Annex Plans**

The BOS met on September 22 to review bids for the town hall annex project. McKeon will contact three bidders to set up nonpublic interviews for October 11 for the project. Those contractors are: Bread Loaf, DA Brothers and Cheshire Builders.

- **Former Town Office Plans**

The Selectmen are in a holding pattern on this project until the Rehearing for Clarification on the variance is heard at the October 9 ZBA meeting.

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

David Mann provided a survey of Wares Grove that shows metes and bounds. That survey was sent to Brian Vincent at Fuss & O'Neill.

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

Contractors will be contacted within the next couple of weeks for quotes on the insulation at the cottage.

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

Tabled.

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

Another RFP will go out.

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

The Capital Maintenance Plan will help determine the responsibilities between P&R and the Public Works Director.

## **NEW BUSINESS**

- **Liz Benjamin Complaint – 7:00 p.m.**

A complaint was made to the Police Department on Liz Benjamin. McKeon noted that there are no provisions that allow the Selectmen to hear this complaint in nonpublic for the Tax Collector. Roderick and Laura Mainhood felt that the message left on their phone recorder was a threat and they filed a formal complaint with the Chesterfield Police Department. The complaint was also provided to the Selectmen from the police department. McKeon stated that the Selectmen are limited as to what they can do and can only give Benjamin their thoughts. Benjamin apologized for her comments made on the phone message. McKeon noted that the Selectmen acted responsibly to the Town.

- **Code Enforcement Job Description**

Amendments were made to the job description draft of the Code Enforcement officer and Aldrich will prepare the final job description.

- **Rancourt Reply Letter**

Abutters of the North Shore Beach did not receive permission from the Town to have Eversource install underground conduits and wiring from the electric pole to their property. The easement that they have is not for underground electric installation. Town legal counsel will contact the Rancourts.

- **Acceptance of Assessed Values from Re-Eval**

*McKeon moved to accept the assessed values from the revaluation provided by M&N Assessing Services, LLC. VanCor seconded the motion. Motion passed unanimously.*

- **Court Cases**

The board reviewed the town's current court cases pending as of September 25, 2018. McKeon will contact Attorney Little to get an update on the BOS vs. ZBA for the ZBA's decision on Nine A LLC.

VanCor suggested that a list of existing tax liens be made available. The tax collector holds all property liens for tax purposes.

- **Changing Budget Line Items**

The BOS discussed changes of line items for the town's budget.

- **Town Administrator Evaluation Review – Nonpublic RSA 91-A:3 II(a)**

*Vancor moved to go into nonpublic per RSA 91: II (a) Seconded by Aldrich.*

*Vote: VanCor - yes, Aldrich - yes and McKeon - Yes.  
McKeon moved to come out of Nonpublic. VanCor seconded the motion. Motion passed unanimously.*

**OTHER BUSINESS**

The BOS received an email from a resident who has an interest in joining the Parks & Rec Commission. VanCor explained the process of steps that are required to serve on boards and commissions. The request will be discussed at a future meeting.

Aldrich stated that we have issues with the town’s network. She has been working with someone on a cloud based website that she may be able to get it for \$300 a year. She noted that Pinnacle wants \$550 a year to keep our website up and running. The BOS agreed to renew the contract with Pinnacle.

Aldrich reported that the Chesterfield Conservation Commission has adopted Rules of Procedure.

Aldrich reported that Monadnock Conservancy has never performed an environmental study on the Otter Pond land and they don’t suggest that the town does because it’s never been used for anything.

Aldrich stated that the Chesterfield Conservation Commission has not received any permits from the DES. VanCor replied that the Department of Environmental Services may not be contacting the Conservation Commission because there could be permits not required to be sent to Conservation Commission.

The Board will contact a surveyor to resurvey the town green. VanCor has an individual who is interested in working on surveying projects for the Town.

VanCor noted that all of the items for the Capital Maintenance Plan and the Parks & Rec items will be discussed when they meet with the BOS on October 17. P&R will be working on the P&R Director’s evaluation report. VanCor stated that Sue Parker has expressed her interest in becoming a member of the P&R Commission. Joe Hanzalik was elected as P&R Chairman and Dewey Auger was elected as Vice Chairman. VanCor is working on the P&R duties and responsibilities of the Commission and changes to the job description for the P&R Director.

*With no other business to conduct, Aldrich moved to adjourned at 11:15 p.m. VanCor seconded the motion, which passed unanimously.*

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