

**Town of Chesterfield
Board of Selectmen
MINUTES
November 7, 2018**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:03 p.m. Also in attendance were Norman VanCor and Alissa Fox, Town Administrator.

Selectman Jeanny Aldrich requested to join the meeting via Skype. Aldrich was unable to attend this meeting because she was working out of the state. No one was in the room with her.

VanCor moved to allow Aldrich to join the meeting via Skype. McKeon seconded the motion, which passed unanimously by roll call vote.

WEEKLY REVIEW

- **Code Enforcement Report**

The Code Enforcement activity report and violation tracker were reviewed by the Selectmen for the week ending November 3. The report included permits reviewed and issued, field inspections, complaints and violations.

Month End Permit Review:

October 2018 = 13 vs. October 2017 = 18

YTD 2018 = 125 vs. YTD 2017 = 106

PUBLIC COMMENT

Jeff Scott asked, in anticipation of a selection of contractor for the Annex, will the time frame be changed, based on the award of the selection of the contractor, as far as the initial design plans. He noted that the selection was supposed to be done by October 17. McKeon stated that it may.

OLD BUSINESS

- **Town Hall Annex Plans**

McKeon stated that he notified Breadloaf and Cheshire Builders of the Board's selection of contractor's for the Annex project. McKeon sent D.A. Brothers a list of items to incorporate into the initial design and to look at pricing implications for some additional items. He provided floor plan layouts to D.A. Brothers and he requested that their architect provide an American Institute of Architecture document for a contract, to be discussed at the next Selectmen's meeting. A meeting will be scheduled for D.A. Brothers to meet with the Selectmen on November 30.

- **Former Town Office Plans**

McKeon stated that the Board needs to look at other options for another purchaser of the building.

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

Brian Vincent, of Fuss & O'Neill, has been asked to make some changes to the drawings for Wares Grove. VanCor will be contacting a list of contractors, including several local contractors, to meet on site for review the site plans and to bid on the project.

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

Farnum has been contracted to work on the cottage insulation in December.

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

Tabled.

- **Camp Spofford Agreement**

Agreement tabled.

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

Table for Spring.

- **CMP – To do list**

Need to get cashed out values vs. purchases.

- **Budgets**

Budgets were discussed for the following departments:

Police Department – COLA increases, gas pricing, PD summary, facility maintenance janitor

Animal Control – Reduced -10.81%

Legal Expense – Budgeted at \$50,000

Health Agencies/Services – Hold for all agency requested are in by December 19

Forest Fire – Level funded

GUESTS

6:30 p.m. - Rod Parsons

Items on the Tracker for the code violations were discussed.

Lanoue: The septic design approval has been extended for four years. The current septic system has not failed. The leach field needs to be changed. Tank is ok.

Performance Motors: Owner has not met with Planning Board. Goderre can no longer sell or display vehicles on the property. Parsons will send a letter to owner requesting that he relinquish his dealership license with the State of New Hampshire.

Michael Kray – 880 Route 9: Kray is on the ZBA agenda for November 13.

Zurmuhlen – 13 Tyler Road: Reed's Ferry shed built within two side setbacks. Newer and smaller shed replaced older shed in 2017 within a 12-month period. Carport and shed was in that location. Older shed was constructed approximately 1930.

George – 16 Tyler Road: Septic was designed in 2012-2013. The shed had to be removed. Parsons will look into when the overhead photos were taken that were provided by owner. Unsure if the photos predate zoning.

Area 51 – Route 9/Brown Ave: Signs must be removed by today.

NEW BUSINESS

- **NHMA – Report of the Governance and Nominating Committee**

The Board will not get involved with the Nominating Committee for HealthTrust.

- **M&N Assessing Proposal**

The Board will review the Municipal Assessing Proposal/Contract for 2019 submitted by M & N Assessing Services, LLC. The proposal will be discussed at the next Selectmen's meeting.

- **Holiday Tree in Front of Historical Society**

The Selectmen approved the Friends of Chesterfield Library request to set up a Holiday tree the week after thanksgiving and will be taken down by the first week in January.

- **Asbury United Church Rental Application**

The Town Hall application will be approved for the Asbury Church Craft Fair on November 17, providing that an updated certificate of liability insurance be provided by the Asbury Church to the Selectmen's office before the event.

OTHER BUSINESS

The preliminary tax rate breakdown for Chesterfield:

Municipal Tax Rate Calculation

Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$1,735,762	\$516,093,400	\$3.36
County	\$2,012,216	\$516,093,400	\$3.90
Local Education	\$5,538,735	\$516,093,400	\$10.73
State Education	\$1,102,630	\$509,134,900	\$2.17
TOTAL	\$10,389,343		\$20.16

Village Tax Rate Calculation

Jurisdiction	Tax Effort	Valuation	Tax Rate
Chesterfield Fire	\$229,527	\$236,625,500	\$0.97
Spofford Fire	\$285,057	\$279,467,900	\$1.02
TOTAL	\$514,584		\$1.99

Tax Commitment Calculation

Total Municipal Tax Effort		\$10,389,343
War Service Credits		-\$102,178
Village District Tax Effort		\$514,584
Total Property Tax Commitment		\$10,801,749

McKeon moved to use the Preliminary Base Rate of \$20.16 with using the Chesterfield Precinct as \$0.97 and the Spofford Precinct as \$1.02. VanCor seconded the motion, which passed unanimously.

Bergeron will be at the Town Offices on December 10 to perform repairs in the basement.

There were issues with the property file cabinet drawers not working and two of the drawers had to be forced open. Those cabinets will be replaced.

Per the Purchasing Policy, an attempt to get three bids is being implemented for the Tow offices overhaul. Aldrich is working on getting bids for the server and website.

VanCor is working on the property boundary survey for the Town Green.

The Lions Club is responsible for setting up and taking down the American flags on the public utility poles in town. The flags are usually taken down by Veterans Day.

The Employee's Holiday Luncheon will be held on December 5 in the Town Offices from noon to 1:00 p.m.

Mike Bergeron, of the NH Economic Development Committee, inquired as to whether the town would be interested in an Economic Redevelopment Zone for tax credit purposes for Chesterfield. The property pertaining to the ERZ is the former Prospect Park. This will be discussed at the next Selectmen's meeting.

Jeff Scott noted that D.A. Brothers may be interested in providing a rough estimate on the former Town Office building to bring it up to code.

• **Selectmen Minutes Review – October 31, 2018**

The meeting minutes of October 31 will be discussed at the next Selectmen's meeting.

McKeon moved to adjourned at 9:28 p.m. VanCor seconded the motion, which passed unanimously by roll call vote.

Respectfully submitted,

Patricia Grace
Secretary

Approved by:

Jon P. McKeon, Chairman

Date



Jeanny Aldrich

Date

12/7/18



Norman W. VanCor

Date

12/7/18