

**Town of Chesterfield
Board of Selectmen
MINUTES
April 29, 2015**

CALL TO ORDER

Chairman Jim Larkin called the meeting to order at 6:09 p.m. Others in attendance were Jon McKeon, Brad Roscoe and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #18
- Selectmen Meeting Minutes – April 15, 2015
- Excavation Tax Warrant
- Yield Tax Certification - Kray
- Yield Tax Warrant
- Intent to Cut - Lanoue
- Federal Highway Safety Project Application
- Lien Discharge
- Pole License
- Solar Energy Exemption Application

APPOINTMENTS

• **6:15 Leon Dunbar**

The board reviewed a report from Bell Engineering regarding installation of snow guards for the existing roof structure at the Transfer Station and the quote from Alpine Snowguards. Approval was given by the board for Dunbar to purchase the snow guards from Alpine Snowguards for \$3,346. A bid request will go out for installing the guards.

• **6:45 Dan Robel**

Robel discussed the hiring process for Parks & Rec lifeguards and will bring a recommendation list to the selectboard following interviews with the applicants. The board approved background checks to be performed for lifeguard positions. The board set updated hourly pay rates for lifeguard positions at \$8.25 for first year, \$8.75 for two or more years with the town and \$9.75 for the head lifeguard. Cashiers and counselors will be on the same pay rates as the lifeguards and the head recreation leader will receive a 2% increase.

The Parks & Rec Commission did not have a quorum at the scheduled April 20 meeting. The next P&R meeting is scheduled for May 18. Larkin stated he did not attend the April 20 meeting but that Erik Barnes will discuss the current active number of P&R Commission members with the selectboard. McKeon noted that it is not fair to the director or the town to not have an active P&R Commission.

Robel has started interviewing applicants for the summer positions. Carrier suggested that Robel make a conditional offer of employment to the selected applicants at the suggested pay

rates with the condition that the applicant passes the background check and approval of the Board of Selectmen is given. Background checks are given for the P&R employees every other calendar year of their employment.

Larkin had spoken with Barnes on where the Commission stood on the repairs needed for the cottage at Wares Grove. Robel noted that living in the cottage was one of the conditions for taking the P&R directors position. McKeon stated that he would like to know why the work has not been started on the code issues for the cottage as has already been discussed following completed structural inspections and reports provided by Warren Stevens, Bill Bassler and Gary Winn. Robel stated that the code enforcement officer had indicated that there is more than \$130,000 of repairs needed at the cottage. Larkin suggested that the code enforcement officer, Barnes and John Melvin attend a selectboard meeting to discuss the cottage project and what could be started. Carrier stated that Melvin was working on the code issues in February. Jeff Scott noted that this process has been going on for over a year and he understood that the repairs that needed to be done had already been determined. He added that the director has expressed his interest in residing at the cottage. Larkin stated that during a walk through with Warren Stevens at an unrelated job site, Warren expressed concerns with the building's structure. McKeon requested that any further discussions with Warren Stevens be submitted in writing for the boards review.

- **7:30 Duane Chickering**

Police Chief Chickering provided safety recommendations for the Town Clerk's office, along with a proposed quote from Amer Electric for installation of a panic button system. Carrier suggested that if the Panic Alarm system is considered, he would like to include two additional alarm buttons for the Selectmen's Office and the Welfare Office.

McKeon moved to purchase the wireless panic alarm system through Amer Electric for the sum of \$1,097.00 for the Town Clerk's office and add two remote alarm buttons at the cost of \$45.00 each. Roscoe seconded the motion, which passed unanimously.

Chickering noted that the alarm goes directly to Mutual Aid. Chickering will speak with the OEM director to borrow one of the phones to be sure that the system will work properly.

Carrier expressed his concern that the credit card procedures are followed by the police department that will be acceptable to the board and the auditors. The board agreed to accept a receipt listing the item(s) purchased on the credit card receipt.

Chickering reported of damage done to the light bar on the 2014 police cruiser. An insurance claim was submitted for a replacement light bar. Carrier instructed Chickering to have the insurance company pay the vendor directly.

McKeon stated that he had looked at the frost damage done to the Town Offices parking lot behind the police department and felt that it was caused by poor compaction and freeze thaw action.

- **7:45 Jim Phippard**

Phippard and McKeon attended the NHDOT meeting on April 14 regarding the GS Precision/Mill Road traffic study impact at the intersection on Route 9. Phippard noted the areas requiring

improvements by the NHDOT and location of the reconfigured lanes for turning onto Mill Road. Phippard requested approval from the selectboard to allow GS Precision to get approvals from DOT for the road improvements. Mike Bergeron, from the NH Department of Resource and Economic Development, confirmed at the April 14 meeting that Community Development Block Grant funds should be available for the Town of Chesterfield. The application for the grant should be submitted this summer. Phippard noted that the cost for the grant writer and administrative fees for the application will be inclusive of the grant. He added that the CDBG requires a public hearing to approve the grant. The grant decision will be determined in the summer of 2016. Phippard asked that the selectboard indicate to the Planning Board that they intend to apply for a CDBG grant to pay for offsite road improvements for NHDOT requirements.

Roscoe moved to support the offsite improvement project by applying for the CDBG and enter into a development agreement with GS Precision sighting details as discussed. The motion was seconded by Larkin which passed unanimously.

Phippard stated that GS Precision will do a draft for the selectboard before the town attorney is contacted. He added that Mike Bergeron will assist in writing the grant and will make administrator recommendations.

FOR DISCUSSION

- **May Monthly Email**

McKeon noted that the Economic Development Committee has requested citizen feedback from the efficiency of navigation on the Town's website and recommendations for improving the website. It was recommended that a comment tab be added to the website.

- **Tax Deed List**

The board reviewed a property list for delinquent taxes. Board members will give a courtesy call to the property owners to discuss the tax payments. The tax collector will be deeding the properties on May 21.

- **Town Office Building Bond Refinanced**

A letter from New Hampshire Municipal Bond Bank was received stating that they recently refinanced some of its debt, which included the town office building bond. The town will see lower interest payments, starting with the 2019 bond payment and continuing for another eight years of lower interest payments. The total savings to the town will be \$65,000 over that nine year period.

- **Religious, Educational & Charitable Exempt Properties**

The list of exempt properties was reviewed of required paperwork per RSA 72:23. Camp Spofford, being a charitable organization, has requested an extension to file their IRS 990 form. Jeff Scott asked if there was a limit to expansion to building at these facilities for maintaining their tax exemption. McKeon responded that there are limits, depending if they are applying for a religious exemption or a charitable exemption and are also limited to the Town's zoning ordinances on lot coverage.

- **Complaint Policy**

The draft Complaint Policy was created by McKeon and sent to the board for review prior to the meeting. Larkin inquired as to how the board felt with complaints going into the “Suggestion Box” with no contact information and how they should be addressed. McKeon suggested that all complaints should be logged in. Larkin suggested that more discussion is needed at the next meeting.

- **Trustees of Trust Funds Disbursement Month**

The trustees have requested that the funds from the small trust funds be disbursed to the Town after the close of yearend in late January or February. The Trustees now have to create yearend figures for the small funds through November so they can disburse the funds in December. They then need to create the “true” yearend figures when they get the December statements for the State of NH filings and the auditors.

McKeon moved to change the distribution period for the small common fund, that are normally distributed in December, be distributed in January or February after yearend starting with the year 2015 to be distributed in 2016. Roscoe seconded the motion, which passed unanimously.

- **Access Road Woodlots (Subdivide Class VI Road)**

Richard Drew came to the selectboard meeting on April 15 requesting to subdivide a five acre non-buildable lot from a 49-acre parcel. The Zoning Regulations were rewritten in 1987 and Carrier noted that the Land Use Regulations states that minor subdivisions are subdivision of lands which contain not more than three buildable lots, which do not require any street construction or new streets. McKeon stated that the Planning Board can't create a non-conforming lot. The selectboard requested the NH Municipal Association be contacted and to have the request tailored for the Town of Chesterfield for a Class VI road. McKeon noted that the Code Enforcement officer cannot issue a building permit for any lot on a Class VI road without going through the selectboard. Drew's request will be scheduled for discussion at the May 6 meeting.

- **Highway May Work Schedule**

The board reviewed the May work schedule draft presented by Bruce Adler for the highway department. Suggestions were made to be more specific on which roads and in sequence of the roads to be graded.

PROJECT LIST

Town Buildings CIP: McKeon has the basis of CIP for the Town Offices and the Friedsam Building and will forward the information to the rest of the board members. No long term plans have been discussed for the highway department and transfer station buildings for capital improvements or mechanical items. The department heads will need to take inventory, what the life span is and replacement costs.

Research Broadband Options: Roscoe will be consulting with suppliers within the next couple of weeks. He noted that there are at least four broadband companies currently supplying Chesterfield.

OLD BUSINESS

Rudolph Junkyard: The code enforcement officer has sent a letter to Mr. Rudolph.

Tax Deed Old Chesterfield Road Property: The preliminary report indicated that the only asbestos found on the property was under the sink.

Town Hall Annex Engineer Review: Carrier noted that the Annex Engineer Review is now on the website and was sent to the Association of International Architects to be disbursed.

Library Parking Lot: The project will start on June 22. McKeon will oversee the project.

Town Hall Cupola: Mitch Momany will meet with the board on May 6.

Suggestions Box: Carrier stated that the suggestion box will be installed in the lobby this week.

OTHER BUSINESS

The Library Trustees contacted Larkin for his volunteering to do minor repairs on the exterior molding and refurbishing the louver doors.

McKeon noted that Jack Duggan is providing economic grants to GS Precision and he is pushing to get GS Precision into his two facilities in Keene.

McKeon asked the town administrator to let the board know when he is going to be out of the office for such reasons so they will know why they are not getting replies to emails and in case of an emergency, the board members will not be waiting for a response if he is out.

Roscoe requested that a survey be done on Bennett Road by the town. McKeon stated that that would allow the board to get the certified layout of the road from beyond 100 feet beyond the last existing driveway and would resolve any ambiguity for the town's responsibility. The town attorney will be contacted before a survey is started. The highway department supervisor will be contacted to see what has been done and what needs to be done on that road to get it back to condition.

McKeon will also request an up-to-date schedule be established by the highway supervisor on the culverts for the town maintenance schedule.

It was suggested that a 3-ring binder or a CD be available for new selectboard members of town policies. McKeon will get information for the next Selectboard Institute.

The Search Committee for the road agent position will meet on April 30.

Carrier reported that some residents had not received their Master Plan Questionnaire in advance of the deadline, or not at all and it was requested that the deadline date be moved back for accepting the completed forms, later than the due date request of May 4. McKeon will send an email to the chairman of the Master Plan Committee with the concerns.

The board received a letter of concern from Twin State regarding for the traffic for GS Precision plan and opposed to shutting down Mill Road.

With no other business to conduct, McKeon moved to adjourn 9:45 p.m. The motion was seconded by Roscoe, which carried.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

James M. Larkin, Chairperson

Date

Jon P. McKeon

Date

Brad Roscoe

Date