

**Town of Chesterfield
Board of Selectmen
MINUTES
May 20, 2015**

CALL TO ORDER

Chairman Jim Larkin called the meeting to order at 6:11 p.m. Others in attendance were Jon McKeon, Brad Roscoe and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #21
- Selectmen Minutes – May 13, 2015
- Rath Correspondence

APPOINTMENTS

- **6:30 p.m. P&R Comm. Chair Erik Barnes – Nonpublic RSA 91-A:3 II (a&c)**

Barnes reported that Warren Stevens came down to inspect Wares Grove cottage for structural issues or any new problems. Stevens did not find any new issues but did find a leak in the addition which contains mold. Stevens and Chet Greenwood's report of January 15, 2014 will be going out to contractors. McKeon noted that the second paragraph of the report is not relevant. Gary Winn's electrical report will be going out to bid to electrical contractors to bring the electrical up to code. Barnes stated that the structural issues and inside cosmetics will be taken care of first, i.e., sheet rock damage, ceiling and floor issues, insulation and heating system. Carrier noted that P&R will need to have the selectboard approve of the contractor's bids.

Barnes announced that the beach opens on Monday, May 25. The passes are ready to be picked up. There is a lifeguard shortage at the start of the year. Barnes stated that the P&R Commission is looking into donating four discretionary passes.

Jeff Scott asked if a parking fee may be considered at Wares Grove. Barnes replied that a fee is being considered, in which an attendant would be required at the gate. Barnes noted that increases for resident and non-residents season passes for the beach are being finalized for the 2015 season.

John Koopmann's written comments were read by Jeff Scott noting that fees for non-resident beach season passes should be doubled in price from what the residents pay for season passes. Koopmann also noted that the selectboard must approve all charitable contributions for Parks and Recreation activities.

Carrier stated that he would like to get the draft and approved P&R meeting minutes. McKeon stated that, by law, the draft meeting minutes must be available within five days of the meeting.

- **6:45 p.m. P&R Director Dan Robel – Nonpublic RSA 91-A:3 II (b)**

Robel brought applications for Parks & Rec positions to the selectboard for review and discussion.

FOR DISCUSSION

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Monthly Email**

The board requested that information on the Suggestion Box be available in the Monthly Email. Carrier will contact committee chairpersons and all department heads to urge them to contribute to the Monthly Email.

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- **Bennett Road Layout**

The board's decision was to not do the layout of bars and gates. The board will have the boundaries reestablished by having a survey plat prepared showing the boundaries of the road. McKeon suggested that David Mann be contacted to provide those services and set up three monuments on the road, one being close to the intersection of Rt. 63, one near David Gale's property and one being at the end of where the work will be done and be limited to 50 feet beyond the last curb cut.

- **Health Trust Health Insurance Reauthorization**

McKeon moved that the Town of Chesterfield shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B.

Also that Rick Carrier, Town Administrator is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the Town of Chesterfield, the "Application and Membership Agreement" in substantially the form presented to this meeting. Also that Rick Carrier, Town Administrator, is hereby authorized and directed to execute and deliver to HealthTrust a certificate of the resolution. The motion was seconded by Roscoe, which passed unanimously.

- **Tax Deed List**

McKeon reported that the balance on the Bell property will be paid on May 21. The board approved of one week grace period for final payment by Brian and Angela Church. Carrier noted that the Hathaway tax payment was paid and there was no interest of the bank for Lathrop to cover the Lathrop taxes. There has been no action taken on the Kendall tax payments. Roscoe noted that Karen and Brian Ring are no longer residing at their Spofford address. The board would like to revisit the process of accepting the deed of the Ring property at the next meeting.

- **Gate on Mill Road Petition**

The board reviewed an email from town counsel regarding gating on town roads, stating that the selectboard can determine if a road needs to be gated and a vote from town residents would not be required. A letter from Twin State Truck Service was reviewed and determined that their Mill Road business was not in favor of gating Mill Road. McKeon stated that a gated road should have a key provided for use of emergency vehicles. Larkin noted that he would like to research the process of gating and costs affecting the town. McKeon felt that GS Precision should be given the opportunity to prove that they can abide by the concerns of the town. The board will invite the petitioners to the June 3 board meeting.

- **Road Safety Audit Update Routes 9/63 Intersection**

The NHDOT highway safety audit is being held up due to a holdup of funding for the Federal Highway Improvement Program.

- **Coachman Road Deed**

David Mann has reviewed the Coachman Road proposed deed and noted that he would have preferred to see a metes and bounds description so that it could be conveyed by the approved subdivision. It would then be made reference to the as-built plan.

- **Website Feedback**

Two comments were received on the town's website. One resident needed assistance in locating town office hours and one resident requested email contacts information and a community events section. Community events would be town events that benefit the town.

- **Transfer Station Capital Reserve Fund Proposal**

The board reviewed the equipment list from the Transfer Station for the Capital Reserve Fund schedule. The board will discuss the schedule with Leon Dunbar.

- **911 Street Numbering**

Legal counsel notified the selectboard that the board has authority to assign street names and change street names to conform to the requirements of the enhanced 911 telecommunications system. McKeon noted that the town does not currently have a policy or ordinance at this time. Roscoe will research other town's ordinances.

- **Next Week's Manifest**

The manifest will be available on May 26 for selectboard signatures.

PROJECT LIST

Research Broadband Options: Roscoe reported that he met with Comcast and Argent to discuss town coverage. Roscoe noted that Comcast covers a small area and have no interest in doing more. Argent covers all roads that have 15 houses or more within a mile, which is at least 80% of the town roads. Argent has been working on a fiber optic line before the end of the year near the school and the town office building. Roscoe plans to meet with FairPoint in the near future.

Town Buildings CIP: McKeon received information from the Highway Department and the Transfer Station for the life cycles on the buildings. McKeon is working on the replacement costs of the buildings.

OLD BUSINESS

Rudolph Junkyard: Carrier noted that the code enforcement officer has sent letters and made phone calls but has no response from Mr. Rudolph. The board noted that the process needs to move forward. Carrier will contact the town attorney.

Town Hall Annex Engineering Review: McKeon reported that six architects attended the engineering review meeting at 1:00 p.m. today.

Library Parking Lot: Roscoe stated that the library trustees would like a two week notice before the work begins. McKeon stated that the work is scheduled to start on June 22.

ZONING ISSUES

Santo – 87 Hewitt Road: There is a resident living in the accessory building which is a code violation. The code enforcement officer has sent the property owner a letter requesting an inspection of the building. The accessory building cannot be occupied as a dwelling. The board instructed the town administrator to contact the town attorney for the code enforcement officer to take the best course of action.

Junk Cars on Cady Lane: The vehicles have been removed from the town's right-of-way.

OTHER BUSINESS

Roscoe reported that the Library Trustees are looking for an alternate for their committee.

McKeon reported that the Search Committee for a road agent met on May 21 to firm up the interview questions. They have scheduled interviews for May 27, 28 & 29 at 5:00 p.m. at the Town Offices.

McKeon stated that the Planning Board met on May 18 to discuss the vegetable stand that has been operating outside of the zoning ordinance for the past couple of years. The town passed the zoning ordinance to allow a secondary seasonal business on an already approved lot. The Planning Board also discussed some of the new sign ordinances and they will be adding another sign ordinance next year.

The board discussed the delay of receiving draft and approved meeting minutes that need to be sent to the Selectmen's Office. McKeon stated that, by law, the public should be able to review draft meeting minutes within five business days following a meeting. Carrier noted that the fire precinct meeting minutes should be available at the precinct but do not have to be at the Selectmen's Office. Carrier noted that the draft minutes need to include the date of the meeting, who attended and any votes that were taken. Approved minutes should be sent to the town administrator and the selectmen's secretary as soon as possible to be posted on the Town's website. Roscoe will send a draft letter to request that the minutes be processed properly, per the Right-To-Know Law.

Jeff Scott reported that not all residents received a Master Plan questionnaire. He requested that Parks & Rec provide meeting agendas to the town administrator and selectboard secretary to be posted on the Town's website prior to the meetings.

Carrier noted that the air conditioning has not been working in the Town Offices. The board provided contact information for repairing the unit.

Carrier noted that he has signed up for three workshops that the board had requested.

McKeon stated that N.H. Municipal Association offers training on a variety of topics and will come to Chesterfield for \$450 per session with no minimum number of participants.

Roscoe moved to go into Non-Public per RSA 91-A:3 II (a&c). The motion was seconded by McKeon, which carried.

McKeon moved to adjourn from Non-public session and seal the minutes. The motion was seconded by Roscoe, which carried.

Roscoe moved to go into Non-Public per RSA 91-A:3 II (b). The motion was seconded by McKeon, which carried.

McKeon moved to adjourn from Non-public session. The motion was seconded by Roscoe, which carried.

With no other business to conduct, Roscoe moved to adjourn at 9:38 p.m. The motion was seconded by McKeon, which carried.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

James M. Larkin, Chairman

Date

Jon P. McKeon

Date

Brad Roscoe

Date