

**Town of Chesterfield
Board of Selectmen
MINUTES
October 21, 2015**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:06 p.m. Others in attendance were Brad Roscoe, Dan Cotter and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #43
- Selectmen Minutes – October 14, 2015
- Deputy Forest Fire Warden Appointment
- Appointment Paper – ZBA Alternate
- Payroll Change Notice – Transfer Station

APPOINTMENTS

• **6:30 p.m. Chris Flagg – Cemetery Committee Budget**

Chris Flagg stated that the cemetery budget is down -4.7% with a decrease in part-time salaries and eliminating town hall expenses. The line item for electric is down due to the West Cemetery being on a timer. The sexton salary is up with approval of the selectboard.

• **6:45 p.m. Erik Barnes – P&R Commission**

The board confirmed with Barnes that background checks must be done on volunteers for all P&R programs. Background checks are done every other year on an individual and results are sent to the town administrator. Barnes requested that a management fee be set up for the revolving fund account for managing the soccer, basketball, baseball and volleyball programs and for managing the background check schedules. Cotter noted that the full time director was set up to manage those programs.

The board approved a new evaluation form that will be used for the Parks & Rec director's position. The P&R Commission will present a completed evaluation of the director at the next board meeting.

• **7:00 p.m. Joe Warhall – Bennett Road**

McKeon stated that David Mann has reached out to Joe Dibernardo to discuss the Bennett Road surveys. Dibernardo has not responded to Mann's message. The board noted that they are using the boundaries set by Mann's survey for Bennett Road. The board agreed to have McKeon take the 33 ft. measurement from the bottom monument and mark that location by using 3-4 ft. grade stakes as the markers. Cooper Paving will be working on the paved section of the road, where the road has been encroached upon.

Warhall stated that he would like to widen the road in some sections. The board instructed him that he must get BOS approval before any work is started. When Warhall inquired as to what

was going to be done on the nonconforming driveway, McKeon noted that the board is waiting for more information from town counsel. The board requested evidence from Warhall showing a wider Bennett Road as he had indicated, i.e., photos of the road. Area resident Susan Campbell stated that the width of Bennett Road has not been two car widths wide since 1955. She expressed her concerns at the length of time that the Bennett Road issues have been discussed at Selectboard meetings.

The Bennett Road residents will be notified before the paving repair work is started.

FOR DISCUSSION

- **Suggestion Box**

Two notes were left in the box with both of them saying “longer hours”.

- **Town Hall Annex Project Follow-Up**

McKeon sent an email to Dan Scully to update and thank him for the presentation to the board for the design and cost estimates of repairing or replacing the Town Hall Annex. Scully presented an invoice of \$4,912. The board will request a schematic design option and a written report from Scully, as agreed in the proposal. Scully also agreed to send the electronic drawings of the plans to the board.

- **Budgets – Financial Admin & Executive**

Financial Admin - Carrier stated that the increase of 6.7% in the budget for property appraisals is based on the fees and the number of appraisals, plus the cost of the assessing software. The bookkeeper salary is down -4.3%. The tax collector fees are at 13.6% increase for her fees for recording documents at the registry.

Executive – Highlights for office equipment is for a fireproof personnel storage file of \$1,500 at 300% increase. There is a decrease from last year in computer equipment & software, due to installation of software that was done last year. Supervisor of the checklist is up \$1,700 from last year due to going from one election to four. The selectmen’s expense increase is for the employee Christmas luncheon.

- **November & December Schedule**

The board will not have meetings on November 25, December 23 or 30. A meeting is scheduled for Monday, December 21. The Employees Appreciation Luncheon will be scheduled for December 9.

- **Health Insurance**

The board would like to look at other resources similar to what is being offered now for town employee benefits. Cotter stated that employees are paying 10% contributions toward their insurance benefits. Roscoe would like to research the percentages of contributions being paid in other municipalities. McKeon would like to look at other resources that will not place an additional burden onto the employees and look for the best solution. Barbara Girs asked about a flexible spending account for employees and Cotter responded that this plan does not offer a

health savings account and tax deferred accounts are not going to be available much longer. Roscoe noted that another contractor would need to manage a flexible spending account.

- **Revenue Status**

Carrier announced that he is ready to submit the revenues to the Department of Revenue, which has had no changes in the past two weeks. Carrier added that he is still waiting for New England Power to report to the Department of Revenue.

- **Bennett Road Emergency Lane Status**

Cotter stated that in order to establish a roadway as an emergency way, it is incumbent upon the selectmen to establish that it benefits someone other than the abutting landowner. Carrier replied that RSA 231:59-a Emergency Lanes under Section II states, "identified public welfare or safety interest which surpasses or differs from any private benefits". Carrier added that it was identified as a safety interest at the time it was established and he doesn't believe that the board was doing it for the benefit of one land owner.

Roscoe added that the reason has to be something other than a private benefit, such as safety. McKeon noted that the board is not allowed to spend any money on Class VI roads but this ruling allows the town to spend a nominal amount of money to ensure that emergency vehicles can transverse the road. McKeon added that if the fire chief or the police department felt that there was work needed in order for them to get there, the board would have to decide if they want to invest the money or time. The board will contact NHMA to get their interpretation of the 231:59-a of Section II. At this point, McKeon doesn't feel that the board should rescind the emergency land status, which can be done at a public meeting. That reason was quoted in the February 18, 2015 board meeting minutes.

- **Forest Avenue Driveway**

The board reviewed ZBA meeting minutes from 2004, 2005 and 2014 that referenced David Mann's survey pertaining to the Forest Avenue driveway. The road agent issued a driveway permit on August 26 to Bruce Beach, based on the opinion of legal counsel to the selectmen, whereby the decision was not the decision of the BOS. John Koopmann stated that he would create a drawing of schematics for the next meeting to better understand the logic of the decision. Koopmann stated that the same ditching and trenching is being done at that driveway in the same manner in which DES originally objected to.

- **Argent Franchise Agreement**

The board reviewed the franchise agreement of 2010 between Argent and the town, which is due to be renewed. The agreement will be discussed at the next meeting.

- **Spofford Village Town-Owned Building Petition**

A petition was presented to the board requesting appropriation of funds for a warrant article to be established to either demolish or repair the abandoned temporary police headquarters in Spofford Village. The person submitting the application will be contacted to get more information on the intent of the warrant article.

- **Voice to Text Software**

The board discussed the capabilities of the electronic devices that were being considered for the Zoning and Planning Board secretaries to assist them in translating meeting minutes. It was decided that the software was suited to record only one person speaking at a time and not suitable for a meeting setting.

- **Zoning Board Vacancy**

John Perkowski is stepping down from the Zoning Board at the end of the year. Alternate Kristin McKeon has served as an alternate for four years and Roland Vollbehrr has served as an alternate for less than one year. McKeon has expressed her interest in serving in the capacity as a full board member.

Cotter moved to bring forward Kristin McKeon as the appointee to the ZBA, pending consultation with the Zoning Board at the end of John Perkowski's expiration. Roscoe seconded the motion. The vote was called: Yes – 2; Abstained – 1. The motion passed by majority vote.

- **Snow Removal Position**

Tim Scanlon has agreed to do the snow removal at the town offices, library and town hall for the upcoming winter season. The board requested that he also remove the snow from the Wares Grove cottage roof.

OLD BUSINESS

Rudolph Junkyard: The assistant code enforcement officer will write a report for next week's meeting.

TH Annex Engineer Review: Carrier will send a note to Dan Scully.

Town Email Addresses: Roscoe will be meeting with Carrier in November to discuss the process.

Hosting NHMA Workshop: Carrier noted that there are approximately 18 people who have signed up for the Right-To-Know Law seminar for December 3.

Town Center Tree Committee: Roscoe will follow up with Steve Robarge for a report.

Board/Committee Term Expirations: Davis Peach has agreed to another term on the Planning Board.

Volunteer Christopher Oot: Carrier will invite Oot to attend the November 10 ZBA meeting. Appointment papers will be ready for that meeting.

ZONING ISSUES

Saba/Big Deal: The Planning Board has signed the plans.

Doug Foster's Canoes: Route 9 – Noncompliant Lot – McKeon did not find any information in the Planning Board files. The Selectboard files indicates discussions in that there are code issues with the business having grown over 25% which is not allowed without coming back to the Planning Board or the ZBA for that location. The Planning Board had considered that the lot

as a noncompliant site. The State had instructed Foster to take his sign down from the Route 9 right-of-way.

McKeon noted that Foster owns property on the lake where they rent out moorings, which businesses are not allowed in the Spofford Lake District. The code enforcement officer cannot give relief from a zoning issue.

Highlander Arms: Rt. 63 – More than three employees – McKeon asked the assistant code enforcement officer if he reviewed the Zoning Board decision on what was allowed before he went on the complaint call to the business.

OTHER BUSINESS

Roscoe met with Carol Miller. She gave him pointers for the broadband/internet committee to move forward. Miller has agreed to coach the group.

Roscoe noted that he has completed the web Emergency On Command training.

McKeon stated that the Planning Board received an application from Grace Community Evangelical Free Church to install a modular classroom to the exterior of the building.

Chet Greenwood will be invited to the next BOS meeting to discuss the processes of the code enforcement officer.

Jeff Scott has requested that the board keep on top of the Old Swanzey trail to be sure that it goes back to its original condition following the timber cutting.

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

McKeon moved to come out of non-public session. The motion was seconded by Roscoe, which carried.

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

McKeon moved to come out of non-public session. The motion was seconded by Roscoe, which carried.

With no other business to conduct, McKeon moved to adjourn at 9:06 p.m. The motion was seconded by Cotter, which carried.

Respectfully submitted,

Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Dan Cotter

Date