

**Town of Chesterfield
Board of Selectmen
MINUTES
March 16, 2016**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:03 p.m. Others in attendance were Brad Roscoe, Norman VanCor and Rick Carrier, Town Administrator.

McKeon opened the meeting by welcoming those in attendance. He requested that they raise their hand for their questions or comments to be directed to the board members.

FOR SIGNATURE

- Manifest #11
- Selectmen Minutes – March 9, 2016
- Appointment Papers
- Intent to Cut – Hardy
- Yield Tax Certification – Durgin
- Timber Tax Warrant
- Raffle Permit – Chesterfield Fire Department Association
- Timber Tax Assessment form letter
- Welcome to Chesterfield form letter
- Thank you card – Riddlemoser
- Payroll Change Notices

APPOINTMENTS

• **6:15 p.m. Nonpublic RSA 91-A:3 II (b)**

Roscoe moved to go into nonpublic per RSA 91-A:3 II (b). VanCor seconded the motion, which passed unanimously.

McKeon moved to come out of nonpublic. Roscoe seconded the motion, which passed unanimously.

Geraldine Barker was hired to work as a part-time employee at the Transfer Station. The board welcomed her to the position.

• **6:30 p.m. Nonpublic RSA 91-A:3 II (b)**

Roscoe moved to go into nonpublic per RSA 91-A:3 II (b). VanCor seconded the motion, which passed unanimously.

McKeon moved to come out of nonpublic. Roscoe seconded the motion, which passed unanimously.

Elaine Levlocke has been appointed as the new OEM Director. The board welcomed her to the position, effective immediately.

- **6:45 p.m. Erik Barnes – Nonpublic RSA 91-A:3 II (a&c)**

Roscoe moved to go into nonpublic per RSA 91-A:3 II (a&c). VanCor seconded the motion, which passed unanimously.

McKeon moved to come out of nonpublic. Roscoe seconded the motion, which passed unanimously.

McKeon moved to seal the nonpublic minutes. VanCor seconded the motion, which passed unanimously.

FOR DISCUSSION

- **Selectman Swearing In**

Norman VanCor was sworn into office for a 3-year term as selectman.

- **Suggestion Box**

There were no suggestions in the suggestion box.

- **Selectboard Organization**

Roscoe moved to nominate Jon McKeon as chairman. VanCor seconded the motion, which passed unanimously.

McKeon moved to nominate Brad Roscoe as vice-chair. VanCor seconded the motion, which passed unanimously.

Position/Representative	Meeting Day	Selectman
Chairman	Wednesday	Jon McKeon
Vice-Chairman	Wednesday	Brad Roscoe
Planning Board	1st & 3rd Monday	Jon McKeon
Chesterfield Fire Precinct	3rd Monday	Brad Roscoe
Spofford Fire Precinct	3rd Monday	Norman VanCor
Parks & Recreation	1st Monday	Brad Roscoe
Conservation Commission	4th Monday	Norman VanCor
Zoning Board of Adjustment	2nd Tuesday	Norman VanCor
Budget Committee	Tuesday	Brad Roscoe
Cemetery Commission	2nd Tuesday	Norman VanCor
Library	3rd Tuesday	Jon McKeon
Economic Development Comm	3rd Thursday	Jon McKeon
OEM	Various	Brad Roscoe

- **Town Meeting Follow-Up**

McKeon noted that there was no P&R representative at the town meeting to answer budget questions from the residents. Erik Barnes stated that a P&R Commission representative will be present at next year’s town meeting.

Town Hall Annex Energy Study:

McKeon had created an RFP energy study on the Annex building and will make changes to the descriptive of how the board would like to have changes made.

Deconstruction of Spofford Building:

A timeframe needs to be set to remove items from the building. A bid needs to go out to take down the structure. The town voted to allow the deconstruction of the building on a warrant article at the town meeting.

Building Numbering:

A 4x6" postcard will be sent to the town residents to inform them of the new building numbering ordinance. If there is room on the card, the internet/broadband information will be included on the card.

- **Boat Registrations – Town Clerk’s Office**

McKeon noted that the town clerk had requested adding more hours for the deputy town clerk and that was not discussed during budget time and the more hours were not added into the budget. The town clerk is reluctant to take on the boat registrations due to the current operating budget for her department. The board feels that there is an economic and community need to have the boat registrations in town. Roscoe will discuss the registration process with Frank Underwood.

- **Town Hall Rental Policy – Non-profit Organizations**

The board discussed the fee to be charged to the residential non-profit organizations after their three days have been approved. This will be revisited at next week’s meeting.

- **Tax-Deeded Property Sale – Wildwood Road**

The final draft for advertising the sale of the property was approved by the board. The sale of the property will be by sealed bids.

- **69 Forestview Drive Town-Owned Property**

VanCor will look at the contents left in the building by the previous owner to determine if there is value to the items. The items need to be removed from the building to make it presentable for sale.

- **April Selectboard Schedule**

The board will not hold a meeting on April 27, unless something comes up and the board must act on an issue.

- **City of Keene Invitation**

The selectmen were invited to attend a meeting of the Legislative Delegation on March 29 at City Hall in Keene to hear information on legislative proposals for Keene and local communities. McKeon and Roscoe plan to attend. McKeon suggested that the chairman of the Economic Development Committee attend this meeting, if approved by Keene City Council.

OLD BUSINESS

Ware Grove Cottage: A cosmetic list, i.e. painting and floor covering, is needed from P&R. A flue is needed for the furnace. Some trim work and lockset is needed for the back bedroom.

McKeon moved to take \$2,552 payment expenses for work performed by Gary Winn be taken out of the Parks & Rec Expendable Trust Fund. Roscoe second the motion, which passed unanimously.

Town Email Addresses: Roscoe noted that all major glitches have been taken care of.

Town Center Tree Committee: Roscoe will negotiate a cost with Chesterfield Conservation Commission.

Ambulance Options Comm: The fire precinct should appoint a committee to perform a research study to make recommendations on other ambulance options. Roscoe noted that this should kick off in April.

Route 63 Retaining Wall: Chris Flagg will replace missing stones and rebuilt the wall.

ZONING ISSUES

Highlander Arms: - There has been an ongoing discussion between Hodgkins and code enforcement for denying building permit.

Gateway Preserve: Code enforcement continues to monitor site including erosion-related issues.

Steve Brabec – 12 Bob's Way: Realtor filed a building permit application for the past work and current upgrades to bring electrical and plumbing up to code. A final inspection is required. McKeon noted that the energy code needs to be adhered to.

Trailer on Rt. 9: Code enforcement to inspect property regarding possible code violations.

Scott Sampson property: - Cutting of trees along North Shore Road and behind house near the lake. Forest Fire Ranger Matt Apgar to verify if a permit is required. The cutting is not in the Shoreland Protection area.

Unauthorized Residence: - Route 9 trailer, former Kray property – Code enforcement will provide an updated report.

EJ Prescott Signage: - Exceeds allowable signage – Waiting for Planning Board decision from March 21 meeting.

Building Numbering Ordinance: Code enforcement will work with Selectmen to coordinate informing the public on the new ordinance.

OTHER BUSINESS

A large framed photograph of Chesterfield Gorge was given to the Town Offices by Scott Riddlemoser and Kathleen McNulty of Chesterfield. The board thanks Scott and Kathy for the gift.

McKeon noted that there were only three ZBA members present at the March 15 meeting where there were five applications submitted. Two of the applicants chose not to have their applications heard with only three board members present. More alternates are needed to work on the Zoning Board.

Dan Cotter requested that the Conservation Commission be contacted regarding the mess left behind on the Friedsam trails following the recent bridge building. He suggested that the Conservation Commission speak with the club members before they start working on the Old Chesterfield Road.

McKeon noted that there was a lot of discussion at town meeting regarding the library as to what was presented by their representative, i.e., that they are town employees and should be treated like town employees. McKeon read from the NH Supreme Court, Town of Littleton vs. Caylon Taylor – “That the library is a separate and distinct entity from the town” and the court ruled “that the Board of Trustees is a sole governing body of the library and that the library employees are not town employees”.

Jeff Scott noted that the Donahue property on Rt. 63 was not posted until about two weeks after the timber cut started. Scott also had concerns of bulldozers being used on steep inclines while extracting the timber and causing erosion issues.

Scott requested that the Parks & Rec Commission have their agendas posted on the town website so that residents are aware of what is being discussed.

John Koopmann requested that code enforcement do a follow up on the ongoing cutting on Rt. 9. McKeon stated that code enforcement can issue that cutting be discontinued if it is causing erosion issues.

With no other business to conduct, McKeon moved to adjourn the meeting at 8:35 p.m. The motion was seconded by Roscoe, which carried.

Respectfully submitted,
Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman VanCor

Date