

**Town of Chesterfield  
Board of Selectmen  
SPECIAL MEETING MINUTES  
August 14, 2016**

Chairman Jon McKeon called the special meeting to order at 9:04 a.m. at the Chesterfield Town Offices. Also in attendance were Norman VanCor and Brad Roscoe.

McKeon stated the reason for the meeting today was to speak to the Code Enforcement position and to see where the board sees it going next year.

McKeon laid out his thought of a full time code enforcement code review position. This would be set up with three days for site inspection and two days for plan review and permit issuance. BOS would dictate this scheduled allotment.

Roscoe stated that he thinks this would work but to allow for the code person to be flexible to site inspection during a time when there are less plans to review or vice versa. This makes sense to all.

VanCor thinks we should keep a position of part time to help with the enforcement piece and also have that person be flexible to cover for sickness of the full time person and cover during vacations.

It was discussed that the part time position would be changed and the Board would most likely advertise for this position.

The consensus of the board was to have a full time position for code enforcement and a half time/part time position. This will be finalized at a future date.

*A motion was made by VanCor to walk to the outside of the building on the area of the town office building complex to view trees and comment on the forester's findings. Roscoe seconded the motion, which passed by unanimous vote.*

The board members walked outside from the new office building to the old town office building. VanCor gave insight to the larger picture items of concern of the forester. One tree at the west side of the tennis courts should be looked at as a concern for pruning is needed. In the same northerly line and edge of school play field, one tree should come down, according to the forester. There is a tree in the school area on the north side of the bus loop that should also be removed to make room for growth of others. The tree to the southwest of the old town office building should be removed and the partner to this on the opposite side of the entry drive should also be removed.

There are other items that will be presented with in the full report that may be available in the next two weeks.

The board members returned to the meeting room.

*With no other business to conduct, Roscoe moved to adjourn the meeting at 11:15 a.m. The motion was seconded by VanCor, which carried.*

Respectfully submitted,

Jon McKeon, Chairman  
Board of Selectmen

Approved by:

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Jon P. McKeon, Chairman

\_\_\_\_\_  
Date

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Brad Roscoe

\_\_\_\_\_  
Date

\_\_\_\_\_  
Norman W. VanCor

\_\_\_\_\_  
Date