

**Town of Chesterfield
Board of Selectmen
MINUTES
October 19, 2016**

CALL TO ORDER

Vice Chairman Brad Roscoe called the meeting to order at 6:02 p.m. Others in attendance were Norman VanCor and Rick Carrier, Town Administrator.

Selectman Jon McKeon requested to join the meeting via telephone. McKeon was not able to attend this meeting because he was held at work and did not have adequate time to get to the meeting. Dustin Reynolds was in the room with McKeon during his call of the public session with the selectboard.

VanCor moved to allow McKeon to join the meeting. Roscoe seconded the motion which passed unanimously.

Roscoe welcomed everyone to the meeting and reminded them that they need to be acknowledged by the chairman and requested that comments to be addressed to the board.

FOR SIGNATURE

- Manifest #42
- Selectmen Minutes – October 2, 2016, October 5, 2016
- DRA Summary Inventory of Valuation – MS1
- Payroll change Notice – Transfer Station

APPOINTMENTS

• **6:15 p.m. Chris Flagg – Cemetery Budget**

Flagg presented the Cemetery budget of -2.4% with a decrease of \$1,000 in the budget over last year's budget. McKeon noted that Flagg has two fewer part time employees on the cemetery staff over the past two years and has continued to maintain the quality of work performed with less people. John Koopmann suggested that this be announced during the Town Meeting in March.

• **6:30 p.m. Jeff Migneault – Economic Development Committee**

The board welcomed Jeff Migneault to fill a volunteer position on the Economic Development Committee. Migneault noted that he is involved in the financial planning industry and will not be able to handle money or be involved in politics. The board urged Migneault to review the town's Master Plan. The board agreed to have the appointment papers drawn up for Migneault to serve on the EDC.

• **7:00 p.m. Val Starbuck & Lee Brockmann – Town Hall Annex**

Present: Val Starbuck, Lee Brockmann and Marie Del Sesto

Starbuck noted that the purpose of the appointment was to discuss the opportunity for the possibility of utilizing the stage area. Starbuck contacted Architect Scully to learn of other

options that may be available for work at the town hall annex. She noted that most parties concerned felt that the stage should remain. McKeon stated that the plan presented at the town meeting was similar to what was presented at the October 12 board meeting. The building plan that was changed from the town meeting plan was that accessibility was added to the stage and the kitchen was moved from the east wall to the north wall. Starbuck noted that the town meeting plans showed the kitchen area with 230 sq. ft. and the new plan shows 244 sq. ft. Starbuck stated that that area was utilized on voting day for fund raising, worker meals and overflow of the Christmas fair. This would eliminate the opportunity to utilize those uses during voting day because you can't set up tables in the voting area in the hall. McKeon replied that the stage could have tables and chairs set up to be separate from the voting. Roscoe asked Barbara Girs if there was a legal problem with the stage being used for that purpose and she replied there was not. Del Sesto stated that the fundraising event during elections was disruptive to the voting process and that was why the fundraising was moved to the Annex area. She felt that having fundraising on the stage would create a problem. Brockmann stated that the reason from eliminating that area was because of the roof line and she noted that that was not acceptable. Roscoe noted that the board has briefly discussed tonight the possibility of a tear down and McKeon will be getting quotes for that cost and a replacing it with a similar building. A tear down would provide more options. Brockmann stated that the March drawing is very acceptable and the handicapped bathrooms would take out the hallway behind the bathrooms and have the bathrooms doors come into the annex, instead of into the little hallway, providing another three feet to add on to each of the bathrooms that could be made handicap bathrooms. McKeon noted handicap bathrooms require an unobstructed 5 ft. turning radius turning the bathroom.

Starbuck noted that Joan's Pantry made enough money last year during voting day to put up new shelves.

FOR DISCUSSION

- **Suggestion Box**

A suggestion was made to move the code enforcement report up on the agenda to allow attendees to view the presidential debate.

VanCor moved to have the code enforcement report moved up on the agenda. Roscoe seconded the motion, which passed unanimously.

VanCor noted that there was a suggestion read at a recent meeting to have workers wear name tags at voting events. VanCor provided a sample badge that he would like to have the workers and selectmen use during those events.

- **Selectmen Minutes Review – October 12, 16 & 18, 2016**

VanCor moved to accept the minutes of October 12 as amended. Roscoe seconded the motion, which passed unanimously.

VanCor moved to accept the minutes of October 16 and 18 as presented. Roscoe seconded the motion, which passed unanimously.

McKeon announced that Reynolds has now left the room from where McKeon is conference calling.

The Budget Status update is down more than \$9,000 from the \$1,450,000 budget.

- **Revaluation Bids**

Four bids were received for the revaluation of all properties in the Town of Chesterfield. Those bidders were: Vision Government Solutions, Commerford Nieder Perkins, KRT Appraisal and M&N Assessing Services. Carrier will be meeting with Dept. of Revenue Equalization Bureau on October 24 to review the bids. Carrier will contact the four bidders to request additional information on work done without permits.

- **Town Hall Annex Project Status**

The board received an email from Architect Dan Scully with the Ingram cost estimates for equipment for a warming kitchen. He noted that the report on the Annex project is complete. The board agreed to pay the \$12 charge for the CAD plots. Roscoe requested a list of groups who use the kitchen. A suggestion was made to look into removing the stage. McKeon noted that the stage has been used for presentations and awards. Electronic drawings of the stage and annex will be sent to McKeon to get quotes for removing those sections of the town hall building.

- **November Meeting Schedule**

There will be no Selectmen's meeting for November 23.

- **Bennett Road Stop Sign**

The board has agreed not to remove the stop sign on Bennett Road.

- **Boards/Commissions Appointments**

No action was taken. To be scheduled for the October 26 meeting.

- **Town Vehicle Repair**

The board approved to have repairs done on the town owned Explorer to repair the check engine light.

- **Town Hall Rental Policy**

VanCor requested an explanation of the reasoning that the rental policy requires that the start time be set for 9:00 a.m. versus 8:00 a.m.

The hours for groups/individuals to use the hall are 9:00 a.m. through 11:30 p.m.

Reasons for 9:00 a.m. start time:

It allows time for town official(s) to inspect the building for damage or clean up required after each event. If damage is found, it is recorded. As to the damage photos are taken, if possible, to be provided for insurance claims. The inspection includes making sure that the hall is ready and available by 9:00 a.m. for that day's group/renter(s).

Inspection also includes:

- No food left behind by prior event anywhere in the building including the refrigerator, stoves and microwave
- Bathroom supplies are replenished
- Tables have been put back in storage room and chairs have been placed on chair rack
- Floors have been swept and are free of spills, food, mud and debris

- All lights have been turned off
- All exit doors have been locked, windows have been closed, and no damaged found
- Thermostats have been lowered to the proper settings
- Kitchen sink is free of debris and completely drained
- All areas cleaned of all refuse and dumpster cover is closed
- Check walls and curtains for damage

The board requested that Carrier make arrangements to have a new door lock be set on the door of the Town Hall Annex. A keyway lock or a key fob was recommended for the new construction.

- **Town Office Camera**

The board approved the purchase of a Canon PowerShot digital camera for \$120.

- **Code Enforcement Full Time Advertisement**

The draft advertisement for a full time code enforcement position was amended. Advertising for the position will be listed in the local newspapers, NH Municipal Association, in Indeed and the town's website.

- **Town Building Capital Maintenance Plan**

Roscoe noted that the P&R cottage roof listed in the forecasted replacement cost of \$5,000 on the Capital Maintenance Program. He stated that P&R Commission will be meeting next week and he will find out if they have done anything for getting roof repairs scheduled. The board would like to have the roof work done before there is more damage.

McKeon requested that all the items be evaluated on the 2017 Capital Maintenance Program to determine if those items need to be replaced. Carrier will provide a report to the board.

- **Town Office Front Door**

The board gave approval for Carrier to have a contractor repair the front door at the town office building for alignment issues.

- **Mediation Meeting Next Week**

The selectmen will meet with their attorney on October 27 at 9:00 a.m. in the town offices to prepare for the 10:00 a.m. mediation. This meeting is closed to the public. John Koopmann has offered to make copies of the Beach property before the driveway done.

- **Former Town Office Building Tour**

Roscoe reported on the October 18 meeting at the former town office building. VanCor and Roscoe met with Warren Stevens to do a walk-thru of the building. Stevens will return to the building next week to get more details of the building. Stevens was impressed with the structural portion of the building and he will be providing a report of his findings to the selectboard by December 1. Jeff Scott offered to be available to get into the cubby space if Stevens was not able to do so.

- **Code Enforcement Report**

Gateway Preserve: Two building permits were issued this week with the condition that loft areas not be used as living space. The Planning Board has requested that code enforcement attend their November 7 meeting.

Building Permits: 106 permits have been issued to date in 2016. The board suggested that building permits be issued two days a week and one day a week for just code enforcement issues. The code enforcement officer will be scheduled to attend the selectboard meeting on October 26.

LP Tanks: No progress this week.

Highlander Arms: Code enforcement will check on new sign this afternoon. Board members noted that no mention of a code violation letter has been issued.

Junkyards: No progress this week.

Aaron Roof Carport in Setback: Work to remove the carport has begun. Board members noted that a deadline date must be set.

Crofut/Kray property (Rt. 9): Code enforcement to send violation letters. Board members noted that a deadline date must be provided to property owners.

1763 Route 9 (Lanoue): Attorney drafted violation letter for selectboard approval.

Jill Diesl: Complaint from abutter regarding three unregistered vehicles. Board members requested code enforcement schedule time with Chesterfield police for site visit.

Software: No action taken this week.

- **Town Website – Highway Department**

There is no tab set up for the Highway Department at this time on the town's website. The phone number and mailing address is listed under "Contact Information".

- **Propane Companies Notifications**

The board discussed sending letters to local propane companies reminding them to keep tanks out of the property setbacks.

OLD BUSINESS

Wares Grove Cottage: P&R did not reply to Roscoe regarding the roof repairs. Roscoe will follow up at the P&R meeting scheduled for November 25. VanCor will provide P&R with contact information of a contractor.

Town Tree Center Committee: The board looked at the trees that are flagged for removal, because they are in imminent danger or are dying. Tree maintenance was discussed including effective pruning, feeding, mulching, trimming, etc. and the possibility of hiring an arborist or tree service. VanCor will get quotes to remove five trees and perform stump grinding. VanCor will get the school and library approval to allow for the tree cutting on those properties.

Ambulance Options Committee: The request for response times have still not been provided by the fire department chiefs. Carrier made a second request to the Chairman of the Commission. Chris Babcock compared the Chesterfield records with Rescue Inc. but did not use Keene's records when doing the comparison. Accurate response times need to be provided for the public's information. Keene Ambulance would like to meet again with the Ambulance Option Committee.

Old Town Office Building: VanCor and Roscoe toured the Old Town Office on October 18 with Warren Stevens, Barbara Girs and Jeff Scott to observe the condition of the building.

Forestview Property: Carrier met with prospective buyers at the site. They are anxious in moving forward for closing on the property. They are working to getting a refurbishing loan. They have 90 days for which to close on the property from opening day of the bids.

OEM Director Position: The position is currently being advertised. The chairman of the Selectboard is the contact person when there is a vacancy in the OEM director's position.

Larkin Way: Carrier sent an email to Larkin reminding him that the monuments need to be set and the easement plan for the road is required.

Meeting Room Window: Hardware will need to be purchased. Manufacturer not responding to the request.

OTHER BUSINESS

VanCor inquired as to whether the Planning Board is making copies of the current Master Plan. McKeon replied that copies should be available at the library and the Town Office. The Master Plan will also be available on the town's website.

Roscoe presented a map of the town broadband coverage which includes performance coverage by vendors. Most of the areas of town now have at least 25 megabytes of service from Comcast, Argent or FairPoint. The service to approximately 300 residence is still being labeled "marginal". VTel of Vermont has stated that they can service most of the Coyote Canyon and River Road areas for up to 10 megabytes.

Roscoe will be setting up an informal meeting for the residents to discuss with options that are available.

Nonpublic RSA 91-A:3 II (e)

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

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

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

Nonpublic RSA 91-A:3 II (a&c)

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

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

With no other business to conduct, Roscoe moved to adjourn the meeting at 9:30 p.m. The motion was seconded by VanCor, which carried.

Respectfully submitted,

Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date