

**Town of Chesterfield
Board of Selectmen
MINUTES
April 12, 2017**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:07 p.m. Also in attendance were Brad Roscoe and Norman VanCor. Absent: Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #15
- Selectmen Minutes - March 29, 2017 and April 5, 2017
- Standard Operating Procedures - Snow Removal & Ice Control

APPOINTMENTS

• **6:15 p.m. Duane Chickering – Quarterly Dept. Head Meeting**

Police Chief Chickering has written three federal grants applications with the State of NH from the Dept. of Safety. One of those grants is the Step Grant for highway enforcement of \$12,000 which will give approximately 250 man hours for areas of high risk accidents/issues. Chickering also wrote a 50/50 grant for two radar units. If the town is awarded this grant, the town will save approximately \$3,000. The third grant request submitted was for PBT (Preliminary Breath Test) which are valued at \$550 each and will be no cost to the town. The grants won't be approved until October. Chickering noted that he is looking into getting a grant for portable radios for the department and will be working with Jeff Titus and the Cheshire County Sheriff's Dept. for best pricing.

Chickering announced that patrol officers Magdycz and Jackson will be graduating from the police academy in Concord on April 21. The executive position is still open until the closing date of April 17.

Chickering will provide the board with pricing for purchasing solar panel pole mounted speed signs for both side of Route 9 at both ends of town and for the school zone area. Chickering noted that cars and trucks will be ticketed if they are parked on the town roads and that includes contractors and landscaping trailers.

Jeff Scott requested that the town pursue to take action at the dangerous intersection of Rt. 9 and Rt. 63.

• **6:45 p.m. Mike Chamberlain – OEM Director, Emergency Op. Plan**

Present: Mike Chamberlain and John Keppler

Chamberlain stated that he was asked to upgrade the LEOP grant that was given in August to \$6,000. Chamberlain and Keppler met with two State representatives last week and it was suggested that the town update LEOP every five years. Chamberlain is logging in the hours that have been completed by individuals working on the project and he estimates their hours, expenses and office hours times \$25 comes out to \$6,700 that can be used toward the matching funds. Roscoe stated that there is approximately \$4,000 to 5,000 available through Vermont Yankee. Chamberlain and Keppler plan to

have the grant report completed by August 30, which is due to the State by September 30. McKeon requested that they provide the board with a list of what they will need for assistance. Chamberlin will coordinate EOC training for emergency personnel training in Chesterfield for the mitigation plan and will send out notices to department heads with the information.

- **7:00 p.m. Neil Jenness – Town Hall Annex Committee**

Jenness inquired as to whether the selectmen have found a way to fund the getting the drawing of the plan that was turned down at the town meeting. McKeon replied that Roscoe has a software program where he has designed a drawing of a sketch of the building. The board is also looking at what can be done for a plan to accommodate a plan to keep the price down. Jenness stated that the drawing presented at town meeting could be built for much less than the \$545,000. McKeon stated that the cost number arrived from PC Construction and Trumbull Nelson Construction are budget numbers based on square footage of the building and square footage on the type of building use. The current building has a fairly small square footage and it has the highest square footage cost to build within that building. The two highest square foot costs are the bathrooms and the kitchen and those items are expensive. He noted that a budget must be established before you can have a plan. McKeon stated that the board feels that there should be ADA accessible bathrooms within that structure and the kitchen should be removed. Jenness stated that the Board of Health would shut down that kitchen, as it is now, if they went into it. McKeon stated that the kitchen and facilities currently serves the town and the board is fiscally responsible for the entire town. Marie Del Sesto stated that the building serves town seniors who have no other place to go for their activities.

Roscoe stated that the proposal was voted down at town meeting for funding the building plans and the Warrant Article wasn't approved. VanCor stated that the board is trying to develop options. Jeff Scott suggested that Jenness' group get some architectural drawings from builders to produce a sketch with all the details and price it out for an architectural plan and present it to the selectmen.

One Annex committee member suggested that the committee come back to the selectmen with more details and builders suggestions with knowing that the committee will step back after they have prepared a presentation.

FOR DISCUSSION

- **Suggestion Box**

No suggestions were submitted.

- **Selectmen Minutes Review – April 5, 2017**

VanCor moved to approve the April 5 meeting minutes as amended. Roscoe seconded the motion, which passed unanimously.

- **Code Enforcement Report**

The Code Enforcement report was reviewed for the week ending April 8 which included permits issued, field inspections and status on complaints and violations.

- **Quarterly Complaint Summary**

None submitted.

- **Town Meeting Costs**

McKeon is waiting for a return call from Ege Cordell to discuss the shared costs for the town meeting.

- **NHMA Workshop**

Invitations will be emailed to all department heads by the Selectmen's office for the Demand On Training for Selectmen's Role with Other Elected and Appointed Officials. The training will be held on Tuesday, May 16 at 6:30 p.m. at the Town Hall. RSVP's by May 8 would be appreciated.

OLD BUSINESS

Old Town Office Building: A report, including photos, was provided by Parsons as a result of the inspection done on April 4 by VanCor, Brehm and Parsons. The renovation estimation was for \$421,875 to bring the building up to code.

VanCor moved that, based on a report dated April 5, 2017 on the old town office building and other information received, to proceed with plans through warrant article to demolish the old town office building. Roscoe seconded the motion, which passed unanimously.

VanCor noted that any salvage of materials from the building will be discussed. VanCor will discuss the decision of the building at the Economic Development Committee on April 27.

EMP Grant Scope of Work: The OEM discussed at this meeting earlier tonight.

Rescue Inc. Representative: Carrier was provided with cell phone numbers.

Board/Commissions Appointment: Roscoe has someone interested in an appointment and VanCor has someone interested in ZBA alternate position.

WG Cottage Repairs: Cottage roof was completed by Robidoux on April 5. McKeon has prepared a punch list for the roof project. BOS has given approval for inside work on the cottage. Zampella was instructed to upgrade the laminate flooring to 10 year level grade. Robidoux will be doing the aluminum trim under the roof material on the lake side and around the windows.

Spofford Hall: Will be discussed in nonpublic.

Bruce Beach Settlement: Was discussed in nonpublic earlier in this meeting.

OTHER BUSINESS

Roscoe reported that there was a written request for discussion to rescind the Budget Committee. No one moved forward on the request, including the person that made the request. Gary Winn will become the Budget Committee chairperson and Dan Cotter will be the vice chair next year.

Jeff Scott coordinated a meeting this week of the Solar Committee. Roscoe and Scott walked the town owned properties to view required amount of land for the project. John Condos will be updated on their findings. The business plans will be reviewed for moving forward with the project.

VanCor reported that the Town meeting voters elected Cheryl Maibusch as commission member to replace Audrey Ericson. They discussed the capital reserve fund and how it is used. VanCor will work with them on their budget for capital equipment at their next meeting. He also attended the ZBA meeting that heard an applicant request to replace a house on Kenyon Road, which the ZBA has scheduled a site visit on April 30. VanCor and Road Agent Chris Lord will be attending a seminar in Keene sponsored by EJ Prescott. Classes will include classes on storm water drainage protection and shoreline slopes. VanCor contacted Sarah Bockus, of Antioch College, who recommended a senior graduate student who may be interested in working as an intern on the drainage study project around Spofford Lake. VanCor informed Bockus that this would be a volunteer position. John Koopmann noted that there are funds in the Conservation Commission to help fund that type of study. VanCor stated that he will pursue that option.

Jeff Scott inquired as to who has access the gym that was in the basement at the Town Offices. He was informed that the equipment is personally owned by employees of the police department and is gym is only available to them.

John Koopmann noted that applications to the Planning Board and ZBA, such as the recent ZBA application, should require that the Conservation Commission and Spofford Lake Association be more involved in this type of application.

A letter from Aimee Bruch was discussed requesting that she be allowed to take unused benches that have been destined for the Transfer Station. The board agreed to allow her to have a few and will further discuss what to do with the remaining benches.

Nonpublic RSA 91-A:3 II (L) Legal

VanCor moved to go into nonpublic per RSA 91-A:3 II (L) for legal purposes. Roscoe 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.

Vote: Roscoe – Yes; VanCor – Yes; McKeon – Yes. Motion passed unanimously.

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Vote: Roscoe – Yes; VanCor – Yes; McKeon – Yes. Motion passed unanimously.

With no other business to conduct, VanCor moved to adjourn. McKeon seconded the motion, which passed unanimously. The meeting was adjourned at 10:33 p.m.

Respectfully submitted,

Patricia Grace
Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairman

Date

Brad Roscoe

Date

Norman W. VanCor

Date