

# Town of Chesterfield Board of Selectmen

## MINUTES June 30, 2010

### Call to Order

Chairman Jon McKeon called the meeting to order at 6:00 pm. Others in attendance were Board members Bob Brockmann, Cliff Emery and Administrator Rick Carrier.

### Appointments

- 6:30 NH DOT – Don Lyford & Mike Dugas

Lyford and Dugas were present to discuss the Route 63 improvement project by the lake. Lyford advised that they had contacted the Departments that would require permitting from the project; DES, Fish & Game and the Army Corp of Engineers. The Army Corp of Engineers suggested a third option to maintain the vegetation between the road and the lake. This would give a 10 ft flat section after the guardrail then slope down to the lake.

Dugas advised the proposal would be for 2- 10 ft lanes with 2 ft shoulders on either side for a total width of paving to be 24 ft. The south end of the project would be to widen towards the lake to give filter strip for water quality. The north end of the project would widen towards the hillside.

Lyford advised this is a \$400,000 construction project and is scheduled for August 2011 or later that fall after the lake level has been drawn down.

They suggested bringing the information to the Summer Informational meeting on July 28th and then scheduling a public hearing. The plan would be on their web site tomorrow.

Lyford advised knowing the original level without the dam would determine restrictions on permits.

Emery asked what could stop this plan. Lyford stated if the public or Selectmen were against it. The funding is in place for 2011.

Bayard Tracy asked about salting the road. Bevis stated that salt is better than sand. The State had said in the past they would be willing to have a "no salt" area if the Town took over the liability for any accidents. Lyford stated he would ask about low salt. Lyford advised that sand and sediment would be reduced with buffers; however, salt dissolves in water so filtration area would not be as effective to prevent that leaching into the lake.

Tracy advised that the safety and speed issues were the concern of the cottage owners. Lyford stated that the shape of the road and curves would remain the same. There would be no change in front of the cottages as the reconstruction is north of that area. The road would stay narrow by the cottages. It was asked if scarring the road could be done to slow down cars. It could be done but it would be very noisy. Speed bumps would have the same effect.

Jozefa Johnson asked if there is signage in the plan. Lyford stated they would upgrade signs. She asked if they could have blinking lights advising the motorist's speed. Lyford advised that after a while people stop seeing the lights. Bevis agreed.

➤ 7:00 Deb Hogancamp

Hogancamp advised the Harlan Fiske Stone Bridge will be dedicated on Sunday, September 12<sup>th</sup> at 2:00 pm. Stone's grandson and family would be in attendance. Tim Butterworth would MC the dedication.

Hogancamp advised the Arch Bridge Preservation & Beautification Society is gathering donations for the plaque. The family is paying ½ the cost of the plaque. Benches have been donated by United Natural Foods. DOT is categorizing the bridge as a park. The Attorney General's office drew up an agreement and is requiring that the Society put up chain link fencing because the railing was too low. They were advised that the old bridge railing is 41" high and the new bridge railing is 27" high.

Hogancamp stated they are applying for 501 C3, non-profit organization. All clean up is done by volunteers. Saba has the grass mowed and the Society sweeps the bridge. She noted that the cost to repaint is 2 – 3 million dollars with the majority of the cost for the containment of lead paint being removed. The Society had suggested using a rust inhibitor. The State was not interested.

**For Signature**

- Manifest #26
- Selectmen minutes – June 16<sup>th</sup> & June 29<sup>th</sup> – June 16<sup>th</sup> minutes approved as amended.
- Intent to cut – Sebastian
- Yield tax certification – Duso
- Yield tax warrant
- Camp Spofford correspondence
- Notice of Lien
- SWRPC Brownfields Program Phase II
- Raffle permit – American Legion
- Payroll change notices – P&R and PD

**For Discussion**

- Monthly meeting e-mail

The Board reviewed the draft e-mail and asked that DOT be added to the e-mail as they would be present at the Summer Informational meeting on July 28<sup>th</sup> to discuss Route 63 reconstruction by the lake.

- Streetlight conversion

The Board reviewed the conversion spread sheet detailing the cost savings to the Town. The cost of the project would be paid from the projected savings each month until the cost is repaid. At that time the town would realize the actual savings going forward. The repayment would be in 66 months.

*Emery moves to authorize Carrier to contract the conversion. Brockmann seconded the motion, which carried.*

➤ Parent correspondence

The Board reviewed Parent's letter and Dunbar's response. McKeon suggested that when these types of issues arise a picture should be taken to document it.

The Board agrees that the bags are chargeable items and they stand behind Dunbar's decision. Brockmann was concerned however with the payment plan. There are no controls for this in the present system.

A letter will be sent to Parent.

➤ Transfer Station job descriptions

The Board reviewed the job descriptions submitted by Dunbar. McKeon noted there was nothing in the list regarding paperwork or maintaining records. The Board agreed to add item #24) Maintain required records and reports and daily time.

It was noted that the staff is sometimes in the bins to pack down the cardboard. The only way to know is that a ladder is sticking out above. The Board suggested that a bright flag be put on the end of the ladder to point out that someone is in the container for safety sake.

➤ Wares Grove Rec Facility Enhancement Trust Fund request

The Parks and Rec Commission have purchased the play structure at Wares Beach. They are requesting the Board authorize expenditure of \$10,672 from the WGRFETF.

*Brockmann moves to approve the expenditure. Emery seconded the motion, which carried.*

➤ Solar Panel grant authorization

Previously the Board authorized Bevis to sign for the grant. In conversations with the granting authority, they have requested that the Town Administrator or a Selectboard member be the signatory.

*Brockmann moves to resolve that Jon McKeon, in his capacity as Chairman of the Selectboard of the Town of Chesterfield is hereby authorized to sign and execute any and all EECEBG Agreements/contracts, amendments to contracts, affidavits, agreements or obligations on behalf of the Town of Chesterfield. Emery seconded the motion, which carried.*

➤ Wellness meeting

It was noted that the Board agreed if any employee attended the meeting they would do so on their own time. Emery stated that Bevis had spoken with McKeon and got the impression that it would be paid time.

Emery stated that the meeting was very profitable time and thinks that the employees should be paid. Carrier stated that if employees were paid, other employees might complain when they thought it would not be paid so didn't attend.

McKeon stated in his discussion with Bevis was that he could make up the hour another time of the day during that week. Emery stated the Highway Dept didn't want to attend with or without pay. Ross stated it is her understanding that she was the only employee not paid for the hour and had to use vacation time to make up her hours for the week. The Board advised they were not aware of this and one hour of vacation time would be returned to her.

Carrier advised there is a bigger issue and that this was in the paychecks without his or Board of Selectmen knowledge. These issues could have been resolved from the start if he had known. The Board agreed.

*Brockmann moves that any and all items to go with the paychecks should go through Carrier. Emery seconded the motion, which carried.*

➤ Chesterfield Town Officers

The Board reviewed the list of Town Officers and Rudolph's memo. She will need the appointment paper for Perry if he was to be included in the MS-11 filing to the State. An appointment paper will be done for Charles Perry, Budget Committee, for signature in next week's manifest.

➤ Harpoon Brewery ride

The Board reviewed Carrier's e-mail regarding the Harpoon Brewery ride. It was noted that there was a "glitch" in that the port-a-potties did not arrive until 2:00 pm and the restrooms at the Library and Town Hall were used. The janitor came in to clean the Library and Town Hall bathrooms as the mess that was made was deemed needing immediate attention and could not wait until her next scheduled hours.

The VP from Harpoon called Carrier to apologize for the inconvenience and wants to make it right for the Town. Carrier asked that he call back after getting feedback from the Board.

McKeon stated Harpoon should compensate the Town of any and all expenses incurred and the Town would compensate the janitor. It is understood that this was an issue that was unplanned. Brockmann stated they should send \$50 to cover the costs as estimated by Carrier. Carrier stated that a letter of apology should be sent from Harpoon to the janitor.

It was noted that there needs to be larger and better signage for safety along the route primarily west of Route 63/Route 9 intersection at the top of the hill.

The Board reviewed the letter from three Route 63 residents regarding the race suggesting items to make the race, in their opinion, safer. A letter will be sent to the residents advising them that the Board would take their suggestions under advisement.

➤ Old Town Office painting project

McKeon stated that the project should be completed by October. The Board reviewed the emails from Cynthia Keyes and Carrier. McKeon stated they are doing everything they can do to follow the guidelines but there is no requirement to do so. This can be discussed at the Summer Informational Meeting.

➤ James Anderson correspondence

The Board reviewed Anderson's letter regarding the assessing process being used and suggests that a "Municipal Use Fee" be established. Carrier is unaware of any municipal use fee in New Hampshire except a Municipal fee for vehicles.

A response will be sent to Anderson advising that the Town has contracted an appraisal firm familiar with all guidelines for the State of NH.

Anderson had stated in his letter that there is a waiting list of 100 people. He was number 11 on the list and that it took 7 years to get to the top. McKeon stated that the value is not an RV on the road but the value as it sits on the site, more like a camp, as evident in the long waiting list for camper sites.

➤ Town-owned Wheeler property appraisal

Carrier advised he has spoken with 2 appraisal companies. One price from Paquette Appraisal Services is \$200 for an Opinion of Value as they were not comfortable doing a full appraisal of the property. The other price is \$450 from Amoskeag Appraisal for a full appraisal, which would include a summary report in order for the Town to determine fair market value of the land.

McKeon's concern is that the appraiser needs to know the area in order to do an accurate appraisal. Carrier advised that Scott from Amoskeag comes into the office quite frequently. Ross stated he seems very thorough when he comes in to investigate properties.

*Brockmann moves to hire Scott from Amoskeag Appraisal. Emery seconded the motion, which carried.*

➤ Town Clerk's Office training & closing request

The Board reviewed Rudolph's request to close the office on the morning of Thursday, August 12<sup>th</sup> so that she and her Deputy, Hoag could attend the training. The Board reviewed the list of the training locations and agreed that they could attend different days, one training in Keene and the other training in Fitzwilliam and then would not have to close the office.

➤ Summer Informational meeting

The Board will bring items to the next meeting that could be brought up at the informational meeting in July. It was noted that DOT will be there to discuss the reconstruction of Route 63 by the lake.

➤ Brownfield grants cost sharing

The Board reviewed the email from JB Mack clarifying that there is a cost sharing of 20% from the town for the Brownfield grant. This was to correct the information he had given to the Board at their last meeting.

➤ Larkin Way letter of credit

The Board reviewed the email from Larkin regarding the letter of credit. Carrier advised he is waiting for the terms of the letter of credit so that it can be reviewed prior to releasing the current letter of credit.

McKeon stated there should be something in place for a witness of the base pavement corrections. We will need documentation of these corrections by an independent party; M&W Soils would be acceptable. He stated we wouldn't know after the top coat is on if the corrections were made. There is also shimming, additional pavement required that needs documentation. Carrier will invite him in to discuss the letter of credit and corrective actions.

➤ ATV trails in Pisgah

Tim Butterworth had requested that Carrier pass along to the Board that there is a thought to improve some trails in Pisgah that might eventually lead them passable to 4 wheel drive vehicles from Winchester to Chesterfield. Fairbanks has passed along his concerns against this.

➤ Selectmen's project list

Impact Fees – JB Mack had advised that the Town of Winchester is going through the process of establishing impact fees and thought they would be a good contact to come to the Planning and Select Boards. McKeon will contact Winchester.

Spofford Hall – Emery advised that he has looked at the hall from the road and also from the lake and there are still windows that have not been boarded up. Carrier asked that if he could take pictures of the hall he would send them to the Town attorney.

➤ Old Business

Master Plan – It was noted that Bevis has done the temporary fix of River Rd.

Lawn mowing/trimming – The final quote is expected to be received in August.

Town Ordinances – Fairbanks to have draft noise ordinance to the Board by July 1<sup>st</sup>.

Informational letters – they will be sent out tomorrow, July 1<sup>st</sup>.

Town Office shed ventilation – McKeon has installed the vent.

Outstanding Zoning Issues

- Poocham Rd washouts by Bokums – The Board asked that the Bokums be invited in to give updates.
- Emery stated he has seen progress being made. Carrier advised that Salz has applied for a building permit to construct a barn. McKeon stated that a time frame was given to complete the fencing. The Board asked that Greenwood come to the next Board meeting.

➤ Next week's manifest

The manifest will be ready for the Board's signatures Tuesday afternoon.

➤ Other business

1. Emery advised that the Spofford Lake newsletter stated that at the annual dinner meeting notes no glass but plastic only "so you can stroll down by the water and enjoy the sunset".

The Board notes that one of the conditions permitting the meeting to be held at Wares Grove was any alcohol would be restricted to the tent area.

2. Emery advised there is a tour of VT Yankee on July 21<sup>st</sup>.

3. *Brockmann moved to enter nonpublic session pursuant to RSA 91-A:3 II (e).*

*Emery seconded the motion, which carried.*

*Brockmann moved to adjourn from nonpublic session. Emery seconded the motion, which carried.*

4. Carrier asked if the Board wanted to meet with Tower prior to the meeting with Camp Spofford on July 19<sup>th</sup> at 3:00. The Board asked that they meet with Tower at 2:30 prior to the scheduled meeting.

**Information**

- PD thank you letter
- PD air handler unit insurance adjuster correspondence
- Misc. correspondence & newsletters

**Adjournment**

*With no other business to conduct, Brockmann moved to adjourn, Emery seconded and the motion carried.*

The meeting was adjourned at 10:00 pm.

Respectfully submitted,

Carol Ross  
Secretary

Approved by:

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Jon P McKeon, Chairperson

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Date

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Robert E Brockmann

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clifford D Emery

\_\_\_\_\_  
Date