

**Board of Selectmen  
TOWN OF CHESTERFIELD, NH  
SELECTMEN'S MEETING**

November 30, 2022  
6:00 PM at Town Offices and Via Zoom

Note: This meeting may be recorded

**CALL TO ORDER**

Gary Winn called the meeting to order at 6:03 P.M. In attendance were, Fran Shippee, Judy Idelkope and Alissa Thompson.

**SUGGESTION BOX**

The suggestion box was empty.

**CORRESPONDENCE**

**PUBLIC COMMENT**

No public comment.

**WEEKLY REVIEW**

Code Tracker

No new updates

**FINANCIALS**

Audit for 2021

Thompson stated the requested information has been sent over to everyone that needs to provide information for the auditor.

Profit & Loss

Idelkope asked about the telephone/internet line for executive. Thompson will make sure everything is allocated to the correct budget. Idelkope asked about Office Equipment in the executive budget and asked if anything was needed for the office. Thompson stated maybe a new laptop since hers is not charging. Idelkope asked with the excess budget left for cleaning at the Town Annex and the number of complaints on the cleanliness why are we not cleaning it more. Thompson stated that we are at one cleaning a month. Idelkope stated she had a complaint about the kitchen floor. Thompson stated that she spoke to the cleaners about cleaning out the grease trap and that she will ask if he can do a good cleaning to the kitchen floor. Shippee stated that the rust has already started in the dishwasher and asked what we can do about it. Idelkope stated get a water system put in. Shippee asked what the cost of that would be.

Idelkope stated that it would be a lot. Winn stated we need to start by getting a water test to see what is in the water that needs to be addressed then that will determine the kind of system needed.

#### Profit & Loss YTD Comparison

Idelkope asked why the revenue for motor vehicle and state registration fees are higher than last year. Winn stated that those are driven by the vehicles registered in Town. The cost of the vehicle is what the registration is based on. It would be great to ask Mary Ewell about these two items.

### **OLD BUSINESS**

#### Septic Pro – Wares Grove

Winn has not had a chance to talk to Septic Pro yet but has been over to look at the job at Wares Grove. For what Septic Pro is saying it is going to do and an hour labor with a couple hundred dollars of parts it is hard to believe that it is such a high cost to do the project. Septic Pro is stating they do not need an electrician but the box needs to be moved and the cord is only so long so an electrician would need to be involved. Winn needs to call and discuss the project with Septic Pro. Shippee asked if there was someone else that we could call to look at the project.

*Judy Idelkope moved to allow Gary Winn to move forward with the Septic Pro estimate provided that Gary Winn is okay with the estimate after discussion with Septic Pro. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

### **TABLED UNTIL FUTURE DATE**

#### Personnel Policy Review

#### Dexter Thomas Road

#### Community Power

#### Old Chesterfield Rd – Map 11a Lot B7 (Shippee)

### **GUESTS**

#### Bruce Adler – Highway & Transfer Budget - 6:30 pm

#### Highway Budget

Adler started with the increases in the highway budget. Adler would like to rent a crusher to make some of the material taken from Atherton Hill Rd and make it gravel for other projects in town. Idelkope asked if it would be worth it to do this. Adler stated that it would be worth the cost. Shippee asked if the sand and gravel line item would go down then. Adler stated that it would not because the sand will still need to be purchased. Adler also stated that he is looking at purchasing a loader boom that would attach to the loader that would help pick up big items and put them in place. The cost would be \$8,000 for this. Adler stated that it would be a lot safer than the way it is being done now which is by a chain that is wrapped around the bucket. Idelkope asked about the uniforms line, it has been over budget every year and why has it not been increased to what is already being spent. Idelkope stated that more money should be put in that line. Shippee thinks it should be \$7,900 for that line item. Winn asked about the work boots that are allowed for the employees. Adler stated \$150 a year for each employee for work boots. It was decided that the uniform line should be at \$7,900. Idelkope asked about the electricity line item. It does not seem that we need to increase that line item based on where we are at this point in the year. Idelkope stated that

we should take the loader boom out of supplies & safety and put it into the small equipment purchase line. Idelkope asked why supplies & safety line is over for the year. Shippee stated we should increase that line item to \$3,500. Idelkope asked under rented equipment other than the crusher what else is rented and is it really needed. Idelkope asked if we could take \$5,000 out of that line. Adler asked if we could reduce it by \$4,000 instead making that line item \$12,000. Adler was okay with the change to the line. Shippee asked about the increase in the building maintenance. Adler stated the light bulbs, doors, and new chloride tank are needed. Idelkope mentioned that there is still money left in that line for this year and that maybe some of that should be spent on the items that are needed. Shippee asked if we should reduce next year's budget by \$1,000 if the bulbs were purchased this year. Adler stated that we could do that. Idelkope asked if parts/supplies/edges could be spent this year and cut that budget line for next year. Shippee asked if there is a big list of stuff that will be needed for next year. Adler stated no because he got most of it this year for next year. Adler stated that metal prices keep going up. Adler asked instead of keeping it at \$12,000 can we at least increase it to \$13,000. Winn asked how this year's budget stayed so low. Adler stated that they have been using a lot of their stock. Shippee asked about Asphalt. Adler stated the price has increased tremendously. Shippee asked about the repair & upkeep (large) line item. Its averaging about \$100,000 a year. Shippee stated that it should be increased. The Board of Selectmen stated it should be increased to \$96,000. Shippee asked about the Delins, Posts & Signs and stated that it Shas barely been spent. Adler stated this year we didn't purchase many. Idelkope asked about the Chloride line item and there wasn't much that was spent. Adler stated the tank broke, and they were able to get it pumped out so the new tank will need to be filled when it is purchased next year. Idelkope suggested that the line be cut down to \$12,500. Idelkope asked if Culverts, Blocks & Covers had enough money in that line item. Adler stated that there is enough in there now. Winn asked if we were to work on some of the gravel roads would we be all set with culverts for extra projects. Adler thinks that they are all set as they have done well on their dirt roads and the replacement of the culverts. Idelkope asked about the sand & gravel and Adler stated that it is \$14.25 per yard not the \$14.00 that it was. Shippee stated that the line should be at \$95,475. Idelkope stated the salt number does not seem right either. Shippee stated it should be at \$118,105. Shippee asked about which warrant articles that would be coming. Adler stated that a new 1-ton truck needs to be purchased which is about \$134,000. Shippee asked if we should increase the deposit into the highway equipment capital reserve fund. Idelkope if we put \$134,000 in and then \$134,000 out then we are not putting anything towards the future years.

*Fran Shippee moved to accept the highway budget of \$864,726. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

#### Transfer Budget

Winn asked Adler if he had anything he wanted to highlight with the transfer station budget. Adler stated he put in for a warrant article for a skid steer. Winn stated that is coming out of their capital reserve fund. Adler stated that the bailer is in the worst shape at the transfer station. Shippee asked if that is what the extra \$2,000 in the equipment repair line is. Adler stated that the office has a little rot in the bottom of it. Winn stated that comes from a different budget. Winn stated we will let Adler go and come back to the transfer budget after the library budget.

Winn stated the bailer repair is in the budget and the skid steer is a warrant article. Idelkope stated that the transfer station must have a small septic tank. Winn stated he had a question on part-time salaries. Winn stated that the part-time salaries is off. Thompson recalculated and fixed the salaries for part-time.

*Fran Shippee moved to accept the Transfer Station budget in the amount of \$355,938. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

#### Gulf Rd Tree Removal

Adler showed the Board of Selectmen a picture of the two trees that are a safety issue. Adler feels that they can cut the trees themselves. Winn stated that we will discuss this after the library budget.

Winn stated that if he understands the regulation correctly the Board of Selectmen can make the decision to cut a dangerous tree without a public hearing if we notify the abutting landowner before it is done. Winn thinks we are within our rights to make the decision without a public hearing. Idelkope asked if we had to wait 30 days for the abutter to appeal. Winn stated that he was reading the scenic roads section of the RSA. Winn thinks that if we can give them a letter and they are willing to sign off on the appeal then we could go ahead and cut the tree. Shippee read the RSA and it refers back to the other RSA. Idelkope states that Adler will need a letter from the Board of Selectmen to cut the trees. Winn stated that the letter needs to be sent to the landowner and that they can appeal to the Board of Selectmen but that they can also waive the right to appeal by signing the letter. Idelkope stated that a letter does not need to be sent since it is in imminent threat. Winn stated that we should still send a letter to let the property owner know that we are going to cut the trees. Winn stated that he would like to see if Eversource will pay for the tree removal.

*Fran Shippee moved to remove the two trees that have been identified by the road agent as an imminent threat to the utilities and the users of Gulf Rd. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

Eversource should be called to see if they will cut the trees down before the Highway Department does it.

#### Library Budget – Claudette Russell & Michelle Fuller - 7:45 pm

Winn asked if there was anything that they wanted to discuss first. Fuller stated we could go through the budget and give a quick synopsis. Fuller stated that benefits and salary are the major increase in the budget this year. Utilities and heating oil has increased as well. Shippee asked if the library staff 2 position has an increase in hours. Russell stated that yes, it is increasing hours. Shippee asked how many hours the staff 2 position used to work. Russell stated it used to be 15 hours and now it is 24 hours because it is youth services library staff. Shippee asked about the library staff 1 position if it has always been 14 hours. Idelkope stated that it used to be 12 hours. Shippee stated that is why the increase. Idelkope asked about the librarian temp position that is increased this year. Russell stated that they want to be prepared in case something happens and employees have vacations that need to be covered. Idelkope asked about the continuing education and how it has been budgeted every year but never used. Fuller stated that it was intended to be used but because of Covid there was not a lot of continuing education that could be taken. Winn asked if this was just for the librarian or if it was also for the trustees to use. Fuller stated it is for both. Idelkope asked why the increase in contractual services. Fuller stated the trustees are looking into the computer tech and how safe the system is to keep patron information safe. Shippee asked about increasing in past years for programming. Shippee asked if there will be any evening programming this year. Fuller stated that some of the library temp position would allow for evening programming. Idelkope asked about usage statistics of the library and that the budget committee will be looking for that information. Russell stated that she has that information and will get that for the budget committee.

*Fran Shippee moved to accept the library budget in the amount of \$208,390. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

#### **NEW BUSINESS**

## Watershed Committee Recommendations

(See attached recommendations from the Watershed Committee) Winn read the recommendations letter from the Watershed Committee. Winn stated there could be some additional lines added to the building permit. Shippee asked why we would ask the amount of land that would be disturbed on a building permit. Idelkope stated that it is to be able to tell if they needed additional permits from the State or Federal. Shippee would like to know what the intent is to have the added information to the building permit. Winn stated we typically don't ask unless they are within 250 feet of waterbodies. Winn stated prior to giving a building permit our building inspector needs to be giving a thought as to if there are other permits that are needed. Winn stated that disturbed definition should be put on the building permit as Shippee stated that is what everyone will ask. Winn asked if Matt Beauregard has seen this new building permit. Winn asked if we should pass this along to Beauregard to see if he has any comments and send to the Town Attorney to make sure we are not opening something that we do not want to open. Shippee thinks there should be a list of waterbodies also on there so people know. Winn wants to get Beauregard's thoughts. Winn stated the definition of disturbed needs to be on the permit. Idelkope verified that Beauregard has seen the building permit. Winn asked Thompson to send it over to the Town Attorney for review. Building ordinance 13.08 needs to be amended to include the flood plain development regulation. Winn stated that the Board of Selectmen will refer item 2 regarding updating the building ordinance on the watershed committees' recommendations to the planning board.

*Fran Shippee moved to recommend the planning board update the building ordinance section 13.08 to properly reference the flood plain development regulation. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

The watershed's third recommendation will be taken under advisement by the Board of Selectmen.

## Financial Administration Budget

*Judy Idelkope moved to accept the financial administration budget of \$78,889. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

## Spofford Lake Control & Remediation Expandable Trust

Winn stated that we are on year four of the five-year plan of putting \$10,000 in the fund. Winn stated we will put it on the warrant for the Town to vote on at Town Meeting.

## **OTHER BUSINESS -**

*Gary Winn moved to request from the Trustees of the Trust Funds \$2,174.00 from the Police Department Cruiser Capital Reserve Fund for payment of part of the new police cruiser. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

Shippee stated that she would not be able to be at the auction on Saturday. Winn and Idelkope stated they would be there.

Winn hasn't spoke to the cemetery commission yet about the flags for veterans.

Idelkope went to the boat ramp meeting. With the grant the boat ramp will get work that helps with storm water and three other sites in Town each have \$2,500 to be used for storm water issues.

Winn stated EDC is having a discussion on the Electrosonics building. January 14<sup>th</sup> at the Town Hall.

## **PUBLIC COMMENT**

No public comment

## **ACCEPTANCE OF MINUTES**

*Judy Idelkope moved to accept the November 16, 2022, minutes, as amended. The motion was seconded by Fran Shippee and passed unanimously.*

*Fran Shippee moved to accept the November 16, 2022, non-public #1 minutes, as written. The motion was seconded by Judy Idelkope and passed unanimously.*

*Fran Shippee moved to accept the November 16, 2022, non-public #2 minutes, as amended. The motion was seconded by Judy Idelkope and passed unanimously.*

*Fran Shippee moved to accept the November 16, 2022, non-public #3 minutes, as amended. The motion was seconded by Judy Idelkope and passed unanimously.*

*Fran Shippee moved to accept the November 21, 2022, working meeting minutes, as written. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

*Fran Shippee moved to accept the November 21, 2022, non-public #1 meeting minutes, as written. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

*Judy Idelkope moved to accept the November 21, 2022, non-public #2 meeting minutes, as written. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Judy Idelkope moved to accept the November 21, 2022, non-public #3 meeting minutes, as revised. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Fran Shippee moved to accept the November 26, 2022, working meeting minutes, as written. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

*Judy Idelkope moved to accept the November 26, 2022, working meeting non-public #1 meeting minutes, as written. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

## **NON-PUBLIC**

*Gary Winn moved to go into non-public session #1 under 91-A:3, II (a) at 10:51 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Judy Idelkope moved to come out of non-public session #1 at 11:45 PM. The motion was seconded by Fran Shippee and passed unanimously.*

*Judy Idelkope moved to go into non-public session #2 under 91-A:3, II (a) at 11:50 PM. The motion was seconded by Fran Shippee and passed unanimously by roll call vote.*

*Judy Idelkope moved to come out of non-public session #2 at 12:00 AM. The motion was seconded by Fran Shippee and passed unanimously.*

*Fran Shippee moved to go into non-public session #3 under 91-A:3, II (a) at 12:01 AM. The motion was seconded by Judy Idelkope and passed unanimously by roll call vote.*

*Judy Idelkope moved to come out of non-public session #3 at 12:40 AM. The motion was seconded by Fran Shippee and passed unanimously.*

**ADJOURN**

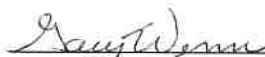
*Judy Idelkope moved to adjourn at 12:40 AM. The motion was seconded by Fran Shippee and passed unanimously.*


The next board meeting is scheduled on December 14, 2022, at 6:00 PM at the Town Offices and via Zoom.

Respectfully submitted,

Alissa Thompson  
Town Administrator

Approved by:

  
\_\_\_\_\_  
Gary Winn, Chairman

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Fran Shippee

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Judy Idelkope

  
\_\_\_\_\_  
Date

DATE: November 29, 2022

TO: Chesterfield Board of Selectman

FROM: Watershed Sub-Committee

SUBJECT: Update and recommendations for Watershed Protection

Dear BOS:

The purpose of this document is to update the BOS on both the Watershed Committee's thought processes and recommendations for Watershed Protection in Chesterfield. Along with this cover letter are two additional documents: 1) Proposed update to the Town Building Permit, and 2) A draft document on Land-Use Regulation Recommendations that is a working document capturing our most recent thoughts.

Let us start first with the big picture overview. We believe that substantial changes are required to the Town's Building and Land-use regulations (as discussed in document 2). However, we do not believe there is time to get it done in an orderly and well-informed manner for a Town vote at the 2023 Town meeting. We believe that these changes need to be shaken out more and presented to the Town at an information meeting in January for feedback to the Committee with a goal of getting it to the Town for a vote at the 2024 Town Meeting. However, there is some "low hanging fruit" that the Town could address before and during Town meeting 2023. The rest of this cover letter will address those items.

The "low-hanging fruit" that could be addressed fairly quickly are:

- 1) Update the Building Permit to address section 4.1 of the Committee's Land-Use Regulations Recommendations document. We believe that the BOS can do this on their own authority at this time. It is probably best to check with legal to make sure we are correct with this ascertain. To address section 4.1, we recommend modifying the Town Building Permit to include the following additional information (see attachment):
  - a. Total Square Feet of Land being disturbed.
  - b. A question asking if they have applied for and received all necessary State (Federal) Permits.
  - c. Require a copy of all the State (Federal) permits for the building permit applicaton.
  - d. Ask if the work on their property is within 250 feet of Spofford Lake or the Town Protected Shoreland Brooks, Rivers, and Streams called out in section 209.1 of the Zoning Ordinances.
  
- 2) Update the Building Ordinance to address section 3.1 of the recommendation document. We believe this would require approval of the BOS, Planning Board, and



voters at the 2023 Town Meeting. The changes recommended here are to correct a clerical error in the Building Ordinances in section 13.08 which references a section of the Floodplain Development Regulations that do not exist, i.e., pages 29-31. The building ordinance should be modified to reference Sections III thru IX of the Floodplain Development Regulations. We believe this would require a Town vote.

- 3) To make it easier for both the Town and Residents to know which properties some of the Town and State regulations apply to, it is recommended that the Town generate a list of properties that fall under certain categories of the Town and State regulations. In this manner, both the Town and Residents do not have to go look at maps every time a building permit is considered. This might seem like overkill, but we believe it is important to make the process cleaner with less on-the-fly judgement calls required. Recommended lists include properties that
- a. Are within 500 ft of Spofford Lake for the Wastewater Disposal System Regulations.
  - b. Are within 250 ft of Spofford Lake or the CT River for the NH Shoreland Protection Act.
  - c. Are within 250 ft of Catsbane Brook, Gulf Brook, Patridge Brook, Very Brook, Hubbard Brook, or Town Brook for section 209.1 of the Towns Zoning Ordinance.

The Committee hopes that these short-term recommendations are fairly clear.

The Committee would also like some feedback from the BOS as to our proposal for moving ahead with the longer-term action items discussed in our Land-Use Regulation Recommendation working document, i.e. proposed Town information meeting in January time frame and any comments on what is addressed in the current version of our working document.

Respectively Submitted,



Brad Roscoe  
Watershed Committee Chairman

**To:** Chesterfield Selectboard  
**From:** Watershed Committee  
**Re:** Land Use Regulation Recommendations

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Dear Selectboard,

As part of the charge of this committee to look for ways to preserve Spofford Lake for future generations, we make the following recommendations in specific regard to the current land use regulations in Town. They consist of new regulations as well as changes to current regulations. These recommendations are not complete, and would need review by the Town lawyer, as well as the Planning and Zoning Boards.

Below you will find the recommendations, as well as a brief explanation as to the reason for the recommendation. We welcome feedback and questions for further discussion if necessary.

1. Establish a Watershed District
  - 1.1. In order to best preserve the Lake's water quality, new and modified land use regulations should include the entire Spofford Lake Watershed by creating a Spofford Lake Watershed (Zoning) District
    - 1.1.1. REASON - we need clear boundaries that depict what the Watershed is. There is currently an unofficial map that shows the Watershed from the [2018 Spofford Lake Watershed Plan](#)
2. New Ordinances
  - 2.1. Require all State and Federal Permits to be issued and copies included in an application for a building permit (Whole Town)
    - 2.1.1. REASON - Chesterfield currently does not have a mechanism that allows the Code Enforcement Office to know if an applicant is filing for required State and Federal permits (i.e. Shoreland Impact Permits, Wetlands Permits, Alteration of Terrain Permits)
    - 2.1.2. See Appendix A for sample wording from Town of Freedom, NH
  - 2.2. Require permitting for the following (Watershed District Only)
    - 2.2.1. New Driveway Installations and Driveway Modifications
    - 2.2.2. Alteration to Property that changes flow of water to runoff of owner's property
    - 2.2.3. REASON - any alteration to a property in the Watershed will have a direct impact on the runoff into the Lake and may well negatively impact

properties next to and below the modification. Stormwater management techniques should be included whenever possible and current regulations do not always catch changes to property or driveways.

- 2.3. Add definition for Low Impact Development (LID) to Building Ordinances
    - 2.3.1. LID is a site planning and design strategy intended to maintain or replicate predevelopment hydrology through the use of site planning, source control, and small-scale practices integrated throughout the site to prevent, infiltrate, and manage stormwater runoff as close to its source as possible. Examples of LID strategies are pervious pavement, rain gardens, green roofs, bioretention basins and swales, filtration trenches, and other functionally similar Best Management Practices (BMPs) located near the stormwater runoff source.
    - 2.3.2. REASON - we believe LID should be present in future building ordinances and to be able to talk about LID a definition needs to be present for referral purposes.
  - 2.4. Add Surface Water Management Standards (604.1) from [Chesterfield's Land Use Regulations](#) to the Chesterfield Building Ordinances
    - 2.4.1. Surface water resulting from land development shall not cause increased flooding or unreasonable deposits of storm water runoff or sediment onto adjacent properties or properties further downstream in the drainage basin unless easements for the same are obtained and granted to the Town.
    - 2.4.2. REASON - the current building ordinances do not speak to surface water runoff onto adjacent properties.
  - 2.5. Add a new ordinance to the Chesterfield Building Ordinances that both encourages the use of LID techniques while also requiring oversight when impervious surfaces exceed more than 20% of ground coverage.
    - 2.5.1. See Appendix C with suggested wording.
    - 2.5.2. A professionally engineered solution using LID techniques is required when impervious surfaces and LID surfaces combine to exceed the 20% limit of impervious surfaces on a property.
    - 2.5.3. REASON - We want to encourage the use of LID techniques and allowing them to be considered pervious coverage (similar to the state definition) but we need checks and balances to avoid covering an entire property, therefore when exceeding 20% we want to require a professionally engineered solution
3. Update Ordinances (Whole Town)
    - 3.1. Building Ordinance 13.08 in [Building Ordinance \(2011\)](#)
      - 3.1.1. Refers to pages 29-31 in the Floodplain Development Regulation, which do not exist

- 3.1.2. Change “see pages 29-31: to “See 2006 Floodplain Ordinance”
- 3.2. Definition of Impermeable Coverage in [Zoning Ordinances 2022](#)
  - 3.2.1. Change the Town definition to match the State definition
  - 3.2.2. See Appendix B for sample wording
  - 3.2.3. REASON - the town definition does not currently encourage the use of Stormwater Management best practices such as pervious pavers or rain gardens
- 3.3. Section 209.1 in [Zoning Ordinances 2022](#)
  - 3.3.1. Require a building permit for any work within 500 feet of the mentioned water bodies.
  - 3.3.2. REASON - As currently written there is no way to enforce the Shoreland Protection Act for these listed water bodies. The State will not enforce these rules, therefore it will fall on Chesterfield’s Code Enforcement Officer to oversee.
- 4. Changes to Building Permit (Whole Town)
  - 4.1. Include amount of land being disturbed
    - 4.1.1. REASON - to ensure the Code Enforcement Officer and landowner are aware of the total amount of square footage that is being altered in the event it would trigger additional permitting
  - 4.2. Include State and Federal permits
    - 4.2.1. REASON - to confirm the landowner is aware of and has filed for all appropriate state and federal permits

## **Appendix A - Sample Wording from Freedom, NH for requiring State and Federal Permits**

### Section 702 Permits Required and Exemptions<sup>1</sup>

702.1 RSA 483-B, the Shoreland and Water Quality Protection Act, requires a permit for construction, excavation, and filling activities within the protected shoreland. Any person undertaking construction, excavation, or filling activities in the protected shorefront that meet all criteria in 702.3 below shall obtain a permit from the NH Department of Environmental Services. To conduct the project in the town of Freedom, the applicant shall complete an application and provide one copy of all state application materials and the state issued permit by notification to the Freedom Code Enforcement Officer. The Freedom Code Enforcement Officer will issue a zoning permit after reviewing the application materials and the permit issued by the Department of Environmental Services.

702.2 Projects that do not meet the criteria listed in 1) to 4) below will go to the Zoning Board of Adjustment for a special exception under Article 7, Section 702:

702.3 Project criteria for permit by notification:

702.3.1 Construction, excavation, and filling, or other activity that impacts less than 1,500 square feet and adds no more than 900 square feet of impervious area within a protected shoreland area.

702.3.2 Construction, excavation, and filling directly related to stormwater management improvements and erosion control projects or environmental restoration or enhancement projects.

702.3.3 Maintenance, repairs, and improvements of public utilities, public roads, and public access facilities.

702.3.4 Any similar activities defined as qualified for a permit by notification by rules of NH Department of Environmental Services.

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<sup>1</sup> Freedom, NH [Zoning Ordinance 2019-03-12](#), p. 31

## **Appendix B - Wording from Town of Chesterfield and State of NH Regarding Impermeable Coverage**

### Town of Chesterfield's Definition<sup>2</sup>

IMPERMEABLE COVERAGE: All that horizontal area of a lot, parcel or tract due to manmade alterations to the natural surface of the land, including structures, parking lot and driveway areas or other development. All area beneath a structure is impervious. All portions of any ground mounted solar panels other than the portion in direct contact with the ground are considered permeable. All portions of underground waste disposal systems, along with necessary access covers, vents and risers for pump out and inspection are considered permeable.

### State of NH Definition<sup>3</sup>

"Impervious surface" means any modified surface that cannot effectively absorb or infiltrate water. Examples of impervious surfaces include, but are not limited to, roofs, and unless designed to effectively absorb or infiltrate water, decks, patios, and paved, gravel, or crushed stone driveways, parking areas, and walkways.

### Suggested Definition for Town of Chesterfield

"Impervious surface" means any modified surface that cannot effectively absorb or infiltrate water. Examples of impervious surfaces include, but are not limited to, roofs, and unless designed to effectively absorb or infiltrate water, decks, patios, and paved, gravel, or crushed stone driveways, parking areas, and walkways. All portions of any ground mounted solar panels other than the portion in direct contact with the ground are considered permeable. All portions of underground waste disposal systems, along with necessary access covers, vents and risers for pump out and inspection are considered permeable.

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<sup>2</sup> Chesterfield, NH [Zoning Ordinances 2022](#), p. 60

<sup>3</sup> State of NH, [Title L Watershed Management and Protection](#)

## **Appendix C - Suggested wording for new Ordinance about LID and coverage limits**

NOTE: The starting point for this ordinance is the current coverage ordinance in the Zoning regulations.

### Option #1 - No Limits on LID Techniques With Proper Oversight

Coverage: building coverage shall not exceed ten percent (10%) of the area of a lot. Total impermeable coverage (including building coverage) shall not exceed twenty percent (20%) of the area of the lot. *LID techniques are counted as permeable coverage when designed and installed by licensed professionals and include an ongoing maintenance plan. Both the design and maintenance plan shall be submitted to the Code Enforcement Officer for review.*

### Option #1 - Higher Ground Coverage Percentage when using LID Techniques

Coverage: building coverage shall not exceed ten percent (10%) of the area of a lot. Total impermeable coverage (including building coverage) shall not exceed twenty percent (20%) of the area of the lot. *Total coverage (including building coverage, impermeable coverage and LID shall not exceed twenty five (25%) percent of the area of a lot.*

### Option #3 - Credit for Using LID Techniques

Coverage: building coverage shall not exceed ten percent (10%) of the area of a lot. Total impermeable coverage (including building coverage) shall not exceed twenty percent (20%) of the area of the lot. *When using LID techniques, the first five percent (5%) of the area of the lot can be excluded from the total impermeable coverage of the calculation.*



# TOWN OF CHESTERFIELD

P.O. BOX 175  
CHESTERFIELD, NH 03443-0175  
(603) 363-4624

## BUILDING PERMIT

LOCATION \_\_\_\_\_ MAP/LOT/SUBLOT \_\_\_\_\_

OWNER(S) \_\_\_\_\_ PHONE \_\_\_\_\_

MAIL ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

<b>TYPE OF PROJECT</b>
<input type="checkbox"/> NEW
<input type="checkbox"/> ADDITION
<input type="checkbox"/> REMODEL
<input type="checkbox"/> REPAIR
<input type="checkbox"/> DEMO
<input type="checkbox"/> SEASONAL
<input type="checkbox"/> SIGN
<input type="checkbox"/> AGRICULTURE

ELECTRICAL CONT. \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ NH M LIC# \_\_\_\_\_

PLUMBING CONT. \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ NH M LIC# \_\_\_\_\_

PROPOSED USE \_\_\_\_\_ ESIMATED COST \_\_\_\_\_

TOTAL SQ. FT OF CONSTRUCTION \_\_\_\_\_ **TOTAL SQ. FT OF LAND DISTURBED** \_\_\_\_\_

PROJECT DESCRIPTION \_\_\_\_\_

ARE THERE ANY EXISTING OR PENDING ZONING VARIANCES FOR THIS PROPERTY  YES  NO PLEASE EXPLAIN \_\_\_\_\_

**IS THE PROPERTY WITHIN 250 FEET OF SPOFFORD LAKE OR OTHER WATERBODIES PROTECTED UNDER SECTION 209.1 OF THE TOWN OF CHESTERFIELD'S ZONING REGULATIONS?**  YES  NO

**HAVE YOU APPLIED FOR AND RECEIVED ALL NECESSARY STATE/FEDERAL PERMITS (SEE PAGE 4)**  YES  NO  N/A

DRIVEWAY PERMIT # \_\_\_\_\_ NHDES SEPTIC APPROVAL # \_\_\_\_\_ OR EXISTING SEPTIC WITH # \_\_\_\_\_ BEDROOMS

PROPERTY IN CURRENT USE?  YES  NO TREE CUTTING?  YES  NO INTENT TO CUT FILED (RSA 79:10)  YES  NO

**ALL RELATED CHARGES FOR THIRD PARTY REVIEW AND/OR INSPECTIONS ARE PAYABLE WHEN REQUESTED**

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of the laws and ordinances of the State of New Hampshire and The Town of Chesterfield that apply to this project will be complied with and whether specified herein or not. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that work shall not begin until the permit is issued by this department, and that I AM RESPONSIBLE FOR CALLING FOR ALL REQUIRED INSPECTIONS, THAT THE WORK SHALL BE ACESIBLE FOR INSPECTION, THAT A FINAL INSPECTION, APPROVAL AND CERTIFICATE OF OCCUPANCY ARE REQUIRED PRIOR TO OCCUPYING THIS BUILDING OR IT'S RENOVATED OR ADDED AREAS.

The applicant also herby certifies that the number of bedrooms will not exceed the number of bedrooms approved by the NHDES approval or not to exceed the number of bedrooms in an existing building with a predated septic system. New approved septic designs to be provided ad required by NHDES rules.

Fees are not refundable. This permit application is only for the work described above. This permit will expire one year after the date of issue and may be renewed if the work has been started, the renewal fee has been paid and the renewal has been approved by the Code Official.

The applicant hereby grants permission for the Code Enforcement Officer/Building Inspector, Health Office or other agency at the direction of the Code Official to enter upon the above described property as needed to perform their duties until a Certificate of Occupancy/Completion is issued.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_



**TOWN OF CHESTERFIELD  
CODE ENFORCEMENT OFFICE  
490 ROUTE 63, CHESTERFIELD, NH 03443  
603-363-4624 ext 12  
building@nhchesterfield.com**

**BUILDING PERMIT FEES EFFECTIVE APRIL 1, 2017**

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**NEW RESIDENTIAL CONSTRUCTION & ADDITIONS**

**1 & 2 FAMILY DWELLINGS & TOWN HOUSES**

**Habitable\* Spaces - \$.30 Sq. Ft.**

**Non-Habitable\* Spaces -\$.20 Sq. Ft.**

(Habitable: Intended as living space including bedrooms, dining rooms, kitchens, bathrooms, utility rooms & hallways)  
(Non-Habitable: not intended as living space including unfinished basements, garages, decks, porches, barns & sheds)

**RESIDENTIAL REMODELING, ALTERATIONS & REPAIRS**

**INCLUDES ELECTRIC, PLUMBING & MECHANICAL**

**1 & 2 Family Dwellings & Town Houses**

**\$5.00 per Thousand Dollars of Estimated Cost**

**(Costs rounded to the nearest \$1000.)**

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**NEW COMMERCIAL INDUSTRIAL CONSTRUCTION  
& 3 UNITS OR MORE MULTI FAMILY**

**(INCLUDES REMODELING, ALTERATIONS, REPAIRS & ADDITIONS)**

**\$8.00 per Thousand of Estimated Cost**

**(Costs rounded to the nearest \$1,000)**

**Cell Tower Installations: The fenced area is considered the commercial building footprint**

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<b>Construction Minimum Fee</b>	<b>\$50.00</b>	<b>ALL FEES NON-REFUNDABLE</b>
<b>Sign Permit</b>	<b>\$25.00</b>	
<b>Renewal any permit per year</b>	<b>\$50.00</b>	
<b>Re-inspection</b>	<b>\$50.00</b>	
<b>Demolition / Removal Permits</b>	<b>\$75.00</b>	
<b>Pool / Hot tub Above ground</b>	<b>\$50.00</b>	<b>In Ground \$100.00</b>

**DOUBLE THE FEE FOR AFTER THE FACT BUILDING PERMITS**

**(Projects started, in progress or completed without a valid permit when one was required)**

**No Permit Required:**

**Repairs under \$2500.00, approved by the Building Inspector**

**Accessory structures under 200 Square feet & fences under 6 foot in height**

**Pools under 24 inches deep & Playground Structures or Equipment**

**Re-roofing or Re-siding 1 or 2 Family Residences & Accessory buildings**

**Sidewalks & Driveways**

**Unattached Decks under 200 sq. ft. and under 30 inches above grade that don't serve an exit door**

**Interior Paint & Paper, Cabinets, Floor Coverings**





# Got Permits?

## Permit Guidance for Land Management Projects

Your construction project may require one or more permits from the New Hampshire Department of Environmental Services in addition to local permits that may be required. For projects that do not require a permit, there may be guidelines that you must follow during construction. This chart is intended to include the most common building project types. It is the responsibility of the property owner and contractor to understand all local, state, and federal laws for any given project.

Prior to	When working here	You need this approval
<a href="#">Installing / repairing a dock, boat lift, or any other type of shoreline structure</a>	<a href="#">Any lake, pond, river, or stream</a>	<a href="#">Wetlands Permit</a>
Impacting the bank of any waterbody (i.e. bank stabilization or constructing or repairing retaining walls)	<a href="#">On or within the bank of any lake, pond, river, or stream</a>	
Constructing a new beach or replenishing beach sand	<a href="#">Adjacent to any waterbody</a>	
Excavating, removing, filling, dredging or constructing new structures	<a href="#">Wetlands, Surface Waters, Upland Tidal Buffer Zone, Prime Wetland Buffer, Sand Dunes</a>	
Timber harvesting	<a href="#">Crossing any stream or wetland</a>	
Tree cutting or vegetation maintenance / removal	Within 150 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	No permit required but must retain vegetation within limits described within the <a href="#">Vegetation Maintenance fact sheet</a>
Applying fertilizer	Within 250 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	No permit required but the phosphorous component must be no greater than two percent
Constructing new structures such as residential dwellings, sheds, or driveways		<a href="#">Shoreland Impact Permit</a>
Earth moving or excavation with a total impact greater than 50,000 square feet		<a href="#">Shoreland Impact Permit</a> & <a href="#">Alteration of Terrain Permit</a>
Earth moving or excavation with an impact greater than 100,000 square feet	Anywhere	<a href="#">Alteration of Terrain Permit</a>
Executing a purchase and sales agreement on waterfront property	Contiguous to or within 200 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	<a href="#">Site Assessment Study</a>
Building a residential dwelling, converting to year-round use, adding bedrooms, or expanding living space	Anywhere not serviced by municipal sewer	<a href="#">Septic System Construction and Operational Approval</a>
Subdividing land for single-family, condominium, apartment, or campground		<a href="#">Subdivision Approval</a>
Subdividing for non-domestic septic, higher loads, or setback issues		<a href="#">Groundwater Discharge Permit</a>
Installing a well closer than 75 feet to a septic system	Anywhere	Must file a Recorded Well Release
Supplying water for 25 or more people 60 or more days a year	Anywhere not serviced by municipal water	<a href="#">Community Well Siting &amp; Engineering Design Approval</a>
Withdrawing greater than 57,600 gallons per day of groundwater from one or more wells	Anywhere	<a href="#">Large Groundwater Withdrawal Permit</a>



Scan QR Code to download poster and web links!

New Hampshire Department of Environmental Services  
 29 Hazen Drive / PO Box 95  
 Concord, NH 03302-0095  
 603) 271-2147  
[www.des.nh.gov](http://www.des.nh.gov)

Revised July 2021

