

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
August 22, 2012**

**Call to Order**

Chairman Jon McKeon called the meeting to order at 6:00 pm. Others in attendance were Board members Elaine Levlocke, Jim Larkin and Administrator Rick Carrier.

**Appointments**

- 6:30 Nonpublic RSA 91-A:3 II (c)

*Levlocke moved to enter nonpublic session pursuant to RSA 91-A:3 II (c). Larkin seconded the motion, which carried.*

*Levlocke moved to adjourn from nonpublic session and seal the minutes. Larkin seconded the motion, which carried.*

A payment arrangement has been made with Pam Secore for her 2009 property taxes.

- 7:00 Leon Dunbar

Dunbar was present to discuss the possibility of hiring more part-time help. Dunbar advised Ron Fish has gotten another job because he wasn't getting enough hours in Chesterfield. He is also planning to go to Florida in the winter.

Dunbar stated that Jim Guirza wants to slowly start retiring. He'd be willing to work on an on-call basis if he is available. This makes it difficult to plan ahead for vacations. Dunbar would like to hire 2 more part-timers and asked if it were possible.

McKeon stated as long as Dunbar stays within his part-time budget it would work out. Dunbar stated there is a cost of \$50 per year to certify attendants. This would be the only added expense. He noted that the State requires anyone who works at the Transfer Station be certified.

Dunbar has spoken with Doug Rawson as he already works for the Town. Dunbar informed Rawson he would likely be asked to work for vacation time/long weekends. The Board agreed to move forward with this. Carrier suggested that one attendant be trained before bringing in another. Dunbar stated that Joe Kowalski is now retired and has expressed an interest to fill in on an as needed basis. The Board agreed to put the ad in the newspaper as has been the policy for hiring.

Thanksgiving – Dunbar asked if the Board would allow the Transfer Station to be closed Friday after Thanksgiving. McKeon stated the Board would discuss this and get back to him.

Free Shed expansion – Dunbar asked if the Board would permit a fundraiser for this project. He mentioned selling t-shirts and gave a picture of a possible design. Levlocke stated that the school is looking to get rid of the portable classroom. Larkin stated he would inspect it to see if it would suit the Transfer Station's needs. Dunbar stated it would be the responsibility of the town to move the trailer.

5¢ cans – Dunbar asked about using the revenue of cans to put towards the new building. It was noted that a sign would be posted that only cans purchased in Vermont would be eligible for the program.

➤ 7:30 Lester Fairbanks & Duane Chickering

Fairbanks advised they are continuing to process John Mousseau's part-time employment. Eldrich's last day with Chesterfield is tomorrow. The plan at this point is to go back to 3 patrolmen each doing their own investigations. It was noted that Eldrich had done a very effective job as a detective.

It was noted that White was asked if he were interested in the detective position. The department would be advertising for a patrolman. The Board was advised there may be many changes in the PD personnel in the next year.

Chickering advised that in hiring a new officer the training is lengthy. It would take 14 weeks at the academy, weeks in FTO and then a probationary period. McKeon asked if it would be better to advertise for 2 patrolmen at the same time. Chickering stated an FTO is necessary and he could only do one at a time.

Chickering stated that officers tend to dismiss Chesterfield because of the pay rate and benefits. Chesterfield also does not pay for officers to be on call.

Fairbanks stated in a couple of weeks he would be in with a plan to replace Eldrich.

**For Signature**

- Manifest #34
- Selectmen minutes – Aug 8<sup>th</sup> The amended minutes were signed.
- Intents to cut – Willich & Andresen
- Yield tax certification
- Timber tax warrant
- MS-1 extension request
- Asbury Church tax exemption correspondence
- Appointment paper – Parks & Rec
- Payroll change notice – Parks & Rec

### **For Discussion**

➤ Monthly meeting email

The Board reviewed the Monthly meeting email. It was noted in the email that if you have an unlisted landline telephone number or a personal cell number and you would like to be added to the Rapid Emergency Notification Telephone System (RENTS) to fill out the registration form found on the back of the Vermont Yankee calendar or get a registration card at the Town Offices.

➤ Budget preparations

The Board reviewed the Northeast Urban Region COLA amounts. The Board has typically used July – July. This will be tabled to the next meeting.

The Board also reviewed the Energy Information Administration projection for fuel for 2013. The Board decided to use \$3.50 for budgeting purposes and adjust it as necessary closer to setting the budget.

➤ Boat fee refund

Tom Thompson is requesting a refund on their boat registration. Apparently in 2011 they registered the same boat twice, once online and one in person at Stowaway Marine. There are several parts to a boat registration, Registration Fee, Boat Fee and small miscellaneous fees. The State had reimbursed \$47.50 Registration Fee since they had paid that twice. The Town received \$59.52 from Stowaway Marine, not from the State. RSA 72-A:10 reads, “Once paid, no part of any boat fee shall be refunded.

Larkin stated he thinks the RSA would only be applicable if you registered the boat once. This is a duplicate registration. It was questioned where the stickers were. Levlocke noted the State refund check was for only the Boat Fee. This will be tabled until more information is received.

➤ Unpaid 2009 property taxes

John Koopmann has spoken with Carrier advising he would be in to pay his 2009 property taxes. Levlocke will speak with him at the CIP meeting noting that if the taxes were not paid the Selectboard would start the tax deeding process. She would advise him if that happened there would be over \$40,000 penalty per RSA to redeem the property.

➤ 2011 audit

The Board received the 2011 audit. They would review this information at home. McKeon asked if there were any flags up that needed to be addressed. Carrier advised that the cover letter notes that the auditors recommend that Timber Taxes should be entered into the BMSI computer program.

➤ Town Hall stove replacement

Larkin had replaced the town hall stove. He reported that the left rear burner only works on medium/high. Larkin stated he has the switches necessary to replace the faulty switch and would take care of it as soon as he was able.

Town Hall water – Carrier advised there is now water for the hall. He stated he hasn't turned on the hot water heater yet. There are no rentals scheduled until September 8<sup>th</sup>. Dunbar stated Bruch had asked that he check the water heater. He advised the heater was already dry when they discovered the well was dry. The water heater may need to be replaced.

The Board noted that the Primary Elections are to be held in September; options are being explored, one being the possibility to have the Library open for the use of the restrooms.

➤ NHMA voting delegate

Carrier advised that the Board needs to appoint a Voting Delegate to the NHMA Policy Conference being held next month. He has represented the Board in the past and is willing to do it again. The Board agreed to nominate Carrier to represent the Town. McKeon signed the delegate card.

➤ Department Head review forms

The Board will continue to review the department heads; tabled until a later meeting.

➤ Selectman project list

- Business Development Group – Levlocke and Larkin advised they have read the material. McKeon state his thoughts were to form a committee and give them a charge to what their vision would be. Over and underutilized assets would be considered on how best to be used. McKeon stated in the next couple of meetings he'd like to pull together what the charge/vision should be. It was mentioned this could go into the Monthly email announcement.
- Newsletter development – Larkin is working on the project.
- Transfer Station projects – Larkin advised that Dunbar has been doing his homework and has contacted vendors that are being used to get suggestions on how to improve the service and possible revenue streams. Dunbar would do the presentation to the Board for these issues. Larkin stated that trusses have been donated for the new free/book shed.
- Levlocke advised the CIP committee will be meeting tomorrow in the Selectmen's meeting room.

➤ Old business

Spofford Place – Carrier advised Ransom had come into the office to research septic systems in that area. He believes it is to find a location for a well.

Committee membership – the P&R appointment paper for John Melvin was signed this evening. McKeon advised that Melvin had been present at the meeting. He also stated that Joanne Condosta had attended the meeting and is interested in serving as an alternate to the P&R Comm. An appointment paper would be ready for next meeting.

Wheeler property – Carrier will contact Al Michalovic for an update. Larkin stated he was asked questions by a passer by regarding the property when he was working on North Shore Rd.

Rounds Road – McKeon advised that he and Bevis had met with the majority of the residents on site to discuss a possible turnaround agreement. James Leahy did not see a problem with giving the Town a deeded ROW. David Mann would survey the road. It was also made clear to the owners that the Town would only be plowing the road and no other maintenance would be done. Bevis will have a packet of information for the start and finish of the process. It was noted that a temporary agreement may be necessary if the deeded agreement is not in place by the first snow fall.

➤ Next week's manifest

The manifest will be ready for signing by Tuesday afternoon. McKeon stated he would be out of town and not available to sign the manifest.

➤ Other business

1. It was noted that Deb Bokum is now the P&R Chair.
2. McKeon stated there could be \$30,000 surplus for the P&R.
3. McKeon stated that the Planning Board's Cersosimo deadline has come and gone. A letter will be sent to them advising of this. The PB would discuss what the next steps would be.
4. McKeon advised that Pierre Saba had come to the PB for a consultation to put in a new gas station in the former San-n-Snow property next to Sandri.
5. Adam Lempel had come to the PB for a minor subdivision consultation.
6. The Board members had received an email from Van Houten regarding the Catsbane Brook debris. McKeon had spoken with Tom Duston who advised that if equipment were not used in the brook or disturb the bank a DES permit would not be necessary. If this could be defined as a foreseen emergency, an after the fact permit could be done.
7. Levlocke has spoken with Kerri Machado regarding the Public Health position. Machado is reviewing the material and if interested in participating Levlocke would introduce her to Van Houten.
8. The Board agreed to extend meeting every other week in September looking at it on a week by week basis.

**Information**

- Treasurer's Report
- DOJ drug forfeiture funds correspondence
- OEM RERP award

- Aldrich correspondence
- County Commissioners Report
- Cooper's Forfeiture memo
- Misc. correspondence & newsletters

**Adjournment**

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

The meeting was adjourned at 8:35 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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Elaine H Levlocke

\_\_\_\_\_  
Date

\_\_\_\_\_  
James M Larkin

\_\_\_\_\_  
Date