

**Town of Chesterfield
Board of Selectmen
MINUTES
December 3, 2013**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:22 p.m. Others in attendance were Board members Elaine Levlocke, Jim Larkin and Administrator Rick Carrier.

FOR SIGNATURE

- Manifest #48
- Selectmen Minutes of November 20, 2013
- Welcome to Chesterfield letter
- Highway Winter Holiday Overtime Pay
- Payroll change notices – PD & Highway
- Forest Fire bill

APPOINTMENTS

- **6:00 p.m. Barbara Girs, Kristin McKeon & Michael Bentley**

Girs and Bentley discussed the duties to be performed by selectmen and elected officials during elections. By law, the moderator is the overseer of all elections with selectmen and town clerk having various duties. On behalf of the Selectmen, the town administrator performs the posting required of the warrant. Girs will provide the board with a list of the voters who have worked in prior years at the polls. McKeon stated that the board will meet again in early February with Girs and Bentley to prepare for elections.

- **7:00 p.m. Renee Fales**

Fales reported on the revenue effects for the town with the closing of Vermont Yankee. Fales also stated that there are 40-42 town residents that will be losing their jobs. The Rescue Inc. training is being discontinued through VY for flooding, forest fires, etc. which the town will need to fund.

- **7:30 p.m. Parks and Recreation**

Present: Deb Bokum, Joanne Condosta, Tracy Fairbanks and John Melvin

Carrier distributed copies of the updated Parks and Recreation budget. McKeon stated that the program drives what the program costs will be for a 12-month program presentation of the budget.

Melvin reported that he met with the president of the Keene Parks and Recreation Association for guidance for salaries for a full time athletic director position, based on their 2010 study done within New Hampshire.

Bokum stated that the attorney general informed the committee that the revolving accounts could only be used for new programs. McKeon requested that revenue should be on one table and not two. Carrier stated that there would be a cost of \$22,600 for health, dental, disability and retirement benefits for a full time director position per year. The cost for the first nine months for the first year position would reflect a benefit cost of approximately \$17,000 to start at the end March. Fairbanks questioned how repairs to the cottage would impact the budget.

McKeon stated that a recreation program is for the betterment of the town and a portion of our taxes is to help enhance the town, which in turn, enhances all of our lives.

If the new full time director position is approved, the committee would like to start the new position as soon as possible following the town meeting.

The Parks and Recreation Commission's goal is to have the Snack Shack addition completed by the end of May before the start of the new programs.

FOR DISCUSSION

- **Budgets**

Library – Carrier emailed the board an updated budget reflects the library director going up one step, with COLA and no longevity. The Library Committee will be present at the budget meeting when the budget is presented to the Budget Committee.

General Government Buildings – Carrier reported the fuel reduction change is a result of a different method of calculation, budgeting for 10 equal payments. Carrier reported a mold/mildew on the trim on the Town Office building. It was suggested that Simple Green be applied to those areas in the spring.

Warrant Articles – Carrier provided a set of plans and materials to the board. The Parks and Recreation Commission's goal is to have the Snack Shack extension completed by the end of May before the start of the new programs. Carrier reminded the committee members for their budget presentation to the Budget Committee on December 17th at 7:15 p.m. in the OEM Room. Carrier will provide a modified Parks and Recreation budget and a modified personnel administration budget at the next board meeting.

General Insurance – Carrier reported that Workmen's Comp. is set for 0 for 2014.

Capital Reserve Fund –The Highway Department is not asking for \$25,000 for road construction/reconstruction and dropped the highway equipment from \$100,000 to \$83,000. Carrier has set the interest rate at 1% for Highway Heavy Equipment Fund. Police Equipment Capital Reserve Fund goes out to year 2020. Carrier will come back to the board at the next meeting as to how to fund the Parks and Recreation activities enhancement trust. Carrier will update budget status for the Warrant Articles. McKeon asked Carrier to total the amounts on the proposed Warranty Articles.

Health Agency Funds – Carrier will bring these to the next board meeting.

- **Coachman Road Proposal**

Carrier will contact David Mann to inform him that the Selectboard would like him to inspect the Coachman Road, as agreed in Mann's letter dated November 20th. Carrier will also inform attorney J.R. Davis.

- **Electronic Town Tax Maps Request**

The Selectboard agreed to allow UNH request for an electronic copy of the town's tax maps from SWRPC.

- **Mosaic Parcel Map Sharing Pool**

Carrier stated that the town tax maps combine town accessing records and are only made available to municipal officials. They are accessible only if maps are shared and being set up by the DRA. The Selectboard approved to provide the information in another format.

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- **Wares Grove Cottage Inspection**

Melissa Metivier has agreed to be available for the Selectboard to inspect the cottage on December 18th from 1:00 p.m. to 4:00 p.m. Levlocke will meet with Metivier with questions on weatherization, occupancy, heat and water supply. Larkin will do an assessment of the cottage at 3:00 p.m. Carrier will notify Metivier of the schedule.

- **Broutsas Correspondence**

C.M. Broutsas requested Selectboard assistance in the zoning of his property. McKeon stated that this is a Planning Board issue. Carrier will write a letter to Broutsas to ask the Planning Board to rezone to commercial.

- **Little Correspondence**

Carrier received a letter from Attorney Little regarding the Alison Heath property being taxed incorrectly. Carrier will contact the attorney for clarification on the issues at the next board meeting.

OLD BUSINESS

Town Meeting Date: Specific language to the Town Clerk for the election of officers ballot.

Election Officials Meeting: Board will follow up the beginning of February.

Board Appointments: Fairbanks and Bokum haven't made a decision to serve another term on the Parks and Recreation Commission. McKeon will contact Kathy Thatcher for the Conservation position. Larkin would like to have two alternates for Parks and Recreation.

Wares Grove Cottage Occupancy Agreement: Meetings scheduled for December 18th at 1:00 p.m. and 3:00 p.m. with Metivier, Levlocke and Larkin.

OTHER BUSINESS

Carrier reported that the Economic Development Committee have assigned various tasks to the members.

Carrier received a response from LGC as to a recommendation to respond to Mr. Lacey's letter of tree painting on his property during perambulation. The board requested Carrier contact Lacey to submit a receipt of up to \$15.00 for reimbursement. Larkin will be conducting five interviews on Wednesday for the opening part-time position at the Transfer Station. Also to interview for the position will include snow removal at the Town Offices.

McKeon reported a group of citizens are looking into signage ordinance for all types of temporary and permanent signs and will get back to the Planning Board on their findings.

Larkin moved to enter into Non-Public session pursuant to RSA 91-A:3 II (a&c). McKeon seconded the motion, which carried.

Larkin moved to adjourn from Non-Public session and seal the minutes. McKeon seconded the motion, which carried.

Larkin moved to adjourn the meeting. McKeon seconded the motion, which passed. The meeting was adjourned at 10:09 p.m.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date