

**Town of Chesterfield
Board of Selectmen**

**MINUTES
February 13, 2013**

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

- Margaret Halpert (unscheduled)

Halpert had read in previous Selectmen's meeting minutes that it was suggested to contract the website. It was noted in the minutes that Carrier had been reluctant to make the change because he was concerned he would not have the control he wanted over the site to make changes on short notice. She stated that GovOffice is a website developer that does sites for smaller municipalities and control of the site would not be lost and amendments could easily be made on the site. She stated that they give a one month trial to evaluate the site. Halpert asked the Board if she could pursue investigating the site. Carrier asked she make sure there wasn't a cost for the trial. The Board agreed to her investigation.

Larkin asked if she was interested in helping with the newsletter. She said she would be interested.

- Nonpublic (unscheduled)

Carrier and Ross left the meeting.

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

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

For Signature

- Manifest #7
- Selectmen Minutes – Jan 23rd The amended minutes were signed.
- Town Meeting warrant

For Discussion

➤ Longevity plan

The Board reviewed the draft explaining the longevity plan description to be passed out at Town Meeting. The proposal allows for pay increases to those employees that have worked continuously with the Town starting at 10 years in 5 year increments a percentage increase: 2% at 10 years, 2.5% at 15, 3% at 20 and 3.5% at 25+ years.

The Board will review the draft and discuss it next week.

➤ Town Report status

The reports have been compiled for the printing of the Annual Town Report. Silver Direct in Keene has been awarded the job. They were 10% under the cost of other companies.

➤ Town Hall rental fee waiver request

The Board reviewed Asbury United Methodist Church's request to waive the fee for the Town Hall for their church suppers.

Levlocke moves to waive the fee for the Asbury Church's use of the Town Hall for the church supper. Larkin seconded their motion, which carried unanimously.

➤ Town Office computer network

The Board reviewed McKeon and Carrier's email exchanges regarding Town Office issues. It seems there had been some miscommunication and it was discussed how to alleviate that in the future.

There is an antivirus on the old computer in the Town Clerk's office. The new computer has the Town's Symantec endpoint Protect (SEP) software. Carrier was directed to ask how long Girs will need to complete the transition of moving information from the old computer to the new. Carrier advised that the new Town Clerk computer can only be accessed by the clerk and possibly her deputy. Levlocke wanted to make sure that in the event the clerk is not available someone else has the ability to access the computer such as the deputy clerk.

Carrier gets reports for the SEP software when it is not running on an installed workstation and for 2 weeks the report notes that the clerk's computer doesn't have the SEP software. He will speak with Girs to make sure the new computer SEP software is running.

It was also noted that when Carrier is going to be out of the office it be made known in the event someone was expecting to speak with him. Levlocke stated it would be good if everyone did the same thing. She suggested a calendar be available with the times out of the office listed.

McKeon asked if departments like Tax Collector, Code Enforcement Officer, Town Clerk were asked to give input when the budgets are being done. Carrier stated he asks each department for input except the Town Clerk because in the past the clerk did not want his involvement. He will get the clerk's input for future budgets.

➤ Selectman project list

Business Development Group – McKeon will schedule a meeting for March.

Levlocke will cover the group when McKeon is not available.

Newsletter development – Larkin advised he has not received input from the P&R Dept for the newsletter. It was suggested that he contact the other members of the P&R Commission to get the information. Larkin would like to get the newsletter done prior to Town Meeting; however, it may not be possible. Copies could be made available at Town Meeting.

Transfer Station enhancement project – Larkin gave the material and labor sheet showing what materials have been donated and what materials are still needed for the Swap Shop and Book Store. Dunbar will be contacting Perkins Lumber and Larkin will follow up with LaValley. Larkin expects the project to be done in the spring.

➤ Old business

Spofford Place – Liptak will reschedule to meet with the Board after Town Meeting.

➤ Other business

1. Larkin advised he is concerned that the intramural basket ball may not continue if it is not taken over by P&R. It has been very beneficial to the Town and school. He would like it done similarly to the soccer program. McKeon advised that the soccer program was taken by P&R as long as the Director wasn't in charge and the costs were self supporting.
2. Levlocke advised of Roland Vollbehr's interest in sitting on the CT River Joint Comm Wantastiquet subcommittee.
Levlocke moved to nominate Roland Vollbehr as a member of the CT River Joint Comm Wantastiquet subcommittee. McKeon seconded the motion, which carried unanimously.
The Board signed the nomination paperwork.
3. Levlocke advised that the Chesterfield Fire Dept got a lot of discussion at the Budget Committee. Following the Budget Comm process the Commissioners are putting in warrant articles to become agents to expend for both the heavy and small equipment CRF's. The Budget Comm was concerned that there would be no oversight for these expenditures other than the fire commissioners.
4. Ross advised that the PD meeting on February 19th has been cancelled.
5. Larkin advised that the VY exercise was outstanding. He noted that Van Houten had done a good job in its organization.

Information

- Preliminary disaster assessment for snowstorm Nemo

Adjournment

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

The meeting was adjourned at 8:20 pm.

Respectfully submitted,
Carol Ross
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date