

**Town of Chesterfield
Board of Selectmen
MINUTES
January 15, 2014**

CALL TO ORDER

Vice Chairman Elaine Levlocke called the meeting to order at 6:30 p.m. Others in attendance were Board members Jim Larkin and Administrator Rick Carrier. Chairman Jon McKeon arrived at 6:32 p.m.

FOR SIGNATURE

- Manifest 3
- Selectmen Minutes - December 30 & January 8
- DOT Correspondence – Route 9
- City of Keene Ambulance Agreement
- Employee Benefits Letter

APPOINTMENTS

• **6:30 p.m. Lee Brockmann**

Carol Riendeau and Lee Brockmann came to the board to discuss improvements needed for the Town Hall annex and kitchen. McKeon asked Riendeau and Brockmann if they would get a list of all the groups and organizations that use the annex and kitchen and how they were being used so that the footprint can be determined. Lee suggested that the kitchen be completely rebuilt. The bathrooms may need to be wheelchair accessible.

• **7:00 p.m. David Mann & Bart Bevis**

Mann and Bevis reported on culvert, pavement and other issues on Coachman Road. McKeon asked if the water easement well issue has been taken care of. Mann replied he feels that town council needs to review them. Carrier stated that J.R. Davis was previously working with the property abutters on the easement. McKeon stated that after repairs have been done to the road, the town will accept the road. Mann and Bevis will put a list together for a list of signs needed for the road.

Bevis reported that the highway department has already spent \$16,015 for sand and \$30,124 for salt for the town roads since January 1, 2014.

• **Wares Grove cottage inspection update**

Carrier reported that the contractors had a site visit on January 13 of the cottage inspections for repairs needed. Carrier expects to receive the written reports by January 22.

- Budget updates – P&R and Library warrant articles and revenues

Carrier reported on the budget updates for the Park and Rec Enhancement Expendable Trust calculations and the library warrant articles from last week's selectboard meeting

- Town Meeting Warrant Structure

Carrier asked the board how they wanted to set up the warrant articles for the Town Meeting. The board decided to go back to creating separate warrant articles for each capital reserve fund and expendable trust fund deposit.

- Town Meeting banner

Carrier will order two town meeting banners to be posted at two locations on Rt. 9. Carrier will also get permits to put up the banners.

- Future Town Meeting date advertising

Ideas were discussed on how to advertise the ballot question of splitting town meeting into two parts, the official ballot portion to be held on the second Tuesday in March and the business portion, which would be held on a date chosen by the selectmen. Suggestions were to use the school newsletter, posters at the Transfer Station, press release, advertising in newspaper(s) and using email. Carrier will draft language to explain the meaning of the ballot question for next meeting.

- Town Meeting ballot voting date

The board discussed the possibility of getting the Town and school to have the ballot date the same for 2015. Carrier reported that, by statute, the town is currently required to hold the election of officers and zoning questions on the second Tuesday in March. Currently the school board holds their election of officers on the Saturday before Town Meeting.

- Cersosimo Reclamation Bond

Carrier has asked what process the board would like to use for either issuing a permit for the River Road gravel pit or direct the Planning Board to issue the permit. McKeon responded that the Planning Board should issue the permit because, as part of the agreement, is that the Planning Board will receive a copy of the AOT permit every five years. Carrier will send the agreement and bond to Attorney John Ratigan.

- Town Report Dedication & Other Reports

Carrier presented a revised draft to the board of the dedication. Carrier will email draft town reports in batches to the board members.

- Interim Code Enforcement Officer proposal

Municipal Resources Inc. sent a proposal for a replacement code enforcement officer, while Chet Greenwood takes his leave of absence. Steve Dumont may be able to work on some of the site visits.

- Deputy OEM Director position

Bart Bevis has agreed to be the Deputy OEM Director.

- Old business and Project List

Parks and Rec Director Job Description: The Parks and Recreation Committee has asked for copies of blank department head evaluation forms.

Board Appointments: Larkin reported that the Zoning Board members Fales and Evans have been sworn in to serve for another term.

Parks & Rec Director Job Description: John Melvin drafted a new job description and will make minor changes, as was suggested by the board. McKeon has asked that Melvin's draft copy be emailed for the board to have electronically.

Update Website: McKeon reported that an independent third party company will manage the IT system.

Economic Development Committee: Carrier reported that Bob Brockmann would like to have a board member contact Paul Saba and Bob Goderre of their interest to stay on the committee. Brockmann also stated that he would like to step down as co-chair and asked if a board member would contact Dutch Walsh to step up to co-chair.

- Other business

Larkin announced that he may be moving out of the area by August of 2013 and asked the board for suggestions on how to handle his term as a board member.

McKeon reported that the Zoning Board granted the variance for cluster housing in the Lake District to Nine A LLC at the January 14 meeting.

McKeon report on the Budget Committee meeting and discussion on the expenditures of the Chesterfield Fire Department and the capital reserve fund request. The school will be presenting their budget next week.

Levlocke reported that the library is meeting on Tuesday, January 21 at 7:00 p.m.

Carrier stated that Leon Dunbar has requested the Selectboard to approve the grant application for NH The Beautiful Grant to offset the new bailer at the Transfer Station. The Board signed the grant application.

With no further business, Larkin moved to adjourn at 9:55 p.m. The motion was seconded by Levlocke, which carried.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date