

**Town of Chesterfield
Board of Selectmen**

**MINUTES
JULY 17, 2013**

Call to Order

Elaine Levlocke moved to allow Jon McKeon to attend the meeting by phone. Jim Larkin seconds the motion, which passed unanimously.

Vice-Chairman Elaine Levlocke called the meeting to order at 6:17 pm. Others in attendance were Board members Jon McKeon (by phone), Jim Larkin and Administrator Rick Carrier.

Levlocke asked to have a moment of silence in memory of Carol Ross.

Appointments

- 6:30 Leon Dunbar –Tom Duston and Steve Laskowski both members of the committee were also present for this discussion. Dunbar gave an overview of the proposals. He noted that they have switched mixed paper recycling companies. Dunbar also noted that the paper is now generating revenue instead of costing the town money. Dunbar noted that they are looking at putting a bailer in and selling the cardboard through American Paper Recyclers (APR). There would be a haul fee, but it would be paid directly by APR who would then pay the town market value minus the haul. Dunbar noted that the town can save money with the purchase or lease of a compactor. There would be no increased labor costs. The board would like to see all of the possible scenarios (buy, lease etc) before making a decision. Dunbar will get the information to the Board.

Dunbar noted that the Friends of Chesterfield Gorge have come in a couple times and used the demolition dumpster. He stated that he did not charge them previously, however, would like to bring it to the Board's attention because they are coming in more often. Dunbar noted that they have some picnic tables and such items. McKeon noted that we should allow them to use the facility, and send the bill to the State, as it is their property and responsibility. Dunbar will create a form and have the volunteers sign the form to keep track of who and what is being dropped off. He will forward the bill to Carrier to send along to the State. Dunbar noted that the free shed is ready for shelving. Larkin stated he will spend some time on Saturday to help.

For Signature

- Manifest #7 & 28
- Selectmen minutes - June 26th
- Auditor Engagement letter
- PSNH pole license
- DRA MS-5 (3 copies)
- Payroll Change notices – Parks & Rec

For Discussion

- Tax deeded properties

Carrier noted that he is in contact with an attorney, Dawn Manley, who is working on the Phelps property. They work for the nursing home where she spent her last days. They plan on putting a lien on the property and eventually sell the property. The attorney has indicated its willingness to pay the 2010 back taxes, and will send a check within two weeks of a final number, if the town is in agreement.

Levlocke moved to accept the agreement presented by Dawn Manley in reference to the Phelps property. Larkin seconded the motion, which passed unanimously.

- Economic Development Comm. Follow up

The Economic Development Committee had asked if the Board would support a tri-fold brochure, both financially and promotionally. The Board would like a cost estimate before committing one way or another. The Board would like the committee to wait for the new master plan survey, and are encouraged to come up with additional questions that they would like included on the survey. There was a question about tax breaks to encourage new business. McKeon noted that the town does not have the power to give tax breaks at this time. It was noted that the town could give some direction on where to look for information on how to receive a tax break on the federal or state level. It was noted that someone on the committee can go and visit current or potential businesses, with the understanding that they cannot make any decisions.

- Wares Grove cottage occupancy agreement

Larkin would like to table this to have time to review the information. The Board agreed to table to the next meeting.

- Library walkway

Library trustees had meeting last night , and discussed the issues they are having with the walkway. They are getting ideas together and will get back to the board following their next meeting. Jon McKeon will look at the walkway. This will be discussed again at the next meeting.

➤ DRA PA-28 Inventory of Taxable Property form

This form has not been used as it is expensive to send out and it has not been filled out properly, if at all, in the past. Carrier will put the form on the website as a voluntary form. The Board will not be using the form legally, it will be strictly voluntary. Larkin and Carrier will work on another form that collects more relevant information.

➤ Selectmen's secretary position

McKeon noted that it is a good idea for town positions to have a written description on what is done on a daily basis. Even though things come up that will differ from the list, the core set should be helpful. McKeon asked if it made sense for the Selectmen's office to be open one night a week. Carrier is open to staying open late one night a week.

The Board discussed potential special dedication ideas in memory of Carol Ross. Larkin volunteered to do the designs. The Board would like to take some time to think about this.

The Board tabled the discussion on the position.

McKeon noted that there are some upkeep issues at the Town Hall. There are some shutters that are falling, and some paint peeling issues. McKeon and Carrier will meet next week to assess the issues.

➤ Trade in 1998 highway truck

The Highway department has traded in the 1998 truck toward the purchase of the new 2013 truck.

➤ Selectman project list

Develop Plan for expanded recreational system - The advisory committee is gaining ground, and is finalizing a recommendation for a job description for the position of Director. The Commission is also moving forward with many things. Carrier noted that agenda's and minutes have not been received by the Selectmen's office for this committee. The next meeting is Monday, July 22nd at 6:00 PM in the OEM office.

Outstanding Issues-

Larkin noted that he has been talking to Renee Fales about the OEM Director Position. Larkin noted that Fales may be interested in taking the position as part-time, making it necessary to have a second person as a backup/assistant.

There is a State meeting at the Spofford Fire Station. There will be several agencies present, along with Vermont Yankee. VanHouten would like Chesterfield to share in the cost of food for the meeting. It is estimated to be between \$50.00 to \$75.00.

The new pumper at the west station needs to have the bumper moved or to have the siren box relocated. Carrier will be kept updated on this issue.

Sharyn D'Eon will be contacting Carrier to talk about trees around the tennis courts that may pose a danger. She would like the Town to have them evaluated. Her research indicates that they are located on town property.

Larkin noted that the State is putting in traffic lights at the intersection of South Village Road and Route 12 in Westmoreland. He noted if that intersection has gotten attention, then Route 63 and Route 9 should be able to get some attention. He suggests talking to someone in the Town of Westmoreland and asking how they got the attention needed from the State. It was noted that there have been many accidents at the intersection of 63 and 9 and something needs to be done. McKeon noted that the State has indicated several times in the past they will not put full stop lights in at that intersection due to the placement of the intersection. Larkin noted that something should be done and the Town should be looking into options.

➤ Other business

Levlocke noted that the Library Trustees met last night and will be forwarding a draft of their personnel policy and longevity plan to her for review. Levlocke will bring these for informational purposes to the Board.

McKeon noted that the current version of the agreement include cross outs from Cersosimo. The changes attempt to take away the Town's power to pull the bond. It also cuts down the day of notice of termination. They were due to be at this meeting, but needed to postpone to the next meeting. The board will meet with Jeff Morse at next week's meeting. Carrier will email Morse, explaining that the changes are not acceptable to the Board and will be discussed next week at the meeting.

Steve Laskowski noted that with recent events, he suggests the Board consider dedicating town reports to people while they are still with us and able to appreciate the gesture. It was noted this has been discussed previously by the Board as well.

Larkin noted that he has been asked to evaluate and repair a property on Snow Road. He has been asked to assess what needs to be done. This subject will be discussed in non-public due to owner's privacy and medical laws. It was noted if Larkin was to assess this he would need to abstain from future discussions as a member of the Board.

Carrier noted that the Board should look at the updated website and let him know if they have any comments. Kelly is only around for the rest of the summer.

Levlocke 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.

Information

- Treasurer's Report
- Police department certificate
- Misc. correspondence & newsletters

Adjournment

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

The meeting was adjourned at 8:37 pm.

Respectfully submitted,

Tricia Lachenal
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M Larkin

Date