

**Town of Chesterfield
Board of Selectmen
MINUTES
July 24, 2013**

Call to Order

Chairman Jon McKeon called the meeting to order at 6:03 pm. Others in attendance were Board members, Jim Larkin, Elaine Levlocke and Administrator Rick Carrier.

Appointment

- Sheriff Rivera – Rivera wanted to stop in, introduce himself and answer any questions the Board may have. Rivera explained that there are 10 sworn deputies in the Sheriff's office. They travel the county serving papers and transporting prisoners. Rivera noted that they are happy to help the towns of Cheshire County in any way that they can. Rivera stated that he has talked to Chief Fairbanks and let him know that they are available and willing to help. Rivera noted that all of the Deputies are certified in the academy and can act as backup if necessary. The Board thanked Rivera for coming.

- Jeff Morse – McKeon noted the Board has three issues with Cersosimo's proposed changes to the agreement. The changes remove the Town's ability to call the bond, changes the amount of time required prior to termination of the bond and requesting attorney's fees. Morse noted that the Town has the authority to stop operation, and do not need to be able to call the bond. Morse noted that he has completed many bond agreements and has never seen the language included in this agreement except on cell tower agreements, where there is no property to use as leverage. He noted that the Town has leverage with the property in this case. McKeon noted that the Town is able to pull the permit, but needs to be able to recoup the money. Morse noted that he does not believe the Town's proposed agreement is reasonable. He stated he is happy to give Chesterfield the same language as they have with other towns. Levlocke noted that the agreement was provided by the Town Attorney. Morse would like to speak with the Town Attorney. Carrier will set up a conference call with Jeff Morse and Jeff Crocker to discuss the agreement.

McKeon noted that he would like the Board to consider using more specialized attorneys in the future.

Levlocke moved to enter Non-Public session pursuant to RSA 91-A:3 (d) McKeon seconded the motion which carried.

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

- Sharyn D'Eon –(not scheduled) D'Eon noted that she is concerned about two trees that are on Town property near the school. The trees are losing their limbs and are deteriorating fast. D'Eon stated that they are located in the area where parents wait to pick up the children. D'Eon noted that she had the trees looked at a couple years ago and provided the Board with a report. The Board went out and looked at the trees. D'Eon will contact Steve Roberge and have another report completed on the trees and bring back to the Board.

For Signature

- Manifest #30
- Selectmen minutes – July 17th
- Intents to cut - Thomas

For Discussion

- Monthly meeting email
The Board reviewed the monthly meeting email. Larkin noted that Bokum will be contacting Carrier to let him know of the next meeting date for the advisory committee. She will also be forwarding the approved minutes. The monthly meeting email was acceptable to the Board.
- Parks & Rec Facility Enhancement Trust expenditure
Facility Enhancement Trust expenditure – The Board reviewed the bill. It was noted that the bill is for a banner, shirts and screens used in the triathlon. *Levlocke motions to approve the Parks & Rec expenditure of \$927.50. Larkin seconds the motion which carried.*
- Library walkway – Larkin noted that he took pictures of the curb. McKeon noted that he did look at it and it appears that the granite curbing has shifted to a different level than the concrete. Larkin noted that it is in rough shape, and it may all need to be removed and repaired. Levlocke noted that the Library has a meeting coming up and they are hoping to get information together to come before the Selectboard. McKeon noted that the real issue is that the parking lot drains back to the curb stop. It was noted that an engineer should look at the parking lot instead of just looking to fix the curb. Levlocke will recommend a couple of the members come to the next Selectboard meeting to discuss the issue.
- Wares Grove cottage occupancy agreement – Larkin noted that he would like “current director” put in front of Melissa’s name, and her name bolded. That will allow the agreement to be changed, in the event there is a change in that position. Larkin also noted that clause 8 appears to require the tenant to come before the Board to hang a picture on the wall with a nail. McKeon noted that yes, the agreement notes that changes need to come before the Board. Levlocke noted that the Board will get an idea what exists when they take the walkthrough. Carrier will provide the lead paint pamphlet to Melissa. McKeon noted that he has a concern that the house is town property and the employee policy states that drugs

and alcohol are not allowed on Town property. McKeon noted that would mean that the tenants are not allowed to have alcohol on the property. It was noted that there may be some wording changes needed to address this issue. Rick will contact attorney and have any changes at the next meeting. It was noted that once the Board has a final draft, they would like Melissa to go over the document as it is intended to protect her as well as the town.

- Hazard Mitigation Assistance Grant Program – McKeon noted that he has talked to EJ Prescott regarding Streeter Hill Road. McKeon noted that the engineered plans have been completed, but they will not stamp the drawings for the project. McKeon has asked them to forward the plans to him. McKeon has noted that he will take them to Warren Stevens and have him take a look at them. McKeon is hoping that Stevens will have some input and/or stamp the plans. McKeon noted he has asked for an estimated cost for the project. Once he receives this, he will forward it to Carrier. *Levlocke moves to authorize Carrier to use the estimated cost (when supplied by McKeon) to fill out and send the letter of intent. Larkin seconded the motion which carried.*

McKeon noted that he will contact Bart Bevis to get an estimated cost for labor.

- Department Head review process – Rick will forward the forms electronically to the Board. Board members and Department Heads are encouraged to look over the form and suggest changes if necessary.
- Selectmen secretary position – It was noted that there was some discussion last week regarding adding evening hours to the Selectmens office to coincide with the Town Clerk and the Tax Collector hours. McKeon noted that it will take a bit to advertise and get applications, while this is happening, the Board should take a hard look at changing the hours, so that they can inform the applicants as to the possibility of the hours.

McKeon moved to enter Non-Public session pursuant to RSA 91-A:3 (b) Larkin second the motion which carried.

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

McKeon noted that Carrier should advertise the position making sure to include the selectmen secretary, Welfare Director and Zoning Board of Adjustment Secretary. The deadline will be a week from the advertisement. The ad will go into the Keene Sentinel and the Brattleboro Reformer for three days. Carrier will look into adding a tab to the website with Employment opportunities. Levlocke will work with Carrier to find a suitable candidate and bring a recommendation to the Board at the next meeting.

- Reverse 911 – Carrier noted that reverse 911 allows two people within the town the authority to contact reverse 911. Carrier noted that this has created an issue in this town as we have 2 Fire Chiefs and one Police Chief. It was noted that it has been discussed that Mutual Aid be Chesterfield's contact with reverse 911 for the fire departments, allowing us to have more than person authorized on the town level. Chief Fairbanks has stated that he is not comfortable being the contact for reverse 911, as he is unsure what he will be doing at the time of an emergency, he may be out on the road and unable to make the call in a timely fashion. He mentioned asking Cheshire County Dispatch being the other contact for the town.

McKeon noted that it makes sense to have these agencies as contact for reverse 911, but would like to ask them if they are willing to be the contact first. The Board would like to see it in writing. Carrier will look into the issue more and report back to the Board.

- Radio interview – Carrier was contacted by Cynthia Georgina from WKBK regarding an interview about town government, history and places of interest in Chesterfield. Carrier will handle the interview on behalf of the Board. It will be a Saturday morning interview between 10:00 and 10:30.
- ZBA appeal waiver of fees – An application has been submitted to the Zoning Board of Adjustment with a request to waive the fees. It was noted that this will be left up to the ZBA to make the decision.
- Selectman project list-
 - Economic Development Committee
McKeon noted that they are scheduled to have a meeting on August 1st.
 - Develop a plan for expanded recreational system – Larkin noted that they held a meeting yesterday. They are completing the final touches on the director's job description and working on a recommended schedule for new programs. They are hoping for a presentation in mid August. Larkin noted that this group has come up with some good ideas and recommendations.
 - Transfer Station enhancement project plan – Larkin noted that he did spend some time at the Transfer Station on Saturday. There is still some work to be done. They are hoping the new free shed will be open for Labor Day. Carrier noted that Leon contacted him regarding a 15 year old that has volunteered to work on free shed . Carrier advised Dunbar that volunteers need to be 18 years of age or older.
- Old business
 - OEM Director position
Larkin noted that he has spoken to Renee Fales. Fales is going out of town and would like to deal with this when she gets back. Fales did note that she is interested in talking about the position. She indicated she would like to meet with Ruth Van Houten to get more information.
- Zoning Issues
 - Eric & Diane Powers – McKeon noted that they cannot go for equitable waiver because he believes they do not have the correct permit. In McKeon's opinion, he noted that they have a permit to expand for family, not for two family building. Zoning Board will handle this.
- Other business

Carrier asked if the Board had a chance to view the updated website. The Board has looked at the website and would like Carrier to proceed.

Levlocke moved to enter Non-Public session pursuant to RSA 91-A:3 (c) McKeon second the motion which carried.

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

Information

- Police department certificate and letter of thanks
- Misc. correspondence & newsletters

Adjournment

With no other business to conduct, Elaine Levlocke moved to adjourn at 9:03 PM, Jim Larkin seconded the motion which carried.

Respectfully submitted,
Tricia Lachenal
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date