

**Town of Chesterfield
Board of Selectmen**

**MINUTES
July 25, 2012**

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

- 6:30 John Keppler & Ruth Van Houten

Keppler advised that since Marilyn Rousseau left and Selectman Emery left there is a need to fill those positions with regard to the Regional Health Emergency Plan. Larkin as the Selectmen's representative to OEM will be the representative for the Emergency Plan. His capacity would be to have the authority to make expenditures and to declare an emergency.

It was noted that replacing Rousseau would be more difficult. McKeon stated he would start by speaking with Steve Dumont to see if he would be willing to step in. Van Houten stated he hadn't responded to her emails. The health person would be the point person for the emergencies. Rousseau was the incident commander. McKeon stated we may need more than one person to cover her duties.

Keppler stated there are bi-monthly meetings for the Greater Monadnock Health network. He advised it would be good if Rousseau's replacement could attend these meetings to stay abreast of the issues. McKeon stated he would contact Dumont as a last attempt to recruit him; he may also have some suggestions.

- Nonpublic RSA 91-A:3 II (a&c)

Levlocke moved to enter nonpublic session pursuant to RSA 91-A:3 II (b). Larkin seconded the motion, which carried.

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

- 7:30 Nonpublic RSA 91-A:3 II (b)

Part I – Jon McKeon recused himself and left the meeting.

Levlocke moved to enter nonpublic session pursuant to RSA 91-A:3 II (b). Larkin seconded the motion, which carried.

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

Levlocke moved to hire Kristin McKeon as the Deputy Town Clerk effective immediately. Larkin seconded the motion, which carried.

Jon McKeon returned to the meeting.

Part II

Levlocke moved to enter nonpublic session pursuant to RSA 91-A:3 II (b). Larkin seconded the motion, which carried.

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

Levlocke moved to authorize Fairbanks to extend a conditional offer of probationary employment to John Mousseau. Larkin seconded the motion, which carried unanimously.

For Signature

- Manifest #30
- Selectmen minutes – July 11th
- Lacroix correspondence
- Intent to cut - Chapdelaine
- Fumicello card

For Discussion

- Monthly meeting email

The Board reviewed and approved the monthly email for August.

- Parks & Rec Activities Enhancement Exp Tr expenditures

P&R Chair John Zannotti has requested a total of \$1,123.15 be expended from this fund for expenses associated with the Triathlon; \$200 for PD special detail, \$200 for a public address announcer and \$723.15 to Gemini Screenprint for tee shirts.

Levlocke moved to expend \$1,123.15 to cover the expenses for the Triathlon out of the P&R Activities Enhancement ET. Larkin seconded the motion, which carried unanimously.

- Tax Collector deed – Secore

Secore has passed her extension date she had requested to make her tax payment to avoid deeding and has not made any further contact with the Town. Larkin asked if someone occupies the house. Carrier advised the last he had known, her daughter occupied the house. Carrier had contacted the mortgage company around July 4th

and they had been made aware of the tax deeding. He has not heard anything back from them either.

Levlocke suggests pushing the tax deeding out for 2 more weeks. She will go down to the property with Fairbanks to make sure the Secores are aware of the deeding. The Board agreed.

➤ Revaluation post card

Carrier had a sample of the post card mailing to be sent to property owners advising of the revaluation. He advised a colored postcard stock would cost \$200 for the quantity we need for this mailing. Postage would be about \$500. Prospect Park can do this mailing for a total cost of \$720 and have it in the mail by the end of this week. The Board approved the mailing to be done by Prospect Park Press but asked that the color of the post card makes the print easily seen. Carrier stated if they don't have the right color it may take a couple of more days and could be up to \$750. The Board advised they still authorize that he go to Prospect Park Press.

➤ Farr Road subdivision development agreement

The Board reviewed Tower's letter with recommendations for changes to the development agreement. McKeon, as the Planning Board representative, answered the questions addressed in Tower's letter.

- An independent engineer was hired by the Town to review the plans.
- Reasonable fees are charged. The applicant bears the cost of all inspections.
- The restrictions are not less restrictive than the Town already has.
- The bonding amounts have been approved by the independent engineer.
- Monuments are to be installed according to the Town's Road Acceptance Policy.
- The Town's engineer will be added to paragraph 8.
- "Town has no responsibility or liability for the road prior to acceptance and dedication" will be added to paragraph 10.
- "Hanson agrees to reimburse the Town for all reasonable fees and costs incurred by the town, including administrative expenses, all costs for Town's engineering firm for review of all plans, bond amounts, easement documents, road documents, road inspections, and all other matters for which the Town required it's engineering firm's assistance in connection with Hanson's Farr Road Subdivision. In addition, Hanson shall also reimburse the Town for all legal costs incurred by the town in connection with the Farr Road subdivision application" will be added following paragraph #16.

The Board agreed to the amendments. Carrier will contact the attorney and applicant with this information.

➤ Selectman project list

1. Business Development group – Levlocke and Larkin will be reviewing the information that McKeon had provided.

2. Newsletter development – Larkin stated he has an outline using Harrisville’s template. He has a tentative name for the newsletter as the Chesterfield Ledger. He stated if anyone had any name suggestions to contact him.

3. Larkin has started plans for the Transfer Station projects. He had hoped to have them for this meeting; however, he became very busy. Larkin stated he has reached out to LaValley Building Supply and will contact Perkins Home Center. He has met with Dunbar to get his opinion of the designs.

Larkin and Dunbar had visited the Hartland Transfer Station facility. They have not developed their projects because they were without funding. Larkin stated that the Chesterfield Transfer Station looks like a shining beacon in organization, cleanliness and safety by comparison.

4. McKeon will email the CIP information to Levlocke and Lachenal to be forwarded onto Roland Vollbehrr and John Koopmann of the Planning Board.

➤ Old business –

- Highway overtime policy – This item will be discussed next week.
- Spofford Place – Carrier advised that Ransom has started on the site Monday.
- Committee membership – Levlocke will contact John Melvin.
- Wheeler property – There were a couple of visits; however, no action.
- Rounds Road – There will be a meeting on site August 16th with residents, Bevis and McKeon.

➤ Next week’s manifest

The manifest will be ready Tuesday afternoon for signing.

➤ Other business

1. Larkin advised that Zannotti didn’t accept the computer from the Town Office as it did not fit their needs.

2. Larkin mentioned the emails he has received from Lauterbach. McKeon stated that the practice shooting was not meeting the required distances and to his knowledge has stopped. The deed issue she mentioned is a civil issue. The hollering and the name calling are issues that the Selectmen should not get involved in. Fairbanks and Chickering are involved. Fairbanks had sent a letter to Lauterbach. The trash issue may be covered by the junkyard ordinance and McKeon would contact Greenwood about that.

3. Levlocke advised that Lorenz wants the dry hydrant removed. He is still seeking to have the blocks replaced however. The Commissioners have not taken responsibility of the damaged blocks but had been willing to replace the blocks to keep the hydrant there. Removing the hydrant will be the responsibility of Lorenz.

4. Levlocke informed the Board of the Granite State Future 3 year grant program. The nine Regional Planning Commissions are leading the project. It will be a Master Plan for the RPC. She stated she would like to participate on the project.

5. McKeon advised of the email from Bevis regarding the Army Corp of Engineers for the River Rd project. McKeon is to contact Molly Kelly to ask if the plan has just been delayed because it was bumped by a more urgent project or has it been taken off the list.

6. Levlocke asked if the Town has ever donated a family pass for the Library's silent auction. The Board directed her to contact the P&R Commissioners.

7. McKeon had spoken with Steve McGrath from the Spofford Lake Association. The SLA do clean up around the lake. McGrath asked if the town would provide garbage bags to do clean up around the lake. Levlocke stated she would donate bags. McKeon suggested using colored bags to identify them as for this use.

8. Carrier advised that someone had complained about a Planet Aid box on Glebe Rd. Greenwood is looking into this; it is currently in the Town's ROW.

Information

- Treasurer's report
- Szmit email – Girroir ZBA decision
- Wheeler property sale report
- Budget Committee resignation – Zannotti
- DOT correspondences – block grant & streetlight
- Misc. correspondence & newsletters

Adjournment

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

The meeting was adjourned at 8:52 pm.

Respectfully submitted,
Carol Ross
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date