

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
March 5, 2014**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:15 p.m. Others in attendance were Board members Elaine Levlocke, Jim Larkin and Town Administrator Rick Carrier.

**FOR SIGNATURE**

- Manifest 10
- Selectmen Minutes – February 26
- DOJ Equitable Sharing Certification
- Stowaway Marine Boat Agent
- Rose Correspondence
- Welcome to Chesterfield Letter
- Veterans Credit Application
- Tower ZBA Representation Correspondence
- Cemetery Deed – Gouin
- Land Use Change Taxes – Larson & Betit-Hancock
- Tax Collector Warranty – Land Use Change Tax

**APPOINTMENT**

- **6:30 p.m. Chet Greenwood, Mike Wiggins**

Wiggins has agreed to serve as Interim Code Enforcement Officer during Greenwood's absence from Memorial Day until Labor Day. The board welcomed Wiggins to this position.

Greenwood presented a proposed change of building permit fees.

*Levlocke moved to consider the building permit fees of changing the method of remodeling, alterations and repairs from square footage to \$5.00 per thousand dollars of estimated cost, costs rounded to the nearest \$1,000.00 effective April 1, 2014. Larkin seconded the motion. The motion passed unanimously.*

It was determined that signage fees need to be established for signs. Levlocke requested that Greenwood write a draft memo on different type of signs, including temporary signs, to be presented at the next meeting.

Levlocke requested that thank you cards be sent to Kevin Rose and Pierre Saba for allowing the board for posting town meeting banners on their properties.

- **7:00 p.m. Melissa Metivier**

Metivier sent an email to Carrier informing him that she will be occupying the Wares Grove Cottage until May 3, without a problem. Metivier stated that she is attempting to be out of the cottage before that date and promised that there would be no more calls or emails for any delays. Metivier asked that she be notified ahead of time, should the board need to have someone come in to work on the cottage.

Metivier stated that she has items frozen in the ground that she needs to move, including a 10x10 white shed with an awning. McKeon inquired as to whether the move could be earlier than May 3 and Metivier replied that she is hoping for an earlier departure date. She added that she has to accumulate enough money to be able to move with the delay in the funds and needs more time for packing.

The board requested that Metivier do a key exchange with Carrier, including the truck keys.

## **FOR DISCUSSION**

- **Website Proposal**

Prospect Communications submitted a proposal of \$1,000 to update the website. Carrier stated that other proposals received were approximately \$5,000.

*Larkin moved to accept the website process through Prospect Communications for the design and construction website for the town at the price of \$1,000, pending town meeting budget approval. Levlocke seconded the motion, which passed unanimously.*

- **Warrant Article Amendment**

**Article 14** was discussed to change the funding amount from \$34,000 to \$21,000 for funding the Police Cruiser Capital Reserve Fund, with the balance of \$13,000 to come from the insurance settlement proceeds. Carrier will contact Mike Bentley, Town Moderator and bring copies of the amendment to Town Meeting.

*McKeon moved to accept the amended version of **Article 14**. Levlocke seconded the motion, which passed unanimously.*

- **Town Hall Use – Destination Imagination**

A report was discussed on existing policies not being followed by two groups using the town hall. This is a school function and the issues will be discussed with the Chesterfield School principal.

- **Town Meeting Ballot Clerks**

Carrier presented a list of town meeting ballot clerks and work schedules. Levlocke and Larkin will be in attendance for most of the day.

- **Town Meeting Preparation**

Levlocke and Larkin will be in attendance for most of the day. Carrier reminded them to bring their budget notebooks.

- **FairPoint Abatement**

The board advised that the town to take no action on the application for abatement from FairPoint.

- **Letter of Interest – Riddlemoser**

A letter of interest was received from Scott Riddlemoser with interest of serving on a board in town. He will be invited to attend the next Selectboard meeting to discuss positions needing to be filled.

- **Old Business & Project List**

Parks & Recreation Director Job Description: The P&R Commission will have a draft description available after the town meeting.

Town Hall Annex: The board will be able to move forward with plans for the Annex after the town meeting.

- **Other Business**

McKeon confirmed that the board members and Parks & Recreation Committee, represented by Traci Fairbanks and John Melvin, will answer P&R questions at the town meeting.

Police Chief Lester Fairbanks reported that the UNFI drivers have seen an increase of parking tickets because the drivers are parking on the side of the road, causing obstruction on the road into the UNFI facility, which violates the town ordinance. Fairbanks would like to work out a resolution of the illegal parking situation.

McKeon reported that the Planning Board did a volunteer merger on two lots. The Planning Board sent back an incomplete application to the First Universalist Church. The Planning Board has asked to be put on the Zoning Board agenda for March 18. Chairman Brad Chesley and James Corliss are drafting a letter to present to the Zoning Board. The letter will be formalized at the March 17 Planning Board meeting.

Carrier reported that Attorney John Ratigan will be talking with the selectboard at 7:00 p.m. on March 18. Carrier added that the Town Hall is reserved for the Zoning Board meeting for March 18, in case a larger room is needed to accommodate the number of people who may want to attend.

McKeon suggested that all attorney letters be distributed, in writing, to all board members for all the committees. He also requested that all phone conversations with attorneys be followed up in writing, with copies to be distributed to all board members of their committees.

Grace will follow up with this request to the Zoning Board and McKeon will follow up with the Planning Board. McKeon added that the Planning Board needs clear definitions in what is coming with any decisions and if there are any restrictions on the decisions.

- **Nonpublic RSA 91-A:3 II (b)**

*Levlocke moved to go into Non-Public per RSA 91-A:3 II (b). The motion was seconded by Larkin, which carried.*

*Levlocke moved to adjourn from Non-public session and seal the minutes. The motion was seconded by Larkin, which carried.*

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

*Levlocke moved to go into Non-Public per RSA 91-A:3 II (a&c). The motion was seconded by Larkin, which carried.*

*Levlocke moved to adjourn from Non-public session and seal the minutes. The motion was seconded by Larkin, which carried.*

### **Bob Brockmann and Dutch Walsh (unscheduled)**

Brockmann and Walsh from the Economic Development Committee met with the Board to discuss the parking situation on Stow Drive and how it impacts United Natural Foods.

*With no other business to conduct, Larkin moved to adjourn at 8:30 p.m. The motion was seconded by Levlocke, which carried.*

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairperson

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Date

\_\_\_\_\_  
Elaine H. Levlocke

\_\_\_\_\_  
Date

\_\_\_\_\_  
James M. Larkin

\_\_\_\_\_  
Date