

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
March 6, 2013**

**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**

- Margaret Halpert (unscheduled)

Halpert was present to give the Board information regarding "Gov Office" to explore the possibility of changing the web site host. She has arranged for a 30 day trial. She asked the Board what they would like to see on it. Levlocke asked if the Board could get access to the log on ID so they could look at it. Halpert will get the information to Carrier to disperse to the Board.

Halpert stated that access could be given to certain sections; for example, the Conservation Commission could access their page to make changes but could not make changes in other sections. This could only be done by the administrator.

The startup cost would be \$3,000 - \$4,000 and then \$600 per year. The Board asked Carrier the current web site host cost is, he stated less than \$400 annually and that includes email. McKeon suggested that we could freshen up the current website.

- 6:30 Mike Bentley

Bentley was present to discuss the Town Warrant. McKeon advised Bentley there will be 3 amendments proposed to Article 3; 1<sup>st</sup> amendment would be to move to approve the Selectboard's recommended budget; 2<sup>nd</sup> would be to move to increase the budget for the PD salary update and the 3<sup>rd</sup> would be to move to increase the budget for longevity increases.

- 7:00 Tom Duston + Lynne Borofsky

Duston and Borofsky were present to discuss a proposal to install a kiosk at the Town Offices. They would pursue a grant to cover the costs. Borofsky stated that for 15 years they have been working on a series of trails in various locations. Each of the trailheads has maps. They want to have a map of hiking trails of Chesterfield or perhaps include all recreation in Chesterfield on the map. The kiosk would house the size of approximately a 2 x 3 ft map and they would like to showcase it at the Town Office building. They asked if it was something the Board would be interested in and get behind. The Board stated they would support the project.

Borofsky left the proposal. Carrier will scan and email the information to the Board. The actual positioning and look of the kiosk will be developed and brought to the Board for approval.

### **For Signature**

- Manifest #9 & 10
- Selectmen Minutes – Feb 20<sup>th</sup>
- Supplemental Intent to Cut – Bergeron
- Audit Engagement letter
- Kwader Agreement and Release

### **For Discussion**

- Town Meeting handouts

McKeon stated he didn't realize the Board had decided to go ahead with both the Longevity plan and the PD Salary Update. He thought that only the longevity plan was going to Town Meeting. Levlocke stated that was his opinion and they have been working continually in hopes to bring both to town meeting.

Levlocke stated that the Police Dept. came to the last meeting and answered the remaining questions of the Board present. We know we have a problem and we need to address it. McKeon stated we haven't had anyone leave because of money. Larkin stated that what he got out of the meeting last week is that we will continue to lose officers. Raising the salary would make the department more appealing to draw veteran officers. We need something that would entice experienced officers. Levlocke stated that if we don't go forward we'll be paying \$90,000 every 3 years to train new personnel. We are fortunate to have the people we do working for the town.

The Board reviewed the longevity pay and the PD salary handouts for Town meeting. Carrier advised the longevity plan would add 5 cents per \$1,000 assessed value and the PD salary update would add 4 cents to the tax rate.

The Board approved the draft handouts.

- Revaluation update

The Board reviewed the progress report of the revaluation. Approximately 48% of the homes have been inspected. Of the 52% that have not be inspected 2% were posted No Trespass, gated or refusals, 6% could not make the dates available for the interior inspections and 44% have not responded to letters or notices left on the door.

CNP would do another round of letters to schedule 2 consecutive Saturdays for those 2% with No Trespass and those 6% that were unavailable. The cost would be \$900.

The Board also reviewed the PA-28 Inventory of Taxable Property. Larkin stated this should also be an option given to people to report any improvements so that

strangers won't go into their homes. Levlocke stated she would have felt better if this was given as an option at the beginning of the revaluation process. Larkin stated that this is a legal DRA form and people should be made aware that it is out there. McKeon suggested that people have the opportunity to use the form. Larkin stated they don't know about it. Levlocke stated she would not vote to use these at this time as she feels this form is asking for information that does not pertain to assessments and should be reviewed if this is to be used in the future by the town. She asked if CNP used these forms. Larkin suggested they must have some. Carrier and McKeon would doubt that.

The Board agreed not to send out more letters for 8% of those No Trespass and unavailable properties. This 8% was clarified, as it was believed all outstanding assessment property owners would receive this letter. It was noted that in May or June the new values will be sent to property owners. At that time they would have the opportunity to meet with the assessor to review the new value, which may include a visit to the property. Some of the 8% could be visited at that time.

➤ Deputy tax collector position

The Board agreed to advertise for the position in the Keene Sentinel.

➤ Welfare budget

Carrier advised that as of this date 47% of the Welfare budget has been spent. He wanted to keep the Board informed.

➤ Library parking lot

Bevis and Anderson have discussed the situation at the library. Part of the problem has to do with the granite curbs not aligning with the sidewalk. This will be discussed at the next Library Trustees meeting on March 19<sup>th</sup>.

➤ Selectman project list

Business development group – McKeon advised they will have their first meeting on Monday March 11<sup>th</sup> at the Town Offices.

Newsletter development – Larkin had a sample of the newsletter. He asked where the monetary fund is coming for the 1<sup>st</sup> printing. He stated after the 1<sup>st</sup> issue, advertising will generate revenue. McKeon will speak with Prospect Communications owner on March 11<sup>th</sup>.

Larkin stated it would mostly be sent out via email to keep costs down. Hard copies could be done for those who don't have internet access. There will be some copies available at Town Meeting.

Transfer Station enhancement – Carrier advised Transfer Station group discussed the financial aspects of recycling. Larkin stated they are on target to start the Free Shed/Book building by late spring.

CIP – Levlocke stated it is ongoing but they should be wrapping it up soon.

➤ Old business

Spofford Place – Carrier advised the EPA has released the liens on the Zampini and Van Oene properties. John Liptak will be present at the Board’s March 20<sup>th</sup> meeting. He has requested that the Town Attorney attend. The Board declined. Any questions could be answered after the meeting.

➤ Other business

1. Larkin had reviewed the Parks & Recreation Director’s job description. Ross will email Levlocke and McKeon with the description to review. Larkin stated that Wares Grove is focused on every year. The Soccer program would not exist if it weren’t for John Melvin. McKeon advised that this is not a Rec program and was to be self sustaining. Larkin stated that if it is not a Rec program then we should state that. He asked how to go about getting it as part of the Rec program; get signatures or get a committee together of interested tax payers to get it going.
2. McKeon advised that the attorney for Donahue’s Gateway project has requested some conditions be removed. This was sent to the Town attorney. He also advised that Pierre Saba has proposed a gas station across from the Riverside Plaza.

➤ Nonpublic RSA 91-A:3 II (a&c)

**Information**

- Police Dept. training certificates
- Misc. correspondence & newsletters

**Adjournment**

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

The public meeting was adjourned at 8:40 pm. The non-public was still to be held. Levlocke will take the minutes for the non-public portion.

Respectfully submitted,  
Carol Ross  
Secretary

Approved by:

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Jon P McKeon, Chairperson

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Date

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Elaine H Levlocke

\_\_\_\_\_  
Date

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James M Larkin

\_\_\_\_\_  
Date