

**Town of Chesterfield
Board of Selectmen
MINUTES
November 20, 2013**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:22 p.m. Others in attendance were Board members Jim Larkin and Administrator Rick Carrier.

FOR SIGNATURE

- Manifest #47
- Selectmen Minutes of November 13, 2013
- Rescue Inc. contract
- Veterans credit applications - 2
- Appointment paper – Zoning Board

APPOINTMENTS

- **6:30 p.m. Parks & Recreation Commission**

Present: Deb Bokum, Joanne Condosta, Tracy Fairbanks and John Melvin

Bokum reported that the Commission will propose the budget for the Commissioner Treasurer salary at \$2,071, based on 85 projected hours from last year, and projected 130 hours for the coming year. Fairbanks stated that if the Parks & Recreation program grows, the Treasurer hours may increase. The new Standard Work Instructions (SWI) is being implemented. It was agreed that the current director position is seasonal/full time and the Commission determines that the position is now closed for the season. McKeon stated that the Commission can redesign the director position and put the job out to bid with the new job description. Fairbanks stated that the commission would like to set up the description to include a 12-month program. The Parks and Recreation Commission have been asked to meet with the Budget Committee on December 17 at 7:15 p.m.

Melvin felt that the beach house needs further discussion on how it will be used and if the director will be required to live there. McKeon stated that the director be required to live at the cottage and should be included in the new job description. Carrier stated that if it is a requirement, it would not be considered a fringe benefit. Condosta inquired as to whether the cottage was weatherized and insulated. McKeon replied that it has been upgraded and Larkin will be completing an inspection on the condition of the cottage soon.

Larkin stated that the director should enhance the programs and get results for short and long range yearly programs. McKeon will work with the Commission to assist them on proposing their budget to the Budget Committee. Fairbanks asked Carrier to add the two line items to the budget for the soccer and triathlon programs. McKeon will look at the projected expense items and has asked the Commission to meet with the Selectboard again before presenting their budget to the Budget Committee on December 17.

Bokum presented plans and a cost estimate to the board on the concession stand. Bokum stated that an estimate was received from Nichols Trees of \$1,000 to take down trees at Ware's Grove. Bart Bevis will do the cleanup. She will document the three bid requests that went out.

- **Library Trustees**

Karen Guyette presented the updated library budget to the board. The trustees took the director's longevity off the table and the employees will be getting 2-step increases this year. McKeon stated that the library director has been getting 5.5% average increase each year for the past eight years and the rest of the town has been getting 2.225% increases. He added that the library director's package includes vacations and insurance, which some comparable library director wages do not get. McKeon recommended supporting one step up process.

Carrier stated that the Budget Committee would like to meet with the library trustees at the budget meeting on December 17. Guyette will get the warrant article to Carrier. Carrier will update the library budget using the one step process.

FOR DISCUSSION

- **Budgets – Resurfacing Update**

Carrier reported that capital expenditures for total mileage for resurfacing has been corrected to 9.25 miles to match the total of miles.

- **Monthly Meeting Email**

Carrier stated that he is still waiting for meeting dates from Parks & Recreation Commission and Economic Development Committee for the monthly meeting schedule.

- **Town Hall Holiday Tree**

Carrier reported that the Friends of Chesterfield Library requested approval of setting up a 15 foot real tree at the town hall this year. Carrier will get more information on how the tree will be anchored.

- **Library Director Budget Salary History**

Carrier provided the board with a salary history for the library director from 2005 through 2014. McKeon felt that the library director didn't qualify for the longevity, due to the 5 step program. She had been receiving an average of 5.5% increase over the past eight years, whereby the other employees had received only 2.2% – 2.5% increases.

- **Lacey Correspondence**

The board received a letter from Walter Lacey of Keene regarding spray painting of trees on his property on Daniels Hill Road, which was done during an official boundary perambulation in April 2012. Carrier will prepare a letter for the board to review at the next board meeting.

- **Municipal Map Sharing**

Carrier provided the board with an overview of the municipal sharing pool being developed by the State to be able to review municipal maps with other municipal officials who participate in the sharing pool. Carrier will write a letter for concerns of the Right-To-Know law and the expected uses.

- **Economic Development Committee Membership**

Bob Lester wrote a letter in September stating that it was the best if he withdrew from the committee, as he would be unable to contribute for a couple of months. Carrier had been contacted by a co-chairman to ask if a member of the board would reach out to Lester to see if he is interested continuing on the committee. McKeon will contact Lester.

- **Next Week's Manifest**

Carrier requested approval of the board for employees to receive paychecks on Wednesday next week. Larkin will sign the approval of the manifest, upon receiving an email and confirmation phone call from Carrier on Tuesday with details.

- **Other Business**

McKeon reported that the Planning Board discussed the letter from Bart Bevis on their request for approval for a Castle Road fix.

Larkin reported that Leon Dunbar has received the bailer at the Transfer Station and is waiting for an electrician to hook it up.

Carrier reported that the Budget Committee requested the selectboard to consider the number of miles to be proposed to be resurfaced. Health insurance buyouts were discussed. The committee also adopted a policy on their minutes will be forward to Carrier by the committee secretary to review. Carrier will forward them to the chairman for a second review. The contents of the minutes will be minimized. Any votes will be recorded by law.

McKeon moved to enter Non-Public session pursuant to RSA 91-A:3 II (a&c) Larkin seconded the motion, which carried.

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

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Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date