

**Town of Chesterfield
Board of Selectmen**

**MINUTES
November 7, 2012**

Call to Order

Vice Chair Elaine Levlocke called the meeting to order at 6:00 pm. Others in attendance were Board member Jim Larkin and Administrator Rick Carrier.

Appointments

- 6:30 Library Trustees, Jane Anderson

Jane Anderson was present with Library Trustees Josh Goldberg and Ken Walton to review the Library budget. The Board reviewed the budget. Levlocke asked about the salary lines increases. Anderson stated that 4 years ago the Trustees had done a comparison with towns of similar size for the Director's salary and increased her salary. She stated she had never gone through the Steps but to be in step with the other Town employees the Library had instituted the Review Steps. She stated she is in Review 3 level. The increase was to try to catch her salary up without a big jump in one year. Levlocke noted that in 2008 Anderson had an 11.1% increase and in 2009 a 10.0% increase in salary. Levlocke thought this would bring Anderson up and be at the top of the Step Review. She stated she needs to investigate this further to see what the agreement was when Anderson was increased to bring her in line with other Towns. McKeon is away and the Board will discuss this when he returns at the end of the month.

The staff all has step increases because they have worked less than the 5 years for the review period and Claudette Russell is in the steps because she has a new position.

Goldberg stated the Board may not have all the information they need. He would send links to the Board for the data collected. He stated the increases in salary were noted in minutes. Goldberg advised that in general the Trustees give a lump sum budget to bring the salaries up.

Levlocke asked about the 50% increase in the Education line. Goldberg stated it is because there are 2 new employees. The Electronic Subscriptions line increased by 27.3%. Goldberg stated there have a higher level of internet service because of the high volume use.

Warrant Article for the Building Maintenance CRF for \$5,000. This was to go towards a new roof and the carpets need to be replaced. Anderson stated they would like to change the name of the CRF to make it include new projects and not just maintenance. Carrier advised to change the name or purpose of a CRF there needs

to be 2/3 vote at Town Meeting. He would recommend that a one year warrant article be done to do a project such as adding air conditioning to the Library.

For Signature

- Manifest #45
- Selectmen minutes – Oct 31st
- Property tax warrant
- Intents to cut – Post & North
- DRA Assessment Data Certificate
- Payroll change notices – PD

For Discussion

- Parks & Rec budget update

The Board reviewed the updated budget with the reduction in increase in the Wares Grove Salary line. The budget increases by 5.4%.

- Capital Reserve funds budgets

The Board reviewed the Capital Reserve funds budgets. The only one that is yet to be determined is the Parks & Rec Activities Enhancement Expendable Trust which would be ½ of the surplus budget from 2012.

- General Government Buildings budget

The Board reviewed the budget; which decreased by 0.2% and included replacement of the Town Hall curtain and a new snow blower.

- Updated Rounds Road plan

The Board reviewed the plan that had been amended to show the location of trees that were not to be removed. A public hearing will be held to declare it an emergency lane enabling the plow trucks an area to turnaround.

- Selectman project list

CIP – ongoing

- Old business

Spofford Place – Liptak is to meet with the Board in January or February.

Committee memberships – Levlocke advised that Davis Peach may be interested in returning to the Planning Board. She will bring this up with the Planning Board chair.

➤ Other business

1. Larkin asked about the status of Spofford Hall. He is concerned with the kids hanging out. Carrier advised there is an agreement in place with John Chakalos to board up broken windows.
2. The Board reviewed Fairbanks' memo regarding Robert Hodgkins request to renew his license to sell firearms. It was noted that the Federal license expires in June 2013 but the Town's expired in March 2012. The Board signed the approval.
3. *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.*

Larkin moved to offer Dean Wright a conditional offer of employment as a full time police officer under the conditions the Board discussed last week. Levlocke seconded the motion, which carried.

4. Levlocke asked Josh Goldberg if he does Web design. He stated he doesn't but could recommend someone. Cynthia Waters had done the Library's website.

Levlocke stated it would be nice to have links to community activities i.e. the Girl Scouts. Larkin stated that when the newsletter is established that would require a link on the Town's website.

Carrier advised that the cost using the company the Town of Hinsdale uses is \$4,000 to set up their website with a cost of \$600 annually to maintain it. He designed Chesterfield's website and currently it costs \$200 annually to host the website. Carrier stated he didn't put large pictures on the web as it would severely slow down for people that have dial up service. He expressed concern with not having control of the website would delay emergency notices; currently he and Ross amend the web page immediately for emergency situations.

Information

- DOT inspection of bridges
- 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 7:05 pm.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date