

**Town of Chesterfield
Board of Selectmen
MINUTES
OCTOBER 23, 2013**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:10 p.m. Others in attendance were Board members Jim Larkin, Elaine Levlocke and Administrator Rick Carrier.

FOR SIGNATURE

- Manifest #43
- Selectmen Minutes – October 16th
- Yield Tax Certification - Cersosimo
- Yield Tax Warrant
- NHDOT Correspondence
- Reverse 911 Authorization Form

APPOINTMENTS

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

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

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

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

6:45 p.m. Leon Dunbar

Transfer Station Budget

Levlocke stated that the hourly rate, for the part time position, needs to be corrected in the budget. The electricity line item will be effected by the new bailing equipment. It was suggested that the bailing wire be set up as a new line item. Dunbar will provide a second draft with the proposed budget changes.

Dunbar inquired on the procedure for an employee to change departments.

FOR DISCUSSION

- **Reverse 911**

Carrier contacted four local towns being serviced by the EPZ Zone who have Code Red. Two of the towns were not interested in going with Reverse 911. Carrier will contact Westmoreland, Walpole and Marlboro to see if they would be interested in training. Carrier will send in the signed authorization form to be processed.

- **Woodbury Road**

Carrier has discussed the surveying process on Woodbury Road with Mr. Chase to establish a base line for the town for future road concerns. It was suggested that an attorney be contacted for more information on drainage rights. Larkin requested that David Mann photograph the monuments as they are being installed by the Town. McKeon also stated that the monuments can be located via GPS. McKeon suggested that Mr. Chase come to the Selectboard, after the monuments are set in place.

- **Town Office Snowblower**

Leon Dunbar researched options on two snowblowers being considered for purchase. It was decided that the Simplicity model was a better constructed unit and thus a better value. Approval was given to Dunbar to make the purchase.

- **Digital Tax Map**

The board approved the release of town's digitized maps from the Southwestern Regional Planning Commission to Geostellar.

- **Library Parking Lot**

Library Trustee, Ed Cheever, was not getting responses returned in a timely manner for proposals for site planning services. Cheever presented a proposal from SVE. Carrier and McKeon will work with Cheever to attempt to get at least three bid proposals.

- **Town Hall Repairs**

McKeon presented a scope of work to be done at the Town Hall. An ad will be placed in the Keene Sentinel for bid proposals, with a two week deadline for accepting proposals. Larkin requested that general liability and workmen's compensation insurance, up to \$2M be required.

Carrier reported that the Conservation Commission was pleased with the location proposed for the new kiosk at the Town Offices. McKeon suggested contacting Chet Greenwood to trace the electrical wires buried along the sidewalk.

- **Tree Work by the School**

Carrier reported that the tree pruner removed some of the branches to take weight off the limbs.

- **November Selectboard Schedule**

The Selectboard will not be meeting on Wednesday, November 23.

- **Selectmen Project List**

Economic Development Committee: Carrier will set up a phone line for McKeon to call in for attending the meeting on October 24.

Development Plan for Expanded Recreational System: McKeon stated that the board requests a written job description of the director of what there is at present from the Recreation Committee. The next meeting is scheduled for November 16. Deb Bokum will be meeting with the Board of Selectmen on November 13 to discuss the job description. Larkin recommended that the entire Commission to attend. Larkin asked Metevier if she would take over the basketball program. (This is not a decision of the Board of Selectmen).

Eric Barnes has requested information on becoming a member of the Commission. Van Houten's position needs to be filled. There are currently no alternates on the Commission. It was recommended that Barnes be asked to attend the next Parks and Recreation meeting.

- **Old Business**

Town Meeting Date: The decision will not apply to this year. A decision can be made by the voters to change the day or split the date of Town Meeting in anticipation of an increase of participation. Carrier will get more legal information for the next board meeting.

Election Officials Meeting: To be discussed at the November 6th meeting

Reverse 911: McKeon will work on getting a schedule for training.

Board Appointments:

Planning Commission – Carrier to prepare appointment papers for Chesley and Lawson-Kelleher

Zoning Board of Adjustment – Evans & Fales terms will be expiring.

Parks & Recreation – Fairbanks and Bokum terms will be expiring.

Conservation Commission – Kathy Thatcher term will be expiring.

Wares Grove Cottage Occupancy Agreement: Greenwood, Levlocke, Metevier and Carrier will be meeting on November 14.

Update Website: Carrier met with Tanner Black. Black will provide a website link overview. Black's fee would be \$150 plus the cost for software. McKeon has another contact.

- **Other Business**

Barbara Girs suggested that the address be added to the Town Office sign in the front of the building. She also suggested that a notice be placed at the old Town Office building with instructions of the location the new office building. Girs requested to look at weather stripping at the new Town Office building. She also suggested that a sign be placed near the entrance of the building to assist people in locating the police department entrance. Girs also stated that she has observed light through all of the doorways in the Town office building. She suggested that these be addressed to help keep down the cost of heating and cooling.

Van Houten Appreciation Gift Ideas: A suggestion was made to present Van Houten with a gift at the of appreciation ceremony on October 27.

Levlocke made a motion to name the OEM room after Ruth Van Houten for her years of dedication and devotion to the Town of Chesterfield as OEM. The motion was seconded by Larkin. The motion passed unanimously.

New at Town Hall: New curtains have been made and installed at the Town Hall by Oliver Mousseau.

Highway Department Applications: Larkin reviewed two applications for the opening part time position, but did not get the applications of the two people interviewed by Carrier and Bevis. Larkin would like to discuss the applicants with Bevis. Carrier may be asked to be included for further discussion on the applicants, possibly for October 24 or 25

Planning Board Proposed Fed Ex Expansion Request: There are additional conditions for approval for the project for a building addition and 24 additional parking spaces. There were concerns of the volume capacity for the cistern and the added coverage of the footprint for the building. Another issue was increased traffic. D.O.T. may be asked to get involved in a traffic study.

Spofford Fire Meeting: Levlocke reported that the Spofford Fire Dept. will be holding an open house. They will also be offering a CPR course to the public.

Tax Rate: Carrier reported the 2013 unassigned fund balance is \$1,163,190 and to use \$165,000 of that to offset taxes. It is estimated that the municipal tax rate will be approximately \$4.10. Carrier noted that using last year's property values before the revaluation, the estimated tax rate would be \$3.50. Approval was given to have Carrier set the tax rate.

Town Car: The board gave approval for up to \$500 to have the gas tank repaired.

Conservation Commission Public Hearing: October 28, 2013 at 7:00 p.m. at the Town Offices

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

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

With no other business to conduct, Larkin moved to adjourn at 9:30 p.m. McKeon seconded the motion, which carried.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date