

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
October 3, 2012**

**Call to Order**

Chairman Jon McKeon called the meeting to order at 6:10 pm. Others in attendance were Board member Elaine Levlocke and Administrator Rick Carrier.

**Appointments**

- 6:15 Bart Bevis nonpublic RSA 91-A:3 II (a&c)

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

*Levlocke moved to adjourn from nonpublic session. McKeon seconded the motion, which carried.*

Woodbury Rd – Bevis advised that Larkin had gone and checked out the road. Larkin advised him that the road looked in good shape. McKeon asked to get a map of the property lines so that we can know where the Town's ROW is. He stated the Board would contact the property owner and establish the ROW and let him know that he can't keep anything in the ROW or the Board would take measures to remove it. The objective is to establish the water ways as they have traditionally been, and have a written document that the town and land owner can use moving forward to remove the ambiguity in the rights and movement of water ways, material and equipment.

Stones Mill Rd – Bevis advised that he and Larkin will check out the road tomorrow. This is a Class VI road and is maintained by the property owners. The property owners were looking to petition this road be upgraded and taken over by the Town for snow plowing. Bevis stated that if it were designated an emergency lane the Highway Dept would do its best to keep it open for emergency traffic by plowing only.

Bevis advised that David Mann will be done with the Rounds Rd ROW by the end of this week.

- 7:00 Mark Lathrop nonpublic RSA 91-A:3 II (c)

*Levlocke moved to enter nonpublic session pursuant to RSA 91-A:3 II (c). McKeon seconded the motion, which carried.*

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

➤ 7:15 Barbara Girs

Girs stated she would have the warrant for the election next week for the Board to sign. She presented a list of the Selectboard's responsibilities with regard to elections. She noted that 2 Board members have to be present at Federal elections. Girs advised there needs to be an inspector of elections for each party; usually these are done but if they aren't the Board needs to appoint inspectors. Girs stated the inspector's would serve as ballot clerks.

Girs stated that the moderator is supposed to get ballot clerks. She stated she would be getting together with Michael Bentley to go over the moderator's duties. She will get the ballot clerks for the federal election because of the late date.

Girs stated that the statues require a more defined handicap parking area; more signs are needed.

Girs stated she would like to change her hours in the evening from 5:00 – 8:00 to match the Tax Collector from 4:00 – 7:00. She also stated she would like to change the hours the day after elections instead of 9:00 am to 1:00, change it to 4:00 pm to 7:00 pm. This is due to the late hour on Election Day. Carrier stated he would post this on the web if she gave him the information in writing. It could also go in the monthly email. Girs has suggested having surveys to see what kind of response she would get.

Girs asked if the Board would permit her to cut away the plastic that was showing on the island in the parking lot. She would then sprinkle wild flower seeds that would come up in the spring. The Board approved.

**For Signature**

- Manifest #40
- Selectmen minutes – Sept 26<sup>th</sup>
- PSNH pole license
- Rescue Inc contract
- Department Head Reviews

**For Discussion**

- Deputy Health Officer

Levlocke advised that Van Houten had reviewed the draft OEM Health Officer job description. Van Houten asked that it be changed as the position gets going. She would also like Trained in EOC by the State added under the Duties and Responsibilities. The Board will amend the description.

➤ Tax map request

A firm representing TransCanada has requested copies of the digitized Town maps. They had signed the Memo of Understanding. The Board approved the request.

➤ Planning Board budget

The Board reviewed the Planning Board budget. It was reduced by 2.7%. The Board approved the budget.

➤ Planning Board membership

McKeon advised that he and Brad Chesley, Planning Board Chair, met with Bob Del Sesto prior to the Planning Board meeting Monday regarding the complaint that was lodged against Del Sesto. McKeon believes Del Sesto understood what they told him because he listened to the Chair at that meeting. The Board reviewed the draft letter. It was noted that according to the RSA Del Sesto is entitled to stay in office if there has not been an appointment. The Board tabled this to give Larkin a chance to review the letter.

➤ Tax deed property – Koopmann

Koopmann was to pay the 1<sup>st</sup> installment of \$3,000 by October 1<sup>st</sup> for the 2009 property taxes but never came in. McKeon advised that Koopmann had asked him to call him after the Planning Board meeting Monday night. The meeting didn't get over till almost midnight and McKeon hadn't yet called him; he did call during this meeting but was only able to leave a message.

The Board reviewed the attorney's draft agreement but does not recommend that the Board go that route as in his opinion it was not in the best interest of the Town. The Board asked that the agreement be changed. McKeon stated right now we have all the rights on our side including ownership. It seems the verbal agreement is already broken because Koopmann missed the 1<sup>st</sup> payment.

Carrier asked the Board if they wanted him to contact the attorney to ask if we should have the utilities switched to the Town's name. The Board agreed.

➤ Town Hall use – State of NH

Carrier advised the State would like to use the Town Hall on October 20<sup>th</sup> to hold an informational meeting regarding logging in Pisgah Park. They cannot provide proof of liability insurance or the security deposit. The Board discussed the liability issues. Carrier advised he would like to attend so he would be able to answer questions that come to the office. The Board agreed to keep custody and control of the meeting so this would be covered under the Town's liability insurance. The meeting will be held on Saturday, October 20<sup>th</sup> 9:00 am till 11:00 am. If for some reason Carrier will not be available he will contact the Board. A Town Hall key will not be given to the State.

➤ Other business

1. McKeon advised that he had noticed there were no erosion control measures taken on the State Liquor Store building site. He will contact Doug Graham.
2. Levlocke stated that it was recommended that a copy of the Town Hall Rental Policy be enlarged and hung at the Town Hall. The Board agreed.
3. Levlocke advised she went to the Brownsfield meeting regarding Spofford Place and Khyber's. She stated that she was not as familiar with the terms and asked that Ransom and Liptak come to the Board to discuss this further. She was advised by Liptak that the Town could continue with the cleanup of Electrosonics if the Town took over the property. McKeon stated the Town would not take over the property until the liens are released. Carrier reminded the Board of MRI's proposal for economic support services.
4. McKeon advised that the Donahue Cluster Development has been conditionally approved by the Planning Board.
5. McKeon advised that the Kwader subdivision has been continued to the next meeting.
6. Levlocke asked if the bonus was still available in the budget. McKeon advised it has been phased out. She stated she would like to have an employee meeting as an open forum.
7. McKeon advised he and Kristin would like to go to the Planning and Zoning workshop. Ross will take care of registration and payment.

➤ Nonpublic RSA 91-A:3 II (c)

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**Information**

- Letter of appreciation – police department
- Rescue Inc Consortium – Executive Summary
- Greenwood outside employment
- Misc. correspondence & newsletters

**Adjournment**

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

The meeting was adjourned at 9:30 pm.

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

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

\_\_\_\_\_  
Date