

**Town of Chesterfield
Board of Selectmen
MINUTES
OCTOBER 30, 2013**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:20 p.m. Others in attendance were Board members Elaine Levlocke, Jim Larkin and Administrator Rick Carrier.

FOR SIGNATURE

- Manifest #44
- Selectmen Minutes – October 23
- OEM Director Appointment
- Appointment Papers – Planning Board
- Payroll Change Notice
- Cardboard Bailer Contract
- Compactor Contract

APPOINTMENTS

- **6:30 p.m. Chris Flagg/Cemetery Trustees**

Flagg and Neil Jenness presented the proposed Cemetery budget. Reducing the part time labor rate was discussed. Flagg will provide Carrier with a breakdown of hours to be included on the budget. Jenness has agreed to work on the Town's Master Plan as an advisor.

- **7:00 p.m. Lester Fairbanks/Police Budget**

Fairbanks and Duane Chickering reported on the police department budget items. Overtime is down because the department is back to full staff. The prosecutor budget is down because that has been reduced to one position, with contracting out as needed. Fairbanks reported that a donation of \$5,000 is being offered, by a resident, to go toward the fire and police departments.

Fairbanks suggested that an amendment to the Town Ordinance to be changed to read up to \$100 for civil forfeitures.

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.

FOR DISCUSSION

- **October 16 Selectmen Minutes**

Woodbury Road – The board approved the request of Bart Bevis to correct the record with the following information for the October 16 Selectboard meeting minutes:

“Mann presented a recreated road map of Woodbury Road, with evident tops of banks and old fence lines, when road was constructed and random stone walls . . .”

The board agreed to correct the record for the following paragraph to read:

Bevis reported on the expense and amount of damage done by storm of September 12 and 13 on Castle, Orchard, Gulf and Swanzey Roads. Beaver dam near Tolman property appears to have collapsed resulting in culvert washout on Old Swanzey Road near the Lester residence. 24” pipe replaced with 36” pipe. Bevis met with homeowner, engineer, contractor and Town Administrator in an attempt to resolve culvert issues on Castle Road. Secondary 24” culvert has been proposed. Streeter Hill had no damage from this storm. Bevis is still waiting for engineered design to solve issues on this section of road.

- **Bailer and Contractor**

The APR contract was discussed and the board signed the contract for the Transfer Station.

- **Town Car**

A quote of \$900 was received for the gas tank repairs. Carrier will provide more quotes at the next meeting.

- **Town Meeting Date Option**

Carrier reported the legal process requirement, by NHMA, to split the town meeting date into two portions. This topic will be discussed further at the next board meeting.

- **Budget – Solid Waste**

Dunbar provided a second draft with proposed budget changes and included a budget for electricity for recycling each cycle. Concrete was poured for the compacter.

- **Budgets – Executive, Financial Administration**

Carrier reported that the homeland security grants are dropped by \$5,000 because of fewer homeland grants available. The checklist is up because of three elections in 2014, versus one. Office equipment is up because the town clerk has asked for a fireproof file storage unit.

Bookkeeper salary is up due to a new process change. McKeon felt that this could be a one-time budgeted item change, where it could be decreased in the future.

- **Economic Development Committee Budget Request**

Bob Brockmann requested \$2,400 for 2014, to cover materials, supplies, advertising and promotion, consultation fees and web design and upgrade.

Levlocke moved to create a Chesterfield Economic Development line item for the purposes of the work of the economic development of \$2,400. Larkin second the motion, motion passed.

Carrier reported that the web designer has not reported back to him. Carrier also reported that Shawn Dean has not attended any meetings and Dave Thomas has not made a meeting in many months. Levlocke will talk with Thomas and McKeon will talk with Dean to see if they have any further interest in continuing on the EDC. The next EDC meeting is scheduled for November 21.

- **Town Hall Repairs**

Carrier will budget for projects for next year's budget for spring projects. Only painted items on the town hall cupola will be painted. McKeon suggested adding 15% to the project .

- **Conservation Committee Public Hearing**

\$17,000 was requested of the town to go toward the easement.

Levlocke moved to approve, up to \$17,000 from the conservation fund, for the purpose of the conservation easement of West Hill Parcel, to include 136 acres for the Otter Pond parcel and 39 acres for the West Hill Parcel. Larkin seconded the motion, which passed.

SELECTMAN PROJECT LIST

- **Develop Plan for Expanded Recreation System**

Larkin reported that he anticipates the Advisory Committee will discuss the job description, of what they have created of the director, to be supported by the members of the advisory and the town, and also the activity structure in pursuing a director's position in handling a year round program for Parks and Recreation. McKeon stated that Parks and Recreation needs to get through the budget cycle.

- **Reverse 911**

Carrier reported that Marlborough is not interested in being involved with Reverse 911 at this time. Westmoreland is already using Reverse 911 and the administrative assistant has already been trained.

- **Board Appointments**

Conservation Commission – McKeon will contact Kathy Thatcher for her interest in her remaining on the commission.

Zoning Board of Adjustment – Renee Fales and Lucky Evans will be contacted.

Parks and Recreations – Larkin will contact Deb Bokum, Tracy Fairbanks and Eric Barnes.

- **Update Website**

Carrier has not heard from Tanner.

OTHER BUSINESS

McKeon suggested that a letter of clarification be sent to the editor at the Brattleboro Reformer for a letter previously written a John Smith, regarding the fire department for authority and ability to spend money, that is separate from the board of selectmen who has the authority to spend for town purposes. McKeon will send a draft to Carrier.

Larkin reported that he would like to interview 5 or 6 of the applicants with Bevis for the part time highway department position. Larkin and Carrier will get together to go over the process.

Carrier stated that bill for the burning without a permit on White Birch Drive has been paid in full.

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

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Larkin moved to adjourn the meeting. McKeon seconded the motion, which passed. The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date