

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
September 19, 2012**

**Call to Order**

Chairman Jon McKeon called the meeting to order at 6:00 pm. Others in attendance were Board members Elaine Levlocke, Jim Larkin and Administrator Rick Carrier.

**Appointments**

- 6:30 pm Bart Bevis and Nonpublic RSA 91-A:3 II (a&c)

The Board reviewed the Highway Dept Budget. As presented the increase would be 2.2%. The Asphalt line increases by 25% and Chloride by 50%. The uniform line increased by 21.1% but that was written in the contract.

McKeon stated he would not recommend reducing the asphalt line as it is cheaper to maintain roads than to replace them. He suggests keeping the budget as it is set now and relook at it when more budgets come in.

Warrant Articles – Bevis proposes increasing the 2013 Equipment Replacement CRF to \$100,000. This would replace \$24,000 taken out 3 – 4 years ago. If he doesn't put it in he would go into the red.

Bevis advised that the Mack 2001 is up for replacement but he would like to replace the 1998 International and use the Mack in place of the 1998 as a low usage vehicle.

Larkin asked if he had looked at good used 5 years old or less. Bevis stated the good ones are being held onto; otherwise, you are putting money into repairs. Bevis stated that he would like to go to auctions to see about backhoe replacement but would need prior approval. It was noted that perhaps he could get an "up to amount" approved.

Trenching Permits – Bevis advised that work had been done in the Town's ROW that required a trenching permit in the Cersosimo Development. Sprinklers were installed approximately 1 foot from the edge of the paving. It was noted they could be hit while plowing. Bevis is meeting with the property owner tomorrow. McKeon suggests that he move them and that would be in his best interest.

Catsbane Brook – Bevis, McKeon, Lyle Hoag and Steve Chickering met on site. McKeon stated that left as it is there would be an event causing issues at the bridge. Hoag will do the work next week providing the weather holds. The cost would be under \$4,000. Bevis is meeting with Hoag tomorrow.

Nonpublic RSA 91-A:3 II (a&c)

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

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

➤ 7:30 pm Camille Coulburn

Coulburn advised she lives at 30 Pine Tree Circle, Spofford. She was concerned with the deterioration of Spofford Village and is requesting information. She stated the temporary PD building looks bad. The door still has the PD sign on it and it should be removed. Levlocke stated the sign could be painted over.

McKeon stated the Board has been working of the village for 4 years trying to get things cleaned up. They are working with Southwest Regional Planning Commission for the hazardous material clean up. We are now in Phase II of the process. The Board is working with the State and the Feds to get the liens released. The temporary PD building is tied into the property across the street for parking. Ultimately the Board's goal is to get the brick building cleaned up and get the properties sold and back on the tax rolls. McKeon advised that last year there was a warrant article to raise funds to remove the building but it was shot down at Town Meeting.

Coulburn asked about maintaining or preserving the building at least to scrape and paint it. The Board advised that a petition could go to Town Meeting for the Town to vote on.

➤ 8:00 pm John Koopmann

Koopmann requested that the Board go into non-public. He was advised that it could only be done for specific reasons.

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

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

Chesterfield Gorge – Koopmann advised that there had been a meeting with DRED regarding the gorge and the State doesn't want the volunteers to do any repairs/maintenance at the gorge to avoid liability issues. DRED had suggested that the Town could take over the area as the State is not going to do anything with it. He asked if the Town would be receptive to taking over the area. The Park & Ride would still be maintained by the State.

**For Signature**

- Manifest #38
- Selectmen minutes – Sept 5<sup>th</sup>
- Payroll change notice – highway
- Appointment paper – Budget Committee

**For Discussion**

- Lake level

Carrier advised typically the lake level is lowered around Columbus Day. Before the rain yesterday the level was approximately 4 inches under the ideal for summer. The Board reviewed the Brehm's letter advising there had been an agreement that the lake level would be lowered every 5 – 6 years so that repairs to be made to walls, etc on shore areas. They have their wetland permit to do the work. They are requesting that the level be reduced this year in time to do necessary repairs. It was noted that the level is still affected by the rain fall this time of year.

Levlocke asked if the lowering were noticed. Carrier advised that it is put in the newspaper every year.

It was noted that next year DOT will be doing the work on Route 63 and the Board expects they will request that the lake is lowered possibly sooner and lower than what is expected. Larkin asked that Brehm be notified of the lake lowering in October.

Ross stated she had heard that there was an agreement between the Town and Spofford Lake Assoc about lowering the lake lower every 5 years or so. Carrier will research Selectmen's minutes. The Board directed Carrier to notice the paper for the Columbus Day date.

Don Brehm arrived at the meeting and the Board explained that it was too late for an earlier date to lower the level due to time needed to post it. They informed him of DOT's plans for next year. Brehm stated he could make the repairs if the lake were to go down 1 to 1 ½ ft.

- Utility values

Every year DRA assesses utility values in Chesterfield. This year, DRA is stating that the values will not be final until mid-December. The Board reviewed the draft values and recommends the Town use these values at this time. These values may not change and if the Town waits until mid December, the tax rate would not be set until January. Using the draft values would eliminate the need to borrow a minimum of 2 million dollars because of the delay in tax bills going out.

*Levlocke moved to accept the draft utility values. Larkin seconded the motion, which carried unanimously.*

➤ Estimate revenues 2012

Carrier recommends using \$100,000 of the general fund balance to reduce taxes; this will leave the fund balance within the recommended range determined by DRA.

*Larkin moves to use \$100,000 from the general fund to reduce taxes. Levlocke seconded the motion, which carried unanimously.*

Carrier asked if any Board members were interested in meeting with him and DRA when the tax rate is set. The meeting would be held in his office and he would know a day or so in advance. Levlocke stated she would like to if she were available. Larkin would also like to know when the meeting was.

➤ Retirement rates

The Board reviewed the new rates that would be effective in 2013. The rates would go up over 20% and the increase cost would be over \$10,000.

➤ Deputy Health Officer

McKeon asked if we wanted to advertise for the position duty specific. Van Houten advised that Dave Sheldon had expressed interest. There needs to be someone to work with OEM in the Health Dept. She asked that a Deputy Health Officer be designated for Health only. The Town would pay for meetings attended each month. Attending the Health meetings would make them ready to address emergencies when they arise. Van Houten stated that Sheldon has experience in Radiation Defense. McKeon sees no problems with Sheldon in Health only compensating him the same way Rousseau had been. Van Houten will contact Sheldon to see if he is interested and will get back to the Board.

➤ Tax deeded house

The Board asked Koopmann if he had any time frame for making payment for the 2009 taxes. Koopmann stated he could have \$10,000 by November 1<sup>st</sup>. If the Board required he could have \$3,000 by the end of this month.

Carrier advised that LGC had informed him that the Board could give the property back to Koopmann for taxes, fees, insurance costs, incidental costs and 15% of the assessed value.

Koopmann stated he can agree to pay \$3,000 by the end of the month. McKeon stated he wanted to make sure the Town gets reimbursement for expenses. There needs to be some agreement from now until the taxes are paid off.

Carrier will contact the Town Attorney to draw up an agreement to permit Koopmann to stay in the house until November 2012. He will get an agreement for payments to be made the end of September, end of October and the balance at the end of

November. McKeon stated a signed agreement is for the Town and Koopmann's benefit.

➤ Selectman project list

**Transfer Station enhancement project plan** – Larkin advised he will have one more meeting with Dunbar then Dunbar will come to the Board.

**Highway OT policy** – McKeon stated the Board could limit time the Highway Dept could drive/work specific to snow removal. He would suggest limiting time to 18 hours and the employee cannot continue without 8 hours away from work. He would suggest overtime for snow removal to start after 8 hours and not the 40 hours as is the policy now. When they get called out for holidays November 1<sup>st</sup> to March 1<sup>st</sup> they would get overtime pay. Carrier advised that during this time frame Holidays are considered time worked so that they would not lose overtime.

Levlocke stated she had contacted LGC and was advised that time worked is at the discretion of the Road Agent. They suggested that if the policy works as it is then don't change it because if there is a policy the Town would have to adhere to it. Levlocke stated that Bevis takes precautions and oversees his crew. He'll ask the men if they need to go home or rest and will observe them to make sure they are okay. McKeon stated we don't have to change the policy. Levlocke suggests that the Board leave the policy as it is but keep looking at it. McKeon agreed. Larkin stated it just takes 1 time to have a problem.

➤ Old business

**Spofford Place** – Southwest Regional Planning Commission will be meeting with the Brownsfield Committee to discuss progress on October 3<sup>rd</sup> at the Keene Library.

**Road projects** – The Board reviewed the spreadsheet compiled by McKeon and Bevis showing the 5 roads in Town that need extensive work noting the problem/need, proposed date for engineering assessment, cost of engineering assessment, date and cost for engineer construction documents, dates and cost of construction and anticipated completion. McKeon advised that there is a 6<sup>th</sup> road, Pond Brook Rd, not on the list where the culvert is eroding from the inside plus the headwall is failing. This list should be incorporated into the CIP.

**Rounds Road** – Bevis and David Mann are researching the history of the road.

➤ Other business

1. Levlocke advised that at the Budget Committee meeting it was suggested that the COLA be increased if we can do it without increasing taxes. She stated she is concerned with the pay scale in Town. The employees are here to provide a service and they do. She expressed concern that we would start losing good quality people because they need more money to survive. McKeon stated that our benefit package for full time employees is much better than surrounding

towns. He stated that annually the Board reviews the pay scale/benefits with like sized towns in the area. We usually have the information in October from LGC. Levlocke stated she would like to consider ways to show appreciation to the employees.

2. McKeon advised that Cersosimo Gravel Pit has sent plans to the Planning Board. A letter of deficiencies they still have was sent to Cersosimo from the PB and they are to come to the PB on October 1<sup>st</sup>.
3. McKeon advised that Paul Saba/Big Deal has withdrawn his application due to one member of the Planning Board who didn't want to consider the review until the safety of loading and unloading is addressed as it doesn't come close to the Town's regulations. Part of the issue is that trucks are reported to be parking in the break down lane of Route 9. The safety issues need to have the Code Enforcement Officer check it out to make sure these are not code issues that need to be dealt with. There is to be no parking by the medium and there are no parking signs. Saba has requested to come to discuss his application with the Selectboard next week.
4. Levlocke asked if the PD decal could be painted over on the Spofford village building. Larkin stated he will roll grey paint over the decal.
5. Larkin stated he has been to the last few ZBA meetings and is concerned that Bob Del Sesto is giving information to the ZBA as a representative of the Planning Board and not just as his personal opinion.
6. McKeon advised that the Spofford Lake Assoc had an inspection done of the lake for invasive species. None were found but there were species found that helps to keep milfoil out of the lake. It was a very positive report.

➤ Nonpublic RSA 91-A:3 II (d)

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

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

➤ Nonpublic RSA 91-A:3 II (c)

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

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

➤ Nonpublic RSA 91-A:3 II (a&c)

*Levlocke moved to enter nonpublic 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. Levlocke seconded the motion, which carried.*

**Information**

- Treasurer's report
- Wheeler lot info
- Rescue Inc consortium
- Brehm wetlands permit
- United Way request
- 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 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