

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
June 4, 2014**

**CALL TO ORDER**

Vice Chairman Elaine Levlocke called the meeting to order at 6:22 p.m. Others in attendance were Board member Jim Larkin and Rick Carrier, Town Administrator. Chairman Jon McKeon arrived at 6:40 p.m.

**APPOINTMENT**

- **6:30 Dave Bergeron**

Present: Dave Bergeron of Brickstone Masons and Charlie Donahue  
Bergeron is working with the Planning Board to get the plans signed for the Donahue project on Route 63. The Planning Board requested that Bergeron and Donahue discuss the bonding for the road with the Selectboard on the Gateway Preserve for the condominium project. The Planning Board has a condition that bonding be required at the time the building permit is requested for the project. Bergeron noted that Donahue may not be starting the project for several years and is requesting a negotiation on prices for the bonding. Bergeron presented a note to be added to the plans to be sure that the bonding is still required. He added that the Planning Board has agreed to allow the project for the road to be built in phases. Bergeron stated that 19 acres, of the 75 acre parcel, will be developed. Copies of the plans for the four phase development of the road were reviewed by the selectmen. Levlocke suggested that the note is reviewed by the Planning Board and legal counsel for the town. McKeon stated that when Phase I is completed and the project moves to Phase II, the bonding should be in sync with the construction.

McKeon suggested that the base road be down 2-3 years of travel for the wear course. He added that sign off could be at 100% for Phase I, if the fire pond was established, growth and erosion is complete. At the applicant's suggestion an inspection on the pavement and roadbed, including drainage, if all items are in per plan, for the bond can be reduced at 70%.

McKeon suggested that the applicant hire an independent engineer to look at the base course when Phase I and Phase II is complete to work out a reduction in payment. Any engineering costs to the town will be passed on to the applicant.

The town attorney will review the memo, plans and description of line items for approval.

**FOR SIGNATURE**

- Manifest #23
- Selectmen Minutes –May 21, 2014
- Payroll Change Notices – Parks & Recreation and Highway

## FOR DISCUSSION

- **Property Tax Abatement**

The Board reviewed the abatement recommendations from John Hatfield for the following applications:

**Suzanne Accorsi** – granted – The land was adjusted for the size/shape of the lot.

Previous assessment: \$491,300 Revised assessment: \$453,600

*Levlocke moved to grant the abatement request for Suzanne Accorsi per Commerford Nieder Perkins, LLC recommendation. Larkin seconded the motion, which carried unanimously.*

- **Investment Policy**

The board approved the investment policy, with no changes made from last year's policy.

- **Background Checks**

Carrier stated that background checks can be performed for 17 year olds. Backgrounds checks will be performed on all new hires for the Parks and Recreation program. It will be required to have background checks on all new hires for 2014 before employment begins. Carrier stated that there are usually 18-20 positions required to run the Parks & Recreation Summer Program.

*Levlocke moved to accept the candidate background check process per RSA 41:9-b. Larkin seconded the motion, which passed unanimously.*

Carrier stated that record checks are good for two years. The selectboard agreed to pay \$1,000 deposit for setting up an account at the Department of Safety for the background checks for 2014.

A Chesterfield police representative will be invited to the June 18 selectboard meeting to explain the hiring of minors under the age of 17 years of age.

- **Lyman Way Status**

Present: Levi Chickering and David Gale

Chickering inquired as to why Lyman Way was not a town road. Carrier's written report to the board, dated June 4, indicated that the road was accepted in 1988 by (Article 33)Town Meeting vote, when all the requirements of the Selectmen and Road Agent were met. He did not find a deed at the Cheshire County Registry of Deeds for Lyman Way nor was a copy of a bond found. Chickering did not have any written documentation. Levlocke stated that, without a paper trail, the board has no knowledge of what the basis for approval was. McKeon stated that the road should meet the standards currently required. Levlocke suggested that more research be done. Gale researched the project ten years ago and could not find any documentation. The board will continue to research for documentation on the Lyman Way project.

- **Streetlight Damage – Route 9 & 9A**

Carrier reported on a streetlight pole being knocked over at the intersection of Route 9 and 9A. The board approved replacing the streetlight pole. The estimate for the repairs will be forwarded to the driver's insurance company for reimbursement to the town or payment directly to PSNH.

- **Police Chief Search**

The process was discussed on doing a police chief search. Levlocke suggested that Lester Fairbanks give his process recommendation as to whether the board should use the Municipal Resources Inc. or the NH Chiefs of Police Association. The hiring process could take up to two months.

- **Town Hall Annex Committee Charge**

The board reviewed McKeon's changes made for the Purpose of the Town Hall Annex Committee and requested monthly progress reports for the Selectboard. It was suggested the committee conform to the Right-To-Laws, which requires taking meeting minutes and posting notices of meetings and any expenditures be preapproved by the selectboard.

- **Committee Membership**

An email from James Corliss indicated that he has an interest in serving on the Zoning Board of Adjustment, but has concerns of the new ZBA Rules of Procedure of alternates participation during deliberation.

Paul Saba will no longer be able to attend meetings for the Economic Development Committee.

- **Kepler Town Office Access Request**

The board approved giving John Kepler an access card to the Town Office building.

- **Next Week's Manifest**

Carrier announced that the manifest will be available for board signatures on June 10. There will be no board meeting on June 11.

- **Old Business**

Spofford Place: J.B. gave a budget estimate of 45 hours for Phase I for the cleanup of the old Electrosonics property. The MRI proposal will be sent to J.B. Mack and he will be asked if there is grant funding.

Wares Grove Cottage Agreement: Carrier stated that it is now completed.

- **Other Business**

Joanne Condosta reported that the Parks & Recreation popcorn machine, purchased from Darlene Smith, may be missing. The board will look into this. She also stated that there may be missing outside ground tools and the lawnmower may be beyond repair and someone will be needed to mow the lawn at the Wares Grove cottage. The board approved getting timers set up at the cottage.

Levlocke talked with Lisa Murphy to learn that the Master Plan Committee has had two meetings.

McKeon stated that the Budget Committee met on June 3. He added that the Planning Board has been working on a peddler's licensing for a temporary vegetable stand. The Planning Board has signed plans for the Universalist Church for turning a storage shed into a gathering area.

- **Nonpublic RSA 91-A:3 II (c)**

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

*McKeon moved to adjourn from Non-Public session and seal the minutes. Larkin seconded the motion, which carried.*

- **Nonpublic RSA 91-A:3 II (e)**

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

*McKeon moved to adjourn from Non-Public session. Larkin seconded the motion, which carried unanimously.*

*With no other business to conduct, Larkin moved to adjourn at 9:50 p.m. The motion was seconded by Levlocke, which carried.*

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

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