

**Town of Chesterfield
Board of Selectmen
MINUTES
September 17, 2014**

CALL TO ORDER

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

FOR SIGNATURE

- Manifest #38
- Selectmen Minutes – September 10
- Intent to Cut – Davis

APPOINTMENTS

- **6:30 p.m. Chet Greenwood & Mike Wiggin**

The board discussed hours and coverage of office staffing for the increased inspections and code enforcement requirements of Greenwood and Wiggin. Greenwood stated that he is using Steve Dumont for the fire and life safety aspects of the office. He added that there has been an increase in non-permitted work.

McKeon stated that more hours will be required on the Wares Grove cottage to meet codes. A package of engineering reports on the cottage will be provided to Greenwood and Wiggin to write up a cost analysis.

Greenwood was asked to follow up on a letter that was sent to the property owner on a junkyard complaint earlier this month. Greenwood will get back to the board.

A pool installation permit was requested at 168 Cross Street. The location of the pool would be near Catsbane Brook, which is part of Chesterfield's Shoreline protection. The excavation would be within the 50 foot buffer. The applicant will be required to provide specifications and drawings to Greenwood, which would be required if this were a DES situation. The board suggested a third party engineer review the specs and drawings to be sure that they conform with DES requirements. The cost of review will be the responsibility of the applicant.

A permit was requested to build a barn, without a house, in a rural agricultural property. An option to the applicant would be to apply the request to the Zoning Board.

- **7:00 Mitch Momaney**

Momaney, owner of a painting and restoration business, discussed the projects required to protect and preserve the cupola at the town hall. Momaney will inspect the cupola and get back to the board on necessary temporary repairs before winter months.

FOR DISCUSSION

- **Economic Development Committee Charge**

The revisions to the charge were reviewed for the Economic Development Committee. It was noted that the number of members will be comprised of six members and one Selectman. The terms will consist of (2) three years terms, (2) two year terms and (2) one year terms. *Levlocke moved to accept the Economic Development Committee charge as amended. The motion was seconded by Larkin, which passed unanimously.*

- **Auditor's Internal Control Report**

Levlocke reported on the current deposit process of the town clerk. The treasurer puts the deposits into a holding account until the town clerk provides the treasurer with a report of the accounting on Thursdays. The treasurer requested that he receive a report from the clerk each time there is a deposit made.

- **Town Meeting Date**

Carrier contacted legal counsel on having two sessions for the annual town meeting, by holding the business portion before the election. March 7, 2015 has been set by the school for the Annual District Meeting. Carrier stated that the school will hold their elections on March 10, 2015. McKeon noted that the board's goal is to hold the business portion to coincide with the school's meeting. The school will be contacted.

- **Background Checks**

The board received a request for a copy of a background check of a volunteer worker. Legal counsel determined that "such a document is considered confidential and not subject to disclosure under the Right to Know law, RSA 91-A:5." *Levlocke moved to authorize McKeon and Carrier to work on the response letter to the background check. The motion was seconded by Larkin, which carried unanimously.*

- **Board Appointments**

The list of expiring board appointments was reviewed. Board terms end on December 31, 2014, provided there is a replacement in place.

OLD BUSINESS

Spofford Place: Levlocke is waiting on a response from JB Mack.

Wares Grove Cottage: McKeon took pictures and measurements under the cottage and sent the information to Warren Stevens. A follow up report will be done by Stevens. The cottage and snack bar will be winterized.

Town Hall Annex: A commercial kitchen designer will be meeting with the Annex Committee. Lee Brockman has forwarded footprint sketches to Larkin.

Library Parking Lot: McKeon will get plans from Bevis. Larkin will work on the concrete issues.

Town Hall Bulletin Board: Grace will contact Bill Lauterbach for an update on a new board.

OTHER BUSINESS

Diana Warhall expressed her concerns of the certification requirements of P&R director. Levlocke stated that Parks & Recreation Commission is considering the possibility of adding a swim program but has not asked anyone to run the program. The Commission will be looking at all programs for the best interest of the town. Sarah Gornall spoke in favor of the swim program.

McKeon noted that the Parks & Recreation Commission approved meeting minutes should to be on the website. He added that the Parks & Recreation director needs to complete a lifeguard certification and maintain the CPR and first aid certificates. Deb Bokum stated that the new director did a great job in organizing all the summer activities. Levlocke and Bokum explained that the P&R Commission is in the processes of developing programs. Larkin will look at the recreation building at Wares Grove for the possibility of converting part of it into office space for the director.

McKeon received complaints of repairs needed at the public boat ramp.

McKeon noted that there is a meeting on September 25 at 6:30 p.m. at the Middle/High School in Hinsdale to discuss the closing of Vermont Yankee.

McKeon received the meeting minutes on the preconstruction project on Rt. 63 without the questions from the public and the answers on the project. He has requested the State amend the minutes to include the Q&A.

McKeon stated that someone will be attending the planning board meeting on October 6 for a conceptual consultation for a fireworks store in town.

The next meeting for the Rt. 63/Rt. 9 traffic study will be scheduled early in November.

The board approved Barbara Mahoney's request for the Lions Club to place American flags on the PSNH poles along Rt. 9 in the Chesterfield, West Chesterfield and Spofford between Memorial Day and Veterans Day.

Levlocke will request an update from the P&R Commission for the upcoming programs and duties expected of the director.

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

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

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

With no other business to conduct, Levlocke moved to adjourn at 9:40 p.m. The motion was seconded by Larkin, 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