

**Town of Chesterfield
Board of Selectmen
MINUTES
October 1, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:05 p.m. Others in attendance were Board member Elaine Levlocke and Rick Carrier, Town Administrator. Jim Larkin was absent.

FOR SIGNATURE

- Manifest #40
- Selectmen Minutes – September 24
- Reed Town Hall Correspondence
- Gerry Pete's Tire Barns Thank You
- Lauterbach Thank You

APPOINTMENTS

• **6:30 p.m. Bart Bevis**

The Highway Department budget was reviewed by the Board. It was noted that the increased costs were uniforms, asphalt and fuel. Bevis inquired about the takeover plans for McKenna Way. McKeon stated that there are procedures, per the Planning Board's decision, and a road acceptance policy that needs to be met before the town takes over maintaining that road. Levlocke inquired as to when a replacement culvert will be installed at the Durfey property on Poor Road.

McKeon stated that is it a town policy to wear seatbelts in all town owned vehicles. He added that the Board will be reviewing the smoking policy in town owned vehicles.

Bevis stated that Bennett Road is a private road and added that he does not have physical evidence to back that up. He noted that there is no selectboard meeting minutes of 1925-1926 when that decision was made. Bevis stated that he has not been maintaining that road.

• **7:15 p.m. Parks & Recreation Commission**

The Selectboard invited the Commission and the director to the meeting to clarify roles and expectations going forward. It was noted that the all approved meeting minutes need to be available for the public. The Commission felt that the director should be able to make purchases for the Parks & Rec. Levlocke stated that the new director has done a great job of getting the program off the ground. Board noted that the Commission's roll should be a guidance/advisory roll and making sure that the expenditures stay within the budget. It is the responsibility of the Commission to be sure that the people using the beaches are being dealt with safely by the department head and needs to support the director.

McKeon stated that the town's purchasing policy has an option where service, familiarity and value is a factor in cost that can be used to purchase a service to help in determining the best

value of a proposal. Barnes inquired as to the process of creating a policy to deal with vendors. McKeon replied that the Planning Board has been reviewing an ordinance for licensing of vendors. It was also noted that the usage of town owned property and policy determinations should come from the Selectboard. The director plans to use the Town Hall building for indoor projects until the Wares Grove facility becomes available. Melvin will provide the Selectboard with a list of programs planned for the winter, following the P&R meeting on October 6.

The board received a report from Warren Stevens on the framing system at the cottage. McKeon created a cost estimate to bring the cottage to be code compliant, including structure, electrical, plumbing and adding egress windows in the bedrooms. He will get a final assessment from the code enforcement officer. The estimate does not include cosmetic issues or appliances for the cottage.

Roger de Coverley-Smith reported that the cottage and concession building have been winterized. The locks will have new latch guards installed.

FOR DISCUSSION

- **Castle Road Drainage**

The Board received advice from legal counsel on the driveway drainage issues. McKeon stated that the property owner is responsible for his engineer and contractor to come up with a resolution.

- **Budgets – Transfer Station (amended), Planning Board, Financial Admin.**

The Selectboard reviewed the proposed budgets, as presented by Carrier.

- **Historical Society Building**

The board determined that the chimney needs a weather joint and be repointed.

- **Letter of Credit – Donahue Development**

Legal counsel found only two minor requirement changes for the letter of credit prepared by the Connecticut River Bank for the Gateway Preserve project, those being the required number of signatures of Selectmen and corrected address for the Town Office. The Board wants to use the 3-year bonding for the lower escalation cost to the Town. Carrier will contact Brickstone with this information.

- **Health Trust Return of Contribution**

McKeon moved to approve to return the employee percentage of contribution of the Health Trust to the employees, based on the amount shown on the chart presented. Levlocke seconded the motion, which passed.

- **Board Appointments**

The Board reviewed the list of expiring board appointments.

- **New England Power Valuation**

Carrier presented estimated percentages of increases of four utility companies and stated that New England Power has not provided their increases. He added that NEP usually mirrors Green Mountain Power increases. Carrier asked that this be discussed again when the full Board is available.

OLD BUSINESS

Town Hall Annex: McKeon sent a note to Lee Brockmann informing her not to expend any money for outside resources.

Library Parking Lot: McKeon will have the parking lot layout available for Carrier to send it to the library.

Assessing Data Online: Levlocke stated that the assessing data item should be set up as a warranty article at the Town Meeting. Grace noted that the property cards are being requested by real estate agents and appraisers and rarely by property owners.

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

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

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

With no other business to conduct, Levlocke moved to adjourn at 8:45 p.m. The motion was seconded by McKeon, 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