

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
November 5, 2014**

**CALL TO ORDER**

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

**FOR SIGNATURE**

- Manifest #45
- Selectmen Minutes – October 22 & 29
- VT Mutual Insurance Group Correspondence
- Pole License
- Appointment Papers (4)

**APPOINTMENTS**

• **6:30 p.m. Neil Jenness & Chris Flagg**

The cemetery budget breakdown reduction of -7.8% was due to a personnel reduction. Jenness reported that the Chesterfield Gorge sign was removed by the State to be painted and will not returned to be set up until spring. It was felt that the sign is a landmark at the gorge. Getting the sign back to its location before spring will be addressed with the State. The selectmen thanked Jenness and Flagg for their work on the cemetery commission.

• **7:00 p.m. Joe Warhall**

Warhall thanked the selectmen for working with him on the Bennett Road issues. He presented a list of road concerns and inquired as to whether the board will take action. McKeon stated that the board can allow or not allow changes to the road and recognized that the road should not be changed in an adverse way for those who use it. A letter will be drafted for all residents of Bennett Road. Warhall will provide a surveyed map of the road.

• **7:15 p.m. Nonpublic RSA 91-A:3 II (b)**

Dan Robel was hired as interim director to the Parks and Recreation by the selectmen, effective immediately following the completion of his paperwork. Carrier noted that he has all the keys and combination lock information pertaining to this position. The selectmen thanked Deb Bokum for everything that she has done with Park and Recreation. Her resignation from the P&R will be effective on December 31.

## FOR DISCUSSION

- **Town Office Snow Removal Position**

The Board will continue seeking someone for this position.

- **Budgets – Conservation Commission, Code Enforcement and Health Officer Updated Highway**

No changes were made to the Conservation Commission budget at their meeting. The code enforcement budget increase of 23.8% is due to increased hours and the health officer's budget was reduced to -7.1% due to predicted cut in hours. The software proposal from Vision for the code enforcement officer was reviewed and it was determined not to purchase the software at this time. The gas, oil and diesel are level funded on the updated Highway Department budget.

- **December Selectboard Meeting Schedule**

There will be no selectboard meeting on December 24 or 31. The Town Office will be closed at 2:00 p.m. on December 24.

- **Employee Holiday Luncheon**

A Christmas luncheon will be scheduled for town employees on December 10 at the Town Offices from noon until 1:00 p.m.

- **Camp Spofford Fee Request**

A request from Camp Spofford for a reduction in building permit fees was denied.

- **Board Appointments**

Levlocke recommended that the board review the longevity list of committee members. The board reviewed the RSA for Planning Board members to serve on other boards.

- **Hazard Mitigation Plan Update**

*Levlocke made a motion that the selectboard sign the letter of commitment to continue processing the grant for Southwest Region Planning Commission Hazard Mitigation update. Larkin seconded the motion, which passed unanimously.*

Carrier noted that committee members were needed and he will contact perspective volunteers.

- **Town Hall Rental Policy**

The board made recommendations for changing the rental policy, due to recent occurrences at the hall. A check off list will be created for inspections following each rental. The board will revisit the policy.

- **Town Clerk Compensation Policy**

Carrier presented documentation on how compensation policies are written for each day when exceeding allowable absences occur. The board will further discuss the process.

- **Pet Policy**

A draft of the pet policy in town buildings will be discussed at the November 12 meeting.

- **Unofficial Tax Rate/Property Tax Bills**

Carrier reported an unofficial town tax rate.

Spofford District      \$23.22 (7.8% increase)  
Chesterfield District   \$23.07 (7.9% increase)

Carrier noted he is waiting to hear back from Janel Swanson at the SAU to confirm the local school tax rate.

*Levlocke moved to approve submitting the tax bills to the printer prior to the signing of the property tax warrant. Larkin seconded the motion, which passed unanimously.*

The tax bills are expected to go out around November 18.

- **Deputy Health Officer Resignation**

Carol Pelczarski, OEM Deputy Health Officer, notified the board of her resignation.

*Levlocke made a motion to accept the resignation of Carol Pelczarski from the position of deputy health officer, effective immediately. Larkin seconded the motion, which passed unanimously.*

The board wishes to thank Carol for her time and dedication to the town.

## **OUTSTANDING ISSUES**

Wares Grove: McKeon reported that he has forwarded the building inspector's notes to Warren Stevens for his input on the costs. Stevens replied that there wasn't any significant structural damage to the cottage and the notes pertaining to the IBC building code referenced in the Code Enforcement officer's letter doesn't apply to the building. The building inspector will be invited to attend the November 12 board meeting.

Library Parking Lot: McKeon will bring bid proposals to the November 12 meeting.

Spofford Junkyard: Carrier reported that the code enforcement officer has done an inspection of the property and will be getting a report to the board.

Auditor Internal Control Report: The treasurer submitted a written recommendation for the town clerk daily remittances and activities reports. His suggestions is for two weekly remittances with a town clerk report to be attached. The board will schedule the town clerk and the treasurer to a meeting to discuss process changes.

*Levlocke moved to recommend to the town clerk to provide two weekly remittances with a town clerk report attached. The motion was seconded by Larkin, which passed unanimously.*

**OTHER BUSINESS**

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

*Levlocke moved to enter into a Non-Public session pursuant to RSA 91-A:3 II (a&c).*

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

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

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

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

*With no other business to conduct, Levlocke moved to adjourn at 9:27 p.m. The motion was seconded by Larkin, 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

\_\_\_\_\_  
Elaine H. Levlocke

\_\_\_\_\_  
Date

\_\_\_\_\_  
James M. Larkin

\_\_\_\_\_  
Date