

**Town of Chesterfield
Board of Selectmen
MINUTES
October 22, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:10 p.m. Others in attendance were board members Jim Larkin, Elaine Levlocke and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #43
- Selectmen Minutes – October 8th & 15th
- Appointment Papers – ZBA
- Brown Limited correspondence
- NH Police Standards Form “B” Police Chief
- Personnel Policy
- Election Warrant
- Payroll change Notice – Town Office

APPOINTMENTS

- **6:45 p.m. Joe Warhall**

Warhall received the selectboard decision in that Bennett Road has been abandoned. Warhall provided documentation of the road and reported that an abutter to the road has made the road unsafe for passageway to his property. He added that Bennett Road currently services six houses. McKeon stated that the selectboard regulates the roadways on Class VI roads and will address the issues.

FOR DISCUSSION

- **Parks & Recreation Director Resignation**

Tabitha Sipler’s letter of resignation was reviewed.
Levlocke moved to accept the resignation of Tabitha Sipler, Parks & Rec. Director, effective November 1, 2014. Larkin seconded the motion which passed unanimously.

- **Custodian Resignation**

Aimee Bruch’s letter of resignation was reviewed. Carrier reported that Bruch is willing to rescind her resignation with the condition that she will perform custodial duties at the town hall and town offices once a week on Monday mornings. She will also perform custodial duties in the police department on Monday mornings, providing someone is in the department.

Levlocke moved to not accept the resignation of Aimee Bruch. Larkin seconded the motion, which passed unanimously.

- **Town Office Snow Removal Position**

Carrier noted that the applicant for the snow removal position was not available to meet with the selectboard. Carrier will report his findings of hiring an outside vendor at the next meeting.

- **Tax Deeded Old Chesterfield Road Property**

The property has been taped off and the windows have been boarded up. Levlocke will contact the Spofford fire chief to discuss the possibility of the fire department to use the building for training.

- **Highway Budget Revisited**

The selectboard discussed the highway budget as presented and determined that there should be an adjustment in the gasoline line item, whereby the Highway Department is being reimbursed by other departments using the gas.

- **Van Oene Property DES Assessment Grant Application**

Final questions were discussed for completing the grant application. The legal opinion was reviewed on the tax deeding of the site. Levlocke will meet with J.B. Mack to get an anticipated cost and duration of time for remediation.

- **Letter of Credit – Gateway Preserve**

The selectboard accepted the changes made to the Letter of Credit received from Brian Donovan of Connecticut River Bank dated October 17, 2014 for the Gateway Preserve project.

- **Tax Rate Setting**

Carrier reported that the tax rate will be set within the next weeks. He is waiting for documentation from the school for finalization.

- **Wares Grove Cottage – Code Officer Report**

A report on the cottage repairs from the code enforcement officer was reviewed by the board members. The Board will review for their next meeting.

- **Town Hall Floor Damage**

Carrier reported that the insurance adjuster of the town hall renter will be mailing his findings on the damage.

- **Town Officers Elected**

Answers were reviewed from questions sent to NH Municipal Association for possible future process to elect planning and zoning board members, with alternates being appointed by the selectboard.

- **Parks & Recreation Revolving Fund**

The Parks & Recreation Commission has inquired as to whether funds from the Revolving Fund could be used for the background checks for volunteers. McKeon suggested that the board revisit the RSA to determine the necessary requirements for background checks. The board felt that the residents intended the Revolving Fund to be used for the P&R programs and not background checks.

- **Real Estate Signs – Code Officer Memo**

A memo from the code enforcement officer was reviewed. McKeon presented a draft of definitions and proposed changes to the Planning Board to be added to the zoning ordinances. He added that there is no definition for a temporary sign in the current zoning ordinance.

- **Town Hall Usage and Signs**

A resident would like to rent the town hall and has requested approval to put up signs of their event on the town hall property to advertise their event. More details will be presented at the October 29 meeting.

SELECTMEN PROJECTS

Enclosure for Transfer Station Cardboard Bales: Larkin had the enclosure presentation completed for his meeting with Leon Dunbar. The enclosure was designed for a three wall wooden structure with trusses utilizing the existing structure. Dunbar has changed his request to be a 20 foot non-closed in steel structure. Larkin will have a presentation for the board after receiving specifications on the steel structure from a design engineer.

P&R Office Renovation: Larkin provided the cost of renovating the storage building for office space to the P&R Commission. Larkin deferred a plan to a building supplier to come up with a plan to eliminate four posts in the middle of the building for utilizing space within the building. Larkin stated that this project would be best fitting in a warrant article with the total plan and cost.

OLD BUSINESS

Town Hall Annex: McKeon received an estimated engineering cost from an architect of \$15,000 to \$18,000 for the footprint of the building, which is approximately 10% of the cost of renovations.

2015 Public Hearings: McKeon is still waiting on the Budget Committee to pick the budget hearing date and waiting to hear from the school on a decision on when they will hold their meeting.

Library Parking Lot: McKeon has a budget of \$100,000 from a site contractor for replacing the library parking lot. He is anticipating other quotes.

Spring Street Junkyard: Carrier reported that there has been some progress for cleanup.

Board Appointments: McKeon will be contacting the Conservation Commission. Riendeau and Davenport have expressed their desire to stay on the ZBA.

OTHER BUSINESS

McKeon reported that the Planning Board had conceptual consultation of two properties to be merged into one property on Brown Avenue for a fireworks business.

Larkin has expressed his interest in contributing, as a donation, toward the bullet proof vest that the police department is looking to purchase.

Levlocke reported concerns of property damage at the Wares Grove property caused by rain runoff from an adjacent property causing the sand to wash away. Levlocke added that temporary office space is needed for the Parks & Rec. director for processing paperwork, setting up new programs and file storage. It was suggested that the storage filing area could be considered at the town offices.

Levlocke contact the Secretary of State regarding her being on the ballot and, as a selectman, what she is able to do as far as checking affidavits and polling after people leave on voting day. There are no hands-on ballots.

Levlocke reported on a request from a resident of the transfer station hours of operation to expand the hours from Memorial Day to Labor Day.

Levlocke had concerns about animals in the town offices and asked for feedback of having a policy. Larkin stated he also has heard complaints.

Carrier announced that the Vermont Yankee decommissioning meeting is scheduled for Thursday, October 23 at Hinsdale High School at 6:30 p.m.

Carrier received a memo from the transfer station reporting that the library roof debris totaled 9.6 tons with a cost of \$698 for disposing of materials and \$200 trucking fees.

A memo from Barbara Girs, Town Clerk, noting that she will be on vacation from November 10 through November 20 and Kristin McKeon, Deputy Town Clerk, will be covering the Clerk’s office during those dates.

With no other business to conduct, Levlocke moved to adjourn at 9:10 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