

**Town of Chesterfield
Board of Selectmen
MINUTES
October 29, 2014**

CALL TO ORDER

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

FOR SIGNATURE

- Manifest #44
- Selectmen Minutes – October 22
- Revised MS-1 form
- Forest Fire Wardens Appointments

APPOINTMENTS

- **6:15 p.m. Nonpublic RSA 91-A:3 II (a&c)**
- **6:45 p.m. Library Trustees & Jane Anderson**

The proposed library budget was reviewed, as presented by Jane Anderson and Jim Stoff. Anderson explained the increase of Workmen's Comp. was due to the Workmen's Comp contribution holiday. New software will be purchased to upgrade the Patron Access computers. The library parking lot sketches were sent to two site contractors. The budgetary figures for the parking lot project were between \$80,000 and \$109,000. McKeon stated that the number of times the water is tested per year at the library was determined by the number of patrons it serves. Anderson will contact the fire department to install a lock box. Stoff thanked the selectmen for their support of the new library roof.

- **7:15 p.m. Bart Bevis**

Bevis and the selectmen reviewed the Highway Department revised budget cut proposal. The approximate change of increase was reduced from 7.4% to 5%.

Bevis reported on the erosion issues at the east side of Wares Grove beach and North Shore beach. The selectmen discussed the possibility of the Highway Department to provide backup support for snow removal at the town offices and library.

FOR DISCUSSION

- **Town Office Snow Removal Position**

An estimate was reviewed from Black Mountain Landscape for snow removal at the town offices, town hall and the library for the 2014-15 year. A detailed outline for the coverage of snow removal will be reviewed at next week's meeting and to discuss options.

- **Monthly Meeting Email**

A request was made to add for possible changes to the sign ordinance and to have it scheduled on the Planning Board agenda for November 17. A request was made to add a reminder to vote on November 4.

- **DES Environmental Grant**

In an email from Steven Rickerich of Ransom Environmental, he recommended the selectmen's application for the DES clean up study include all three lots, not just the brick building. Carrier stated that the application deadline is October 31. DES will notify recipients of intent to award the grant by December 19, 2014. The board felt it was best to include all three lots. The application can be withdrawn after obtaining further information on the process.

Levlocke made a motion to submit the grant application for the Brownsfield Revolving Loan Fund for the Van Oene property and the Dino Zampino lots. The motion was seconded by Larkin, which passed unanimously.

- **Town Clerk Vacation**

The town clerk informed the selectmen that she will be on vacation from November 10 through November 20. The Town Clerk Compensation Policy was reviewed to determine the allowable paid time off per calendar year. The policy will be reviewed at the next selectmen's meeting.

- **Town Clerk Computer System & Budget Items**

The current town clerk computers will soon be non-supportive of the Windows system. The towns will be responsible for purchasing new computers. Barbara Girs asked the selectboard if the lighting can be changed at the customer counters in her office. McKeon will work on the change.

- **Town Hall Floor Damage**

A letter was received from Vermont Mutual Insurance denying the floor damage claim by their client. Vermont Mutual will be contacted regarding the claim.

- **Town Hall Usage and Signs**

A request was received to allow (2) small road signs and a banner at the town hall. The selectboard will review the town hall policy at the November 5 meeting.

- **Bennett Road Status**

Attorney Waugh's overall assessment was that Bennett Road is a Class VI road without any other formal action to occur. The board agreed that there is no evidence that the road was formerly discontinued.

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

The code enforcement officer will be invited to come to the November 12 board meeting to answer questions of the cottage.

- **Background Checks**

The board revisited RSA 41:9-b for employment candidate background checks. It states that candidates for employment shall include candidates for volunteer positions in municipalities who work around children and the elderly.

- **Pet Policy**

The board was presented with documentation of other town policies, attorney and insurance company recommendations for restricting pets in and outside public buildings. The issue will be revisited after the board has had a chance to review the documentation.

- **P&R Commissioner Resignation**

Deb Bokum emailed her resignation from the Parks & Recreation Commission, effective December 31, 2014.

- **Board Appointments**

Joanne Condosta and Dewey Auger have expressed their interest in continuing to serve on the Parks & Recreation Commission.

PROJECT LIST

Enclosure for Transfer Station Cardboard Bales: Larkin will meet with Leon Dunbar for an update on his meeting with Ron Bell.

OUTSTANDING ISSUES

Auditor Internal Control Report: Larkin met with the town treasurer on changes. Larkin will get those expectations in writing.

Library Parking Lot: McKeon will bring in bid proposals for the budget.

OTHER BUSINESS

Levlocke stated that she would like to have Burt Riendeau and Andy Cay to speak with the selectboard regarding processes of events for the ZBA. McKeon's motivation was that Riendeau wasn't following the law and the ZBA is the closest thing that we have in this town to a court. Burt Riendeau was present. Riendeau asked why the allegations of misconduct were brought up in public session. McKeon replied that RSA 673 states that it has to be in public session.

Levlocke stated that the selectboard is looking into the process of electing committee members versus having them being appointed.

P&R inquired if they can set up salary structures. Levlocke noted that P&R needs to advertise for a new director to be in place by the end of the year. The advertising should be paid out of the P&R budget. Carrier will advertise for the position as he had done previously.

Levlocke emailed the Spofford Fire chief to find out if they have an interest in using the Michaud property for training.

Levlocke reminded the board members that they should be in attendance at the polls on November 4.

The board is in support of the police department's budget.

Larkin worked with Police Chief Duane Chickering to set up a program for training for investigations.

The police chief sent an update on the town offices front door for handicapped accessibility. According to the chief, when the door was first installed, the gears were stripped in the arm when the handicapped button was permanently "live". The board directed that the entryway door will be unlocked using the key fob system inside the building. Carrier stated that key personnel need to be trained to use their key cards to lock and unlock the door.

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

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

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

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

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

McKeon made a motion to the Board of Selectmen to consider the items listed on the document 1 through 8 that was previously presented under header Case ZBA Board Member Removal Malfeasance of office as laid out in RSA 673:13. No second was made. Motion died.

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

With no other business to conduct, Levlocke moved to adjourn at 10:30 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