

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
December 10, 2014**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:15 p.m. Others in attendance were Elaine Levlocke, Jim Larkin and Rick Carrier, Town Administrator.

**FOR SIGNATURE**

- Manifest #50
- Selectmen Minutes – December 3, 2014
- Town Hall Rental Policy
- Intent to cut – Levlocke
- DRA Equalization Certificate
- Appointment Papers – Conservation Comm.
- Payroll Change Notices – Police Dept.

**APPOINTMENTS**

- **6:15 p.m. Bill Vermouth**

The board invited Vermouth to the meeting to discuss his proposal of what is needed for the computer system for the town offices, including improvements and problem resolutions. Vermouth acknowledged that the Ethernet wiring was done professionally in the town office. He stated that the software selection is efficient and suggested replacing hardware that will carry a 3-year warranty. He suggested ways to backup data and the importance of how to store it. Vermouth suggested using Symantics System Recovery. Vermouth will submit a proposal for the cost for system backup.

**FOR DISCUSSION**

- **Town Office Snow Removal Position**

Leon Dunbar has been helping with the snow removal at the town offices, library and town offices. Larkin stated that he knew of a potential candidate that may apply for the position. McKeon has spoken with school principal and she did not feel that they could provide a janitor to assist in the position.

- **Budgets – Misc Health Agencies, One Line Budgets, Elections, Revenue, Warrant Articles**

Carrier stated that C.A.S.A.C. (Court Appointed Special Advocates for Children), new on the budget list, has met the qualifications established by town meeting in the 1990's. The American Red Cross has submitted a request for \$1,618 and Carrier is waiting for the statistics for the organization. Levlocke inquired as to why Joan's Pantry is not on the list of agencies and Carrier's responded that no request was submitted. Gathering Place in Brattleboro has

increased their request for donations. Carrier stated that the Keene Ambulance Service request has dropped by \$3,000. He added that there is a place holder for the library parking lot for the warrant articles. To date, the budget packet indicates a 6% increase of the expenditures..

- **Outstanding Budget Items**

Wares Grove, town hall annex and the old Michaud property are outstanding budget items. The board requested that Carrier contact the highway department to get the best time for them to demolish the building and cart it away. Larkin will inquire as to what the plans are for Parks & Rec Commission for the auxiliary building at the beach. Parks & Rec need to provide the selectboard with cost information to get the cottage up to code.

The board will continue to discuss the town hall annex and how to go forward and how to ask for money to fund studies and concepts. Larkin stated that the annex structure has a lot of deficiencies and he is in favor of a new structure. The board discussed hiring a consultant to determine the condition of the building and the electrical portion of the annex. McKeon will get a budget number for the warrant article.

- **Town Report Dedication**

The board members will provide names of people at the December 17 meeting of who they would like to have the town report dedicated to.

- **State Revenue – Direct Deposit**

The board agreed to have the monies from the State be direct deposited and be set up by the Town Treasurer.

- **Town Hall Rental Policy - Inspections**

The board agreed to a \$25 stipend for the inspection of the hall for each rental. If the inspector is required to clean following the rental, a fee of \$50 per hour for cleaning, with a one hour minimum, would be the responsibility of the renter.

- **Library Parking Lot**

The mandatory pre-bid meeting is scheduled for December 17 at 2:00 p.m. The bids are due in the Selectmen's Office at noon on December 30, with opening of bids on January 2, 2015 at 6:00 p.m. McKeon stated that the project drawings are not to scale but the dimensions are given. The specifications state that local, state and federal codes need to be met by the person performing the work on the project and no changes can be made without written approval of the town.

- **Conservation Commission Member Term**

Amy LaFontaine's term will expire the end of this year. The board has agreed to ask her to serve another term and McKeon will contact her.

- **Zoning Board Vacancy**

*Levlocke made a motion to accept the resignation of Andy Cay from the Zoning Board, effective immediately. Larkin seconded the motion, which passed unanimously.*

- **Right to Know Request**

The board has agreed to allow Burt Riendeau to listen to the tapes of the October 15 and 29 selectboard meeting minutes. Carrier will contact Riendeau to set a time.

- **Town Hall Floor Insurance Claim**

The board determined that they would not pursue the floor damage issue to the town hall.

- **Complaint Policy**

The board reviewed the sample complaint policy for the town of Atkinson and agreed that that policy is in line with what they would like to follow.

- **Pet Policy**

The board agreed that the pet policy on town property that is being drafted would pertain to all animals, not just for town employees. McKeon added that the policy should include all town property and town vehicles. The discussion will continue on December 17 on how pets at the transfer station will be added to the policy.

- **Elected Planning & Zoning Board Members**

McKeon reported that he attended the December 9 ZBA meeting where the board members were not favor of election of board members at town meeting. Carrier will email elected options to the ZBA and Planning Board members.

- **Parks & Rec Revolving Fund**

Carrier sent copies to the P&R Commission and provided the selectboard members the Article 23, established in 2008, of the Revolving Fund and Article 21, established in 2012, of the P&R Activities Enhancement to provide descriptions of what activities the P&R should categorize their programs and activities. Carrier suggested that P&R come to the selectboard for any proposed programs for approval and for authorization to expend.

## **PROJECT LIST**

Enclosure for Transfer Station Cardboard Bales: Larkin met with Ron Bell and Leon Dunbar regarding the structure of the enclosure. Bell is working on an engineering report regarding the concrete blocks and ties downs. Larkin will provide a stock list for the building materials and supplies. Bell provided engineering drawings to Dunbar on the first project, which will be shelved.

## **OUTSTANDING ISSUES**

Board Appointments: Levlocke stated that she is in favor of having Riendeau and Davenport to stay on the ZBA when their terms expire at the end of December. McKeon stated that he had asked a question at the December 9 ZBA meeting, in public session, if the board had, by a majority vote directed the chair to speak to Attorney Hoppock for anything other than the Nine A

LLC items. The ZBA response was that they hadn't. The attorney log that was given to the selectboard stated the ZBA chair had spoken with Attorney Hoppock on two occasions about the document that McKeon had brought to the selectboard and not about Nine A LLC. Larkin stated that he was under the impression that Riendeau would be paying for any legal advice pertaining to that issue. McKeon noted that they were on the bill to the selectboard. Larkin stated that they shouldn't be and he suggested it be directed to Riendeau to ensure that he would pay those fees. Larkin will follow up on the issue.

Larkin stated that Cay's work on the ZBA will be a tough seat to replace. Larkin added that Riendeau is willing to discuss any issues with those who have questions. Larkin expressed his interest in reinstating Riendeau to another term on the ZBA.

Carrier stated that appointment papers will be drawn up for Davenport and Riendeau to renew their memberships on the ZBA for the selectboard to sign.

Levlocke stated that she would like to appoint Joe Hanzalik to the Parks and Recreation Commission. Larkin agreed with Levlocke and he will invite Hanzalik to the December 17 selectboard meeting.

Carrier reminded the selectboard that they will need to appoint a member to the ZBA to replace Cay. The board agreed to have Larkin contact Lucky Evans to ask if he is interested moving up from the alternate member to a regular member before the next ZBA meeting. McKeon stated that the ZBA will be choosing a new vice chair.

Town Clerk Compensation Policy: Carrier suggested changing the definition of "evening" on the policy and that the hourly change has to go to the town meeting to coincide the clerk's hours with the tax collector's hours. Carrier will contact the town clerk for her interest in changing her office hours.

## **OTHER BUSINESS**

Larkin reported that he has been providing services in training with the Chesterfield Police Department. He stated that if the PD submits a request for further assistance from Larkin, he will recuse himself for any decisions on the subject. Carrier will research as to whether Larkin, as a selectman, can serve as a full or part time position with the PD.

Larkin reported that the ZBA deferred the Beach driveway permit application during their December 9 meeting to legal counsel before making a decision as to whether the road agent was correct in making his decision to deny the permit. McKeon stated that he suggested to the ZBA that they contact Attorney Bernie Waugh on a road issue. Carrier suggested that the ZBA contact Attorney Shawn Tanguay for road issues.

Larkin reported that another ZBA decision at the December 9 meeting was to deny an application for an apartment on Pond Brook Road, which was built into a single family home in 2010. He added that the ZBA allowed another application for a building to be demolished and replaced with a new home on North Shore Road, which would be more in compliant with the ZBA ordinances. The ZBA also allowed a sign application, with a compromise at the new Pierre Saba gas station on Route 9.

Levlocke stated that, unless something drastic changes in her life, she does not plan on running for reelection to the selectboard.

Carrier reminded Larkin that, as the alternate representative to the Budget Committee, Larkin will be speaking at the Budget Committee public hearing in February 7.

Carrier reported that Bob Goderre has filed a petition, with approximately 30 signatures, to change his place to commercial/industrial.

Grace reported that she received a complaint from a property owner on Gulf Road requesting her complaint be addressed to the selectboard that Gulf Road did not get salted or sanded over the weekend and her road was unsafe for driving.

*With no other business to conduct, Levlocke moved to adjourn at 9:22 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

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Elaine H. Levlocke

\_\_\_\_\_  
Date

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James M. Larkin

\_\_\_\_\_  
Date