

**Town of Chesterfield
Board of Selectmen
MINUTES
December 3, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:06 p.m. Others in attendance were Jim Larkin and Rick Carrier, Town Administrator. Elaine Levlocke was absent.

FOR SIGNATURE

- Manifest #48 & 49
- Selectmen Minutes – November 19, 2014
- Cemetery Deed - Goodenow
- Intents to Cut – Foley Road Trust, Hubner & McKeon
- Town Hall Rental Policy
- Highway Dept. Winter Holiday Overtime Memo

APPOINTMENTS

- **6:15 p.m. Leon Dunbar & Nonpublic RSA 91-A:3 II (a&c)**

Dunbar discussed the snow removal position with individuals and advised them to fill out an application at the town offices. Dunbar reported that the transfer station backhoe broke down. The selectboard approved Dunbar's request for the drive shaft and hydraulic repairs of \$1,500 to \$2,000.

Ron Bell has donated his time for the architectural design for the cardboard bale enclosure at the transfer station. Bell will redesign the roof trusses to meet the town code. McKeon stated that a structural engineer will need to be involved with the building design of the walls and the roof structure..

- **6:45 p.m. Parks & Rec Commission**

P&R Commission attendees were Dewey Auger, Deb Bokum, Joanne Condosta and Dan Robel, Interim P&R Director.

The committee and selectboard members discussed the highlights for the P&R budget. The \$3,900 startup for the proposed website will include maintenance for the first year. The website will be used for advertising their activities and availability to view forms and sign up for programs on line. McKeon stated that a follow up detail of costs and the annual website maintenance fee will be required on the P&R budget. Bokum stated that interviews will be done after the first of January for the open director's position. Carrier reported that the phone bill is being reviewed for the monthly cell phone expenses, which should be under the town plan discount.

Bokum stated that the budgeted salary increase is to reflect with matching salaries with other area lifeguard positions. Carrier stated that the P&R revenue and expense reports should come from the commission. Carrier will review the wording for the warrant article voting at a prior town

meeting vote on the establishment of the revolving fund. Larkin will attend the P&R meeting on December 15 to discuss the storage building at Wares Grove. Carrier also requested that the P&R costs for background checks be added to their budget.

McKeon reported that the board has met with the building code inspector on the items of concern at the Wares Grove cottage, which will be discussed at the P&R meeting on December 15.

- **7:30 Joe Warhall**

Warhall thanked the selectboard for sending letters to the Bennett Road residents identifying road classification and requesting personal items be removed from the town road. The board will invite Mr. Diesl to a future selectboard meeting to further discuss the Bennett Road conditions.

FOR DISCUSSION

- **Town Office Snow Removal Position**

Larkin didn't feel that his candidate would be able to fill the position. The school principal will be contacted for the possibility of a school janitor to assist with the snow removal.

- **Budgets – Capital Reserve Funds**

Carrier stated that the amount for the Revaluation Capital Reserve fund should be \$30,000. It was cut to \$15,000 at the town meeting and the town and that may leave the fund short for the next revaluation. The exterior work for the Town Hall will be a warrant article. The remaining budget items will be presented to the board next week.

- **Town Hall Holiday Tree – Friends of Library**

The board approved having a holiday tree set up in front of the town hall by the Friend of Chesterfield Library on December 5, providing it is not set up in a dug hole.

- **Town Hall Rental Policy - Inspections**

A check off list was approved for inspecting the town hall following the activities at the hall. The board increased the rental fee to \$100 per day for residents \$200 for nonresidents to help offset the cost of the inspections. A new policy will be reviewed at the December 10 meeting.

- **Town Hall Annex Warrant Article**

Larkin read the energy audit and will have his report for expenditures for renovations at the selectmen's meeting on December 10. He will evaluate expenditure for renovations and costs for a new structure. The Town Hall Committee report provided their opinion of the best uses for the future of the annex.

- **Bid Document – Library Parking Lot**

The library parking lot project will be advertised by the end of this week so that pricing will be available before the public hearing. There will be a mandatory on site pre bid

meeting on December 17 at 2:00 p.m. Sealed bids will be due by 12:00 noon on December 30 at the Selectmen's office with the bids being opened on January 2, 2015. McKeon has reworked the drawings that were done by Bart Bevis. McKeon stated that the town will pay for the compaction test from an independent engineer. The work should be scheduled to begin in June 2015 and be completed within three weeks from start time. The bid documents will be available for viewing in the selectmen's office or by going onto the town's website at www.nhchesterfield.com. McKeon to check with School to determine the use of the library by the school.

- **Pet Policy**

A pet policy draft was reviewed by Primex legal department with a recommendation to change the service animal portion. The pet policy addresses employee's pets on town property in and outside of town buildings. McKeon noted that the board would prefer not to make any decisions on setting a new policy until all board members are present.

- **Town Office IT Services**

Carrier provided copies of his response to the Vermouth Computer Services proposal. McKeon would like Mr. Vermouth to attend the December 10 or 17 meeting to discuss preventive maintenance and other items.

- **Town Car Maintenance**

The selectboard approved the estimate for repairs to be performed on the town office car. It was requested that more than one bid be considered in the future.

- **Elected Planning & Zoning Board Members**

Carrier presented options for electing planning board members versus being appointed by the selectboard. Any changes to the process will need to be done at town meeting in March. More information on electing zoning board members will be available at the December 10 meeting. Burt Riendeau stated his is not in favor of an election process for zoning board members.

OUTSTANDING ISSUES

Wares Grove Cottage: McKeon has an updated list of issues from the building inspector.

2015 Public Hearings: McKeon reported that sign ordinance changes will be moved to the public meeting. The changes consist of adding definitions and limits to temporary signs and square footage of signs as it pertains to buildings with multiple businesses.

Board Appointments: Larkin stated that he will be at the ZBA meeting on December 9 as the selectboard representative. Larkin feels that a meeting should take place between the selectboard and the ZBA. When Burt Riendeau asked McKeon if he was going to the ZBA meeting, McKeon responded that the board members should not be going to the ZBA as a group. Larkin stated that he feels that a discussion should take place between the selectboard and the ZBA. McKeon stated that Levlocke can go to the ZBA and she can ask questions, as an individual, to gather information to help her make a decision that she has to make.

McKeon reported that Tom Duston and Lynne Borofsky have agreed to remain on the Conservation Commission for another three year term. McKeon said that Tom Duston stated that he would be happy to step aside if there was a younger replacement for him.

Complaint Policy: McKeon felt that complaints should be in writing to the selectboard for the selectboard to discuss at a board meeting. It was suggested that the complaint forms be on the town website. If a process similar to the Town of Atkinson were to be used, there is a box to check the preserve the person's anonymity from the general public.

OTHER BUSINESS

Carrier reminded the board that the employee luncheon is scheduled for December 10 at noon in the meeting room at the town offices.

Grace reported that a complaint was made regarding food being left at the Town Hall following a town event at the Town Hall. Those responsible for using the building are responsible for removing the trash and food items to the outside dumpster.

Burt Riendeau had requested access to the audio tapes of the selectboard meetings of October 15 and October 29, 2014. Carrier replied that he is still looking into making the tapes available. McKeon stated that once the meeting minutes have been approved by the board, the recorded minutes are erased or taped over. He added that the board is looking into whether the public meeting minutes tapes would be available if requested before the minutes are approved. Carrier stated that he is working with town council on whether the tapes should be available. Riendeau requested access of the board's November 12 meeting minutes and Grace responded that those audio minutes have been erased because the minutes have already been approved.

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

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

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

With no other business to conduct, McKeon moved to adjourn at 10:52 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