

**Town of Chesterfield
Board of Selectmen
MINUTES
November 19, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:07 p.m. Others in attendance were Board member Elaine Levlocke, Jim Larkin and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #47
- Selectmen Minutes – November 12, 2014
- Raffle Permit – Friends of Chesterfield School
- Payroll Change Notice – Parks & Rec
- Land Use Tax Change and a Land Use Tax Warrant - Cersosimo

APPOINTMENTS

- **6:15 p.m. Joe Hanzalik**

The board received Hanzalik's email expressing his interest in filling the Parks & Recreation Commission vacant position, as of January 1. Hanzalik discussed prior positions he has held and committees he has served. The board thanked Hanzalik for his interest to serve the P&R Commission and invited him to attend the next P&R meeting.

- **6:30 p.m. Kristin McKeon**

Kristin spoke to the board regarding her concerns of the proposed pet policy in the town buildings. She presented the board with documents pertaining to the positive effects and stress reduction by allowing dogs in the workplace and a list of companies with dog friendly policies. Larkin agreed with Kristin in that citizen complaints should be documented but they may remain anonymous. Larkin also would like to see how other towns handle pet issues. The board will create a complaint policy. The board will ask for feedback of a pet policy exclusion from the insurance company.

FOR DISCUSSION

- **Town Office Snow Removal Position**

Larkin will contact a potential applicant for this position before the December 3 board meeting.

- **Draft Monthly Email**

Levlocke requested that a note be added to the monthly email pertaining to New Years Eve.

- **Budgets – Personnel Admin. and General Government Buildings**

For the Personnel Admin budget, Carrier noted the reduction for health insurance was based on vacancies, including the possibility of two full time positions from the police department. He added that the rates have minor changes. The final rates will be available in April. The retirement rates for the police department will be going up on July 1. Carrier stated that approximately \$20,000 for revenue is expected from the health insurance holiday in 2015.

For the General Government Buildings budget, the heating oil, repairs and maintenance is down for the buildings. Carrier noted that he is waiting to hear from the insurance company for the damage done to the town hall floor.

- **Town Hall Annex**

The Town Hall Annex Committee meeting minutes of September 30 and November 11 were reviewed. There are three options for repairs to the annex and the board felt that the options should be a warrant article at the town meeting. The board will get electrical and mechanical costs for the project after getting an engineer's opinion of the building structure. The board will review the energy audit that included the annex portion of the building five years ago to satisfy the engineering aspect of the project.

- **Gateway Preserve Plan Note**

An email from David Bergeron indicated that the note for the Planning Board plat has changed to only include Phase 1, based on further review of the Notice of Decision issued by the Planning Board. Carrier noted that four phases are needed to be done. Bergeron is asking the Selectboard to approve an amendment to the notice of decision by the Planning Board on August 18, 2014.

Levlocke made a motion to accept the wording to be added to the plat. Larkin seconded the motion, which carried unanimously.

- **Lake Drive Signage**

A request was made from Bart Bevis for selectboard approval to allow the Highway Department to set up two Lake Drive signs leading from North Shore Road onto Lake Drive. The selectboard approved the installation of the two signs but noted that any further Lake Drive signs will be the responsibility of the Lake Drive association.

- **Bid Document – Library Parking Lot**

The Project Identification for Instructions to Bidders was reviewed by site contractors and Dan Cotter, after corrections were made for dimensions on the drawings. The selectboard would like to have the parking lot project go out to bid for pricing to be available for the town meeting. McKeon explained the changes for improvements to the parking lot. A set of drawings will be available at the Town Offices for the mandatory pre-bid meeting.

- **Town Hall Rental Policy**

The board will make a change to the Town Hall Rental Policy to read, "Any signs on the outside of the building must comply with the sign ordinance." The board also discussed options to have the building inspected between each rental.

- **Selectboard Policy on Meeting Tapes Retention**

It was noted that the town uses RSA 33-A:3-a Disposition and Retention Schedule. The municipal records identified below shall be retained, at a minimum as follows:

LXXX. Meeting minutes, tape recordings: Keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.

Larkin stated, for the record, that he disagrees with this policy.

- **Elected Planning & Zoning Board Members**

Carrier will provide questions at the December 3 board meeting for procedure to adopt options as to whether or not the town can vote to elect members to the planning board and zoning board at annual town meetings.

- **Town Clerk Computers Purchase**

It was determined that two new computers and monitors will be required in the Town Clerk's office to support the DMV. A proposal was presented by Vermouth Computers but it was determined that Microsoft Office will not be needed, as presented on the proposal. A \$2,500 line item will be added to the Town Clerk's budget. Other quotes will be considered for the purchase of the computer items.

- **Town Office IT Services**

Two opinions and five options were received for the Town Office IT services. A representative of the board and Carrier will review the options with the computer businesses for the best fit for the town office and budgeting service requirements.

- **Town Clerk Compensation Policy**

Carrier suggested that a possible change could be the evening hours from 4:00 p.m. to 7:00 p.m. to mirror the tax collector's hours, which would benefit the residents and provide a safer office environment.

SELECTMEN PROJECT LIST

Enclosure for Transfer Station Cardboard Bales: Larkin will meet with Leon Dunbar to discuss the Dunbar's meeting with Ron Bell.

Parks & Recreation Office Renovation: Larkin will get direction on the renovation project from the P&R for their budget proposal.

OUTSTANDING ISSUES

Wares Grove Cottage: McKeon will discuss the cottage code issues with the building code officer and noted that P&R needs to look at the issues outside of the building. Larkin stated that

the recreational facility is an issue for the P&R programs. McKeon replied that not having someone at the cottage at night is concerning.

2015 Public Hearings: February 7, 2015 is tentatively set for the public budget hearing. Carrier will get information as to when the budget portion will be set on the agenda.

Board Appointments: Larkin reported that Davenport and Riendeau have expressed their interest in being reappointed on the ZBA. Levlocke replied that she would like to meet with them in December. Roland Vollbehr has expressed interest to serve on the ZBA and Don LaFontaine on the P&R Commission. There are two alternate vacancies for the ZBA, which are appointed by the Board of Selectmen. It was noted that no alternates serve on the P&R and there is only one slot available for the P&R Commission.

OTHER BUSINESS

Levlocke reported that Southwestern Regional Planning Commission has a draft of the Monadnock Region Future available on line and will be sending out CD's to the towns. They will be having a public hearing in December regarding the document before it is adopted. She added that Westmoreland used to be a member of SWRPC and Levlocke was asked to go to the November 20 meeting, as a neighboring representative, to support Westmoreland for their interest of rejoining the commission.

Levlocke announced that the Spofford Fire Commission plan to borrow from their catastrophic fund because of a pump failure in one of their tankers. She added that SFC is also in the process of interviewing for a new fire chief.

Larkin reported that IBM in Burlington, VT is shutting down and will be relocating to another area, which will affect approximately 600 workers.

McKeon reported that the Economic Development Committee is reaching out to speak with businesses in the area with questions on why they came to do business in Chesterfield to help the committee in learning how to get more businesses in the area.

McKeon announced that the Planning Board is working on the ordinance for signage and will have a public hearing to add definitions for attached permanent signs, free standing signs and temporary signs. Also being addressed are real estate signs, on site and off site directional arrows and signs for multiple businesses. Copies of the changes will be sent to Larkin and Levlocke.

An update list of zoning issues was prepared by the code enforcement officer and distributed to the board members. Carrier presented a Land Use Tax Change and a Land Use Tax Warrant for selectboard signatures. The documents are for Cersosimo, located off Herrick Road. The property will come out of current use for a three lot subdivision, with six acre parcels. Two of the parcels were sold and will stay in current use.

Carrier reported that Joe Warhall submitted a plan for Bennett Road, drawn by Joe DiBernardo. Warhall thanked the board for sending letters to the Bennett Road property owners and asked how the board will proceed, if nothing is changed on the road. McKeon replied that a letter will go out to the resident who has caused the road issues, notifying him that repairs are going to be done. Letters will be also be sent to the property owners, and if alterations are approved by the Board of Selectmen, repairs will be at the owners expense.

With no other business to conduct, McKeon moved to adjourn at 8:55 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