

**Town of Chesterfield
Board of Selectmen
MINUTES
December 17, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:00 p.m. Others in attendance were Elaine Levlocke, Jim Larkin and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #51
- Selectmen Minutes – December 10, 2014
- Hamilton Fund Cards (2)
- Appointment Papers – Parks & Rec and Zoning Board

APPOINTMENTS

- **6:15 p.m. Leon Dunbar**

Dunbar presented the board with a materials list and pricing for the cardboard storage structure at the transfer station. The structure would keep the cardboard bales dry and out of the work area. The structure will have a savings of \$2,680 per year in trucking fees. Dunbar stated that the structure will also allow for baling paper and tin and storage for electronics. A skid steer and loading dock are projects that would enhance the use of the structure. The board asked Dunbar to bring back more return on the investment for the project for the next selectboard meeting. Dunbar reported that Ron Bell has not charged the town for designing the structure.

The board approved for snow removal purposes, counting holiday hours as hours worked for the determination of overtime pay for Dunbar.

Dunbar reported that the approximate cost was \$4,000 for the backhoe repairs for the drive shaft and replacement pump.

Dunbar stated that there will be a new testing fee of \$250 to the transfer station for testing of used motor oil per 500 gallons. Options would be for residents to bring the used motor oil to the Keene dump or Windham Solid Waste.

FOR DISCUSSION

- **Town Office Snow Removal Position**

McKeon has correspondence out for potential help in the snow removal position.

- **Budgets – Revised Parks & Rec and Revenues**

Carrier reported that Erik Barnes gave an overview of the P&R revenue breakdown at the Budget Committee meeting of the summer program and Barnes will get the amounts to Carrier for the selectmen for the next meeting.

- **Town Report Dedication**

A decision needs to be made by mid January to choose a person for the dedication of the town report. This will be on the next selectboard agenda.

- **2015 Mileage Rate**

Levlocke moved to adopt the IRS standard mileage rate of 57.5 cents per mile for town business, effective January 1, 2015. Larkin seconded the motion, which passed unanimously.

- **Monthly Email**

The selectboard reviewed the monthly email. Carrier reported that there was nothing to report from the school or library at this time.

- **Elected Planning & Zoning Board Members**

The board received feedback of responses from current members of the ZBA and Planning Board regarding the possibility of changing to elected boards. A decision needs to be made by mid January as to whether this will be discussed at town meeting.

- **Wares Grove Cottage**

McKeon reported on the Parks & Rec Commission report to the Budget Committee that it was the best interest of the P&R to put money into the cottage and take care of the code issues. Larkin added that the P&R is also interested in pursuing the work on the storage building. The selectboard is in favor of supporting the P&R and the board felt that P&R should be using the money out of the Revolving Expendable Trust. Levlocke stated that P&R needs to submit their request to the selectboard. Carrier stated that the P&R can ask for more money at town meeting, as another option.

- **Pet Policy**

The selectboard has been discussing a no pet policy for all town vehicles and buildings, including the transfer station. The policy is being discussed due to possible liability issues. Dunbar stated that there are a large number of residents that bring their dogs to the transfer station and it may be an issue to police a no pet policy at that facility. Levlocke suggested that the board check with other transfer stations to review their pet policies.

- **Town Hall Rental Policy - Inspections**

The inspections are being done after each rental and Larkin will donate a digital camera to be used during inspections. The new town hall rental policy is being given to those groups to be sure there is a contact person taking responsibility for using the hall. Kristin McKeon and Carrier will assist Grace in performing the inspections. Floor cleaning will be done on Friday mornings.

- **Zoning Board Vacancy**

Lucius Evans has agreed to take the vacant seat on the ZBA. The selectboard accepted the resignation of Scott Riddlemoser as an alternate to the ZBA, effective immediately. Roland Vollbehr will be invited to attend the January 7 selectboard meeting to discuss his interest in serving the ZBA as an alternate.

- **Trustees of the Trust Funds Investments**

Carrier reported that the Trustees of the Trust Fund have invested the “common fund” through Peoples Bank Financial Services, which include the cemetery trusts, Hamilton Fund Trust and other trusts. Carrier noted that the Trustees of the Trust Fund is an elected body and this is their investment policy that was suggested to them while they attended a seminar for with the Attorney General. He added that the capital reserve funds and expendable trust funds are not affected by this investment approach.

- **Holiday Employee Turkeys**

The invitations for the holiday luncheon to the employees stated that if they wanted to receive a turkey, employees needed to attend the Christmas luncheon. The board agreed to purchase a turkey for the employee that did not receive one.

- **Complaint Policy**

Levlocke felt that the sample provided of the Town of Atkinson was geared more to the personnel issues, rather than general complaints. Changes will be discussed at the January 7 selectboard meeting.

- **Library Parking Lot**

The board felt that there was a good turnout at the mandatory pre-bid meeting held earlier today. McKeon will forward all the contractors questions to Carrier and have them included in the minutes of that meeting. If a special meeting is required, a meeting notice will be posted at least 24 hours in advance of the meeting. The opening of the bids is scheduled for January 2 at 6:00 p.m. at the town offices.

- **Town Office IT Proposal**

The board agreed to upgrade the computer system at the town offices per Vermouth Computers proposal of \$2,245. Carrier stated that the executive budget needs to be increased. If the budget is approved for the increase, the upgrade will take effect in March.

- **First Mutual Aid Assessment**

Carrier contacted Chief Tirrell of Fire Mutual Aid to get an assessment and the method of calculation so be able to pass along the information to the Precincts for their budgeting process.

- **Next 2 Weeks Manifests**

The manifests for the next two weeks will be ready on Tuesday afternoons for selectmen's approval.

PROJECT LIST

Parks & Rec Office Renovation: Larkin reported that P&R want to do an office renovation, to include heating system, dry well and insulation.

OUTSTANDING ISSUES

2015 Public Hearings: This should include dates for town meetings and the school meeting. The proposals should be available on the town website. James Corliss and John Koopmann will be at the public hearing and will speak to the budget items. McKeon will prepare a draft of what should be included on the cards.

Tax Deed Old Chesterfield Road Property: The Highway Department reported that the best time of year to take down the building was after mud season.

Town Clerk Compensation Policy: Barbara Girs will present the changes that she would like to have and present them to the selectboard.

OTHER BUSINESS

McKeon stated that the Planning Board has signed the plans for finalizing the Gateway Preserve on Route 63. John Daly came in for a conceptual, proposing to put a bed and breakfast in both buildings. There were more sign ordinances to do.

McKeon asked Carrier when the selectboard agendas are posted. Carrier replied that they are posted the same day as the meeting. McKeon asked if there is a requirement to post the agendas 24 hours in advance and Carrier replied that only if something legally requires a public hearing for issues such as changing an ordinance. McKeon stated that if a draft of the agenda could be posted, changes made to the final post would give readers more notice.

Larkin asked if someone from the public comments at a meeting, do they in part, have to be in the minutes. Carrier, McKeon and Levlocke agreed that their comments do not need to be in the minutes.

Larkin stated that he spoke with ZBA Chairman Burt Riendeau on a billing issue from Attorney Hoppock. Riendeau is willing to come in to discuss the bill with the board and that the fees, in relation to the conversation that he had with the attorney, it was the understanding of Riendeau that he wasn't going to get charged. He stated that in that discussion, included were the allegations that were made, in part, connected to Nine A LLC. He said that part of that was personal interaction as well and that he was under the impression that there were not going to be any charges for that. When it was reviewed, Hoppock stated that he was not going to charge the town; that it had to do with pro bono work and that he has to do so much pro bono work for the state through the year. Riendeau didn't know that Hoppock was going to put that on the bill. Riendeau is going to have a discussion with Hoppock as to why it was on the bill in the first place.

One issue that McKeon sees with that is perception and the other is, even though the town is not paying Hoppock in a monetary fee, the town is paying him in time because he's using that time to pay off a debt that he has to his obligations. McKeon requested that Riendeau instruct Attorney Hoppock to issue another invoice to the town that doesn't include the pro bono work on

it. McKeon added that if he wants to use his pro bono to Riendeau as part of his obligation to the State, he can still do that but it has to be on a separate billing.

McKeon reported on a comment made at the Budget Committee meeting that the SAU budget was only going to increase by 1.4% and the driver of last year, being special education, is down by \$100,000 plus there will be reimbursements from last year's high. He added that last year's expenditure was \$238,000 and the town should be getting back half of that, but will only receive approximately \$78,000.

Levlocke reported that Mike Fuller has been appointed as Spofford Fire Precinct Fire Chief. She added that Southwestern Region Planning Commission held a public hearing for Monadnock Region future and the plan is available on line.

Larkin moved to enter into nonpublic RSA 91-A:3 II (c). Levlocke seconded the motion, which passed unanimously.

McKeon moved to adjourn from the nonpublic session. Levlocke seconded the motion, which carried.

Levlocke moved to enter into nonpublic RSA 91-A:3 II (a&c). Larkin seconded the motion, which passed unanimously.

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

With no other business to conduct, Levlocke 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