

**Town of Chesterfield
Board of Selectmen
MINUTES
August 21, 2013**

Call to Order

Chairman Jon McKeon called the meeting to order at 6:11 pm. Others in attendance were Board members, Jim Larkin, Elaine Levlocke and Administrator Rick Carrier.

Appointment

- 6:00 Bob Del Sesto (non-scheduled)– Del Sesto was present to advise the board he had an addition to the 8/7/13 draft minutes. Del Sesto would like “He stated that it was in every zoning ordinance from 1992 to the current one.” To the minutes. The board accepted the addition, which will be added to the minutes.

- 6:30 Nonpublic RSA 91-A:3 II (b) –

Levlocke moved to enter Non-Public session pursuant to RSA 91-A:3 II (b) Larkin second the motion which carried.

Levlocke moved to adjourn from nonpublic session. Larkin seconded the motion, which carried. The Board voted to conditionally hire Patricia Grace as Selectmen Secretary.

- 7:00 Renee Fales –

McKeon noted that the board is looking to assist Ruth Van Houten and find someone to fill at least some portion of the OEM work. McKeon noted that the board is aware that Van Houten does a lot of work. McKeon noted that the board would like to start now and was hoping that Fales would be willing to take over a portion of the work. McKeon noted that it would be helpful if someone can sit with Van Houten and get an idea of the very important items and the less important items.

Fales noted that she is most concerned about the paperwork, deadlines and budgeting. Fales also noted that her current plan is to return to work full time in 2-3 years, and would need a lot of assistance if that happens.

Van Houten noted that she is available to help and the FEMA people are very helpful with paperwork. Van Houten also noted that if/when there is an emergency the Road Agent, Fire and Police Departments know what to do, and the OEM position acts mostly as a liaison. Dan Cotter noted that the 2-3 year time frame should not be a concern as anyone that takes the position may not last that long or longer. McKeon noted that 2-3 years will give the Town the opportunity to get the department set up with more help. Fales asked what happens if she goes out of Town. Van Houten noted that Bart Bevis has been willing to cover when needed in the past. Fales will begin working with Ruth. McKeon noted that Rick Carrier is available to help with budget questions.

The board thanked Fales for her willingness to help.

- 7:30 Library Trustees –

Present – Ed Cheever and Dave Smith

Cheever noted that the Library Board of Trustees have been working on the issues with the parking lot. Cheever would like some guidance from the board on the appropriate steps to take to get the issues resolved. The issues discussed included: The Handicap spot being the furthest spot from the door and the necessity of someone that requires the ramp to go behind their car to access the ramp. The abutment takes up too much space, the sidewalk is separating from the curb and the slope of the parking lot. McKeon noted that the job would have to be put out to bid per the Town's purchasing policy. Smith noted that they would like to remove the semi-circles, making sure to be aware that the well cap (belonging to the church) is located there, move the handicap area to the front, move the handicap ramp to the center of the building, enlarge the parking lot 8 feet to the West and 8 feet to the North, remove and replace the sidewalk, lowering the curbing, make the parking lot slope to the west, and make the entire lot a better grade. Smith noted that it will be important to make the entire complex (Town Hall and Historical Society) flow. McKeon suggested the Board contact M&W Soils to discuss a plan before it goes out to bid. McKeon asked that the board put up stakes on the property to indicate where they would like to expand.

Cheever noted that they have had roofers coming to look at the roof. The shingles have been blowing off. Estimates are being done. Cheever noted that there is a tree that needs to come down. It is the one closest to the building, and is actually touching the building. Cheever will talk with Carrier in the am regarding the trees.

For Signature

- Manifest #32 Manifest #34
- Selectmen minutes – August 7th

For Discussion

Dan Cotter would like to name the OEM operation center after Van Houten and call it the Van Houten OEM Operation Center. The board will discuss this and thanks Cotter for the suggestion. Van Houten noted that she could not accomplish anything without her team; it is always a team effort.

Lake Level & Route 63 improvement

The board received information that the State will not be completing the work on Route 63 this year as planned. Carrier will contact the State for clarification of the plans for next year and when they will need the lake level to be lowered. It was noted that the lake will not be kept low all summer.

2014 Cost of Living Adjustment (COLA)

Carrier noted that it is time for the Departments to start planning for next year's budget and they need this figure. It was noted that July's figure is 1.8%. The months preceding July are as low as 1.2% and as high as 2.0%. Levlocke noted that historically the board has used the July figure.

McKeon noted that there were a lot of raises handed down last year and would like some time to think about this. This issue was tabled to the next meeting.

2014 Energy cost projections

The board will notify the departments that they should use \$3.60 per gallon for gas, heating and diesel budget figures.

September meeting schedule

The board will meet every week beginning the first week in September.

Monthly meeting email

The board reviewed the monthly meeting email. The email is okay with all board members.

Continuation of government location/EPZ

Emergency planning zone is on the map it is the shaded areas that is still outside of the circle. A lot of the Town is in the EPZ. FEMA would like to have a place outside the whole shaded area. If the Town decides not to do that, the Town must sign a letter taking full responsibility. McKeon asked what the ramifications of not designating a place. It was noted that this may invalidate some insurances and grant monies. It was noted that there has been some talk of extending the zone and the Town's desire not to set it up only to have to move it further out. McKeon asked who pays for the prep work needed for this. Fales will look into this issue and get back to the board. Van Houten noted that the issue of continuation of government came about with a fire in a Manchester public building.

Department Head review process

McKeon noted that his computer is down and he is unable to retrieve the needed documents. Levlocke asked what purpose the reviews really serve if there is no monetary change as noted by at least half of the department heads annually. McKeon – computer is down – documents are gone. McKeon noted that the reviews are an opportunity to help employees realize what the board sees as shortcomings and strengths. Board members will bring in their paper copies and Levlocke will compile the reviews.

Town Audit

The board received a letter from the auditors. It is noted that deposits are not being made in a timely fashion in accordance with RSA 41:29 section VII. Cheever noted that deposits are made every Thursday night. McKeon noted that the procedure may have to change. Deposits are to be made each day. The board would like Carrier to have the Town Clerk, Tax Collector, Ed and Margaret present at the next meeting to explain the new process needed. They will prepare the deposits and Cheever will come in the next day and make the deposits in the bank.

Town Website update

Carrier noted that the intern that was assisting with the Website has run out of time. She has returned to College. McKeon will check with Antioch to see if they have anyone that can assist with the website and use it as a project.

Selectman project list

Economic Development Committee

Next meeting is first Thursday in September.

Plan for Expanded Recreational system

Report should be coming to board soon

Carrier noted that he has emailed Deb Bockum regarding minutes, but has not received any since March.

T.S. enhancement Project plan

The board received an email noting that they have begun moving books from the book trailer into the new building. He is looking for direction as to what to do with the old trailer. The board would like Scrap-it to come and pick the trailer up. This will avoid any liability issues.

Old business

Wares Grove Cottage Occupancy Agreement

Levlocke noted that that she spoke with Melissa Metivier and Metivier would like to wait till the end of the season for the walk-through. This issue will be discussed again at a later meeting.

Other business

Carrier noted that he has not heard back from anyone regarding the trees. Levlocke noted that Robarge may be on vacation.

Larkin noted that the Newsletter will be a wash if people do not volunteer to assist.

McKeon noted that the Town has received a 1 year reprieve from ice fishing on Spofford Lake.

Fish and Game commission met and said they will not allow it this year. Fish and Game will be at the SLA meeting in October. McKeon will talk to Senator Kelly to join the meeting if possible.

McKeon noted that there was a question as to who owns the boat ramp as some would like to limit entry and exit times to assist in keeping the milfoil out of the lake. McKeon will speak with LCG regarding the boat ramp and the options available.

Carrier noted that Jeff Morse did not want to hold a conference call and would prefer to speak in person.

Carrier noted he will not be available to attend the Budget committee meeting on Tuesday August 27, 2013.

It was noted that the Powers' ZBA application was continued. The ZBA voted that Del Sesto did not have standing to appeal the decision made by the Planning Board in the Paul Saba application.

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

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

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

Nonpublic RSA 91-A:3 II (c)

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

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

Nonpublic RSA 91-A:3 II (a)

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

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

Information

Treasurer’s Report
Shoreland Permit –Oct
Misc correspondence & newsletters

Adjournment

With no other business to conduct, Levlocke moved to adjourn at 9:30 PM, Larkin seconded the motion which carried.

Respectfully submitted,
Tricia Lachenal
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date