

**Town of Chesterfield
Board of Selectmen**

**MINUTES
August 8, 2012**

Call to Order

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

Appointments

None

For Signature

- Manifest #32
- Selectmen minutes – July 25th
- DRA application for reimbursement forest lands PA-16
- Intent to cut – Forecastle Timber
- Payroll change notice – deputy town clerk

For Discussion

- Farr Road subdivision development agreement

The amended agreement for the Farr Road subdivision had been received. The agreement now included the changes requested by the Selectboard and the Town Attorney. McKeon asked about the bond information; it is covered under #1 of the agreement.

Levlocke moves to accept the Development Agreement Revision #2. Larkin seconded the motion, which carried unanimously. The Board will sign the agreement when acceptable bonds are received and reviewed by the Town Attorney.

- Declaration of Covenants – Farr Road subdivision

The Board had reviewed the covenants. McKeon advised that a Planning Board member had expressed concern with the blank spaces in the first paragraph. It is understood that these blank areas would be completed when the covenant is filed with the Registry of Deeds. The Board does not act on these covenants; it is an agreement between the developer and any future buyers.

➤ Tax Collector deeding

Levlocke advised she had spoken with Pam Secore. Secore would like to meet with the Board at their next meeting to set up a payment schedule. The Board agreed not to deed at this time so they could discuss an agreement with Secore.

Carrier advised that John Koopmann called today and promised to have his payment in on Thursday.

➤ July 11th Selectboard minutes

Van Houten had requested that the July 11th approved minutes be amended. The Board reviewed the minutes, her request and Ross' response. McKeon noted that minutes are a record of the meeting. He did say that when a letter is read at the meeting they should try and give a brief overview of the subject of the letter for the record. The minutes were not amended.

➤ Department Head review process

The Department Heads in Town are Town Administrator, Police Chief, Highway Supervisor and Transfer Station Supervisor. The Board was given the review form used in the past. McKeon advised that each member of the Board would take the form home and grade each department head. They would then bring in the form to be compiled with the other Board members and reviewed.

Larkin stated he is concerned he doesn't have involvement with some of the departments. It was noted that it would be good to visit each department but it is so difficult to fit the time in. Carrier suggested that if he didn't know the departments then don't grade it.

McKeon stated the Board can see where we are at the next meeting. The Board should try to have the forms completed by the September 12th meeting for compilation, review and discussion.

➤ Harpoon Brewery appreciation gifts

Carrier advised the Board has received appreciation gifts from Harpoon Brewery for the Board allowing the use of the area for a rest stop on the 148 mile bike race. The Board agreed to use the T-shirts, caps etc be used as raffle prizes at the Christmas party.

➤ Selectman project list

- Business development group – Levlocke and Larkin are still reviewing the material.
- Newsletter development – Larkin is structuring the format. He hopes to get a mock to the Board by next meeting. Levlocke will email Carrier with her name suggestions.

- Development plan for expanded recreational system – Larkin has spoken with Sharyn D'Eon. He will wait until after the summer P&R session to move on this further.
- Transfer Station enhancement project plan – Larkin presented plans for the Swap Shop and Books. Dunbar and Geneseo wanted to restructure and expand the building. It would remain in its current location but the buildings would be combined into one building with 2 separate areas. Larkin is donating windows and doors. He is also looking to get donations for materials and some volunteer labor. McKeon stated that at one point Dunbar wanted the buildings gone because there were not supervised. McKeon's concern is that Dunbar would need more employees to help with that. Larkin stated Dunbar had thought to close the buildings however knew there would be complaints if that was done.
- CIP – Levlocke advised she is waiting to hear back from the Planning Board members interested in reviewing and updating the CIP.
- Highway overtime policy – There is no movement on this.

➤ Old business

Spofford Place – Ransom has gotten into the building and is in the process of Phase II.

Road projects – Bevis had been in contact with the Army Corps of Engineers and was advised that the River Rd project is not in the 2012 budget. McKeon had contacted Molly Kelly to ask what the status of the road was with regard to the corps. She in turn contacted Bob Russo, Project Manager for the corps. Russo advised the road project is just off the 2012 fiscal year list but has been placed on the 2013 list. He had stated that when preliminary work has been done as in this case it is unlikely it would not be completed.

Committee membership – Levlocke advised the John Melvin is willing to serve on the Parks & Rec commission.

Rounds Road – McKeon is meeting with Bevis and the Rounds Rd residents on August 16th.

➤ Next week's manifest

The manifest will be ready for signing by Tuesday afternoon.

➤ Other business

1. Van Houten asked McKeon if he had spoken to Steve Dumont with regard to Public Health. McKeon advised he had spoken with Dumont and he is interested in taking a portion of the duties. He would like to meet with Van Houten, Keppler and others to discuss the position. Van Houten stated it would be good to have someone from the Greater Monadnock Public Health Network present at that meeting. McKeon advised that Dumont is looking for someone to help. Levlocke is contacting someone too. The Board will get the scope of work out to Dumont this week. Larkin will facilitate the meeting; he and Van Houten will coordinate the meeting date.

2. Van Houten advised of the concern for communicating to the public during emergencies. She asked that information is put on the Town's monthly meeting email encouraging people to register their unlisted land lines and cell phones. A plan needs to be devised as to how to communicate to the community.
3. Van Houten asked to see the Dept Head Review forms. She stated they are revamping forms for the school. Levlocke gave her a copy.
4. Van Houten asked about the Hazard Grant update in regards to the Catsbane Brook debris removal. Carrier advised that FEMA is waiting for a definitive appropriation between the President and Congress.
5. Larkin stated he wanted to clarify RSA 74:17 with regard to valuation inspections. It has now been adopted that a property owner does not lose his right to appeal the assessment of his property if he does not allow the assessor into his house.
7. McKeon stated that at the Planning Board meeting there was an attorney telling the Planning Board what their roll was in making a decision on the Kwader subdivision. James Corliss has questions to be sent for clarification to the Town Attorney.
8. McKeon asked if the letter describing the NH Shoreland Water Quality Protection Act could be sent out along with the Welcome information sent to new property owners so they would be aware of requirements on the Shoreland. It will be included in the packet of information.
9. Levlocke stated she would be willing to take the minutes when they start meeting for the CIP. The Board agreed.
10. Levlocke stated she had met with Duane Chickering and he told her there may be many changes in the Police Dept in the next couple of years with respect to budgeting and personnel. Fairbanks and White may be retiring.
11. Ross advised the PD will have their meeting on August 21st at 1:00 pm. Larkin will attend.
12. Dunbar had dropped off a memo to the Board requesting that 2 part-time attendants be hired. He had stated that the 2 part-time attendants there now are having difficulty in covering the necessary hours for vacation. The Board asked that Dunbar come into their next meeting to discuss this.
13. Bob Brockmann arrived and asked who was sent the NH Shoreland Water Quality Protection Act informational letter. He was advised that all Map 5 property owners which are in the Spofford Lake district area and the River Rd property owners.
14. Carrier advised that the Route 63 project is expected to go out to bid by July 2013.

Information

- Appreciation letter – Chesterfield PD
- Code Enforcement correspondence – Aldrich
- Hazard Mitigation Assistant Program update
- Misc. correspondence & newsletters

Adjournment

With no other business to conduct, Levlocke moved to adjourn, Larkin seconded and the motion carried.

The meeting was adjourned at 7:50 pm.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date