

**Town of Chesterfield
Board of Selectmen**

**MINUTES
December 5, 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

- 6:30 nonpublic RSA 91-A:3 II (c)

Levlocke moved to enter nonpublic session pursuant to RSA 91-A:3 II (c). Larkin seconded the motion, which carried.

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

Levlocke asked Koopmann if canceling the CIP meeting scheduled for tomorrow would be all right. He agreed. The next CIP meeting will be scheduled for January 10, 2013.

Carrier gave Koopmann the Budget Comm information from the last meeting. Koopmann will be chairing the next meeting.

McKeon asked Koopmann if he was interested in renewing his membership on the Planning Board. Koopmann said he was.

- Barbara Girs (unscheduled)

Girs asked that the Board consider items to budget for the Town Clerk's office. She needs a 4 drawer fire proof file cabinet; she would like to attend the Town Clerk's conference next year and she'd like a stool for her window.

Girs stated she would be closed all day Christmas Eve. She stated the Town Clerk policy was poorly done as it decreases payment if she is not open according to the policy requirements. She advised she has come in 4 times on her off hours to do marriage licenses because the people couldn't make it in during her scheduled hours. McKeon asked that Girs give some suggestions for changing the policy and the Board would review it.

Girs stated that as a citizen to save money the office heat should be on a timer. She has come in on the weekend and the lobby temperature is high. McKeon advised that the radiant heat is not on a timer because keeping a consistent temperature saved money.

Girs suggested motion sensor lights in the bathroom. She also suggested motion lights for the parking lot on the weekend. Girs stated we should not have antibacterial soap in the bathroom or in the cleaning products as it stunts immunity to bacteria.

She would like to see money put in for tree trimming and a rug for inside the lobby doorway for safety and liability issues.

Fairbanks stated that the parking lot lights are on because the PD is a 24 hour operation and they are open. He advised that the lights by the school are on a timer and go out between 9 – 10 pm. He stated that having outside lights with motion sensors have their own problems.

➤ 7:00 Lester Fairbanks + Bart Bevis

Fairbanks had given a memo regarding longevity pay considerations to review. He stated the department is no longer competitive with the surrounding area. With the 5 step program the salary is capped. A bonus program was started. While this program was less about longevity than other criteria it still gave the veteran employees something to support their longevity. Fairbanks stated in the past several years the employees of the PD have seen their options for serving Chesterfield to be severely taken for granted. The bonus program was suspended; pay was cut to start paying for a share of the health insurance. Chickering saw a 10% cut in the net pay from one day to the next without any change in benefits.

Fairbanks stated he proposes longevity increases of 3% at 10, 15 and 20 years.

Bevis stated that it seems the pay is getting reduced every year and it's hard to keep up the moral of his department. There is no incentive for longevity. A person could be here for 5 years and make the same as a 20 year employee. Fairbanks stated the bonus used to help but there is no incentive to stay beyond 5 years. Keeping officers is helpful as there is familiarity with the townspeople. McKeon asked if Fairbank's plan of proposed increases be made all together or stager it out. Fairbanks stated it should be all together in the budget. Bevis stated they would like to get a conversation going and keep it going.

Fairbanks stated that a trained person makes them attractive to other departments; training new officers is very expensive and then you lose them to another department.

McKeon thought they would have a full on battle with the Budget Committee. Fairbanks stated he and Chickering are going to the Budget Comm. He didn't want to go behind the Selectboard's back and that is why they are here today. Levlocke stated the Budget Comm seems open to looking at this to keep PD personnel. McKeon stated this would be a town wide policy not just the PD. Larkin asked if there is a training incentive; there is not. Fairbanks and Bevis left the meeting. Levlocke asked McKeon what jumps out at him as he has had conversations with Fairbanks. McKeon stated that a former Selectboard noted that if it was as bad as

presented those employees would not be here for 20 years. He doesn't agree with that; it could be they are comfortable and stay but still may feel unappreciated.

Levlocke stated the Budget Comm seems to be willing to look at increases to keep good experienced people. She stated this proposal is not unrealistic. She asked what would be the impact on the budgets.

Carrier stated that 3 Highway employees are paid above pay grade. He will check to see what other towns do for longevity plans.

For Signature

- Manifest #49
- Selectmen minutes – Nov 28th – *Levlocke moves to seal the nonpublic minutes of November 28, 2012. Larkin seconded the motion which carried unanimously.*
- Appointment papers – PB, ZBA, CC

For Discussion

- Budgets & updates – Revenues & Misc Health agencies
 - Revenues – The Board reviewed the estimated revenues for 2013. They increase by approximately \$40,000.
 - Misc Health agencies – Big Brothers Big Sisters is a new agency for 2013. They have met the requirement for inclusion in the budget. The budget increased by 2.1%.
 - Cemetery Budget – Levlocke asked why increase the 2013 budget if it wasn't utilized in 2012; why not level fund it? The 2012 budget was \$49,595 and as of 10/13/12 \$34,867 was spent; yet there is an increase of \$1,282 for 2013. The Board asked that Carrier contact Jenness to reconsider the budget.
 - Library Budget – Levlocke stated that the Board needed more information to clarify the salary increases. McKeon stated it is his understanding that the Librarian's increase a few years ago brought her in line with other departments and now would be limited to COLA and not further steps. Larkin stated he would like to see what the comparable was like using similar sized towns. McKeon stated we need to see what value we put to that position. It was noted that she has on the job experience in Chesterfield and she is making more than a police officer. Carrier will get library comparisons.
- OEM Director stipend

The Board reviewed the email from Van Houten enumerating her duties as OEM Director.

The Board reviewed the information Carrier gathered regarding what other towns do to compensate their OEM Director. Carrier noted that some towns have the Fire Chiefs as the director. Other towns have stipends ranging from \$500 to \$3,000

annually. The Board agreed that Chesterfield is in line with like sized towns. It was noted that in the future when the position becomes available this would be the payment.

➤ Town Report dedication

The Board reviewed a list of possible candidates. This will be tabled for more investigation.

➤ Selectman project list

Business Development group – McKeon gave a suggested charge for the Board to review. It was noted that the committee would be given a time line to complete. They would be looking approximately an 8 member committee.

➤ Old business

Spofford Place – Liptak is waiting for the completion of the Ransom report and is working with the EPA's attorney regarding the liens. He will prepare a cover letter for questions Carrier had asked prior to meeting with the Board.

Road projects – McKeon stated that the information collected would go to the Budget Comm to look ahead for future expenses.

Committee membership – The Board reviewed Phil Crowley's letter of interest in joining the Planning Board. Carrier will invite him to next week's meeting. Larkin will speak with Andy Cay and John Perkowski at the ZBA meeting to see if they are interested in renewing their membership.

Rounds Road – Bevis is working with Paul Sanderson, NHMA attorney.

➤ Other business

1. Carrier noted that the Board had discussed a change in the Board meetings once the budgets are wrapped up. He suggests going forward the Board not meet the last Wednesday of the month. If necessary a meeting could be scheduled. The Board agreed if there was nothing pressing on the agenda.
2. McKeon stated he would forward the letter from the Attorney General's office regarding the variance denial for the Liquor Store sign to Senator Molly Kelly.
3. McKeon stated the Planning Board is discussing how to help Paul Saba to address the safety issues at Big Deal. A letter will be sent.
4. Carrier advised that Richard Nicoletti from FEMA would not be reimbursing funds expended due to "Sandy" storm as the minimum cost do not exceed \$1,000. The town expended \$650.
5. Senator Kelly Ayotte's senior staff will be having office hours at the Town Offices on Thursday, December 20th.

Information

- DES Solid Waste Facility Operator certificates
- Email and letter regarding liquor store

- Cheshire County proposed budget 2013
- 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 8:25 pm.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date