

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
February 6, 2013**

**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 6
- Selectmen Minutes – Jan 23<sup>rd</sup>
- Rancourt Letter of Agreement
- Koopmann property deed

**For Discussion**

- Rancourt wetlands permit

The Board had reviewed the wetlands permit application for the property just east of the North Shore beach. The Board didn't have any concerns with the application and signed the letter of agreement. McKeon advised that the Conservation Commission hadn't any concerns but were waiting for the Board's review. Carrier will contact Kathy Thatcher to sign the agreement for the CCC.

- OEM health officer reimbursement

The Board reviewed the job description for the OEM Health Officer. The description noted compensation by the Town budget for a stipend for attending RCC meetings and mileage reimbursement for those meetings.

Van Houten has requested that the training on Web EOC be compensated through the Town budget. This is a special position with OEM as the liaison between OEM and the Town's Health Officer.

McKeon stated it is his understanding that the position was created to fill Van Houten's void by not having Marilyn Rousseau. The compensation is similar to how Rousseau was compensated for the RCC meetings. Levlocke stated it sounds like it should stay under the OEM budget. It was noted that the job description should have a date when it was enacted. The Board agreed.

Larkin, as the OEM representative, will contact Van Houten with the Board's position.

➤ Budget Committee recommendations

The Budget Comm recommended 3 changes to the Town's budget.

- They removed \$20,000 from the Transfer Station Budget. McKeon stated that the Selectboard does not send a budget to the Budget Comm without thoroughly reviewing it and agreeing with it. Levlocke stated she had stayed with the Board's position at the Budget Comm. It was noted that last year the 2<sup>nd</sup> full time position didn't start until mid year in 2012 and the lower rates and hours for a part timer were used until that time. McKeon stated it is his understanding the operating budget is the Budget Comm budget. The Selectboard can amend the budget to add the amount back in at Town Meeting. The Board agreed to keep it in.
- They recommended \$85,000 of the \$100,000 to be added to the Highway Heavy Equipment CRF. The Board agreed to keep it in.
- They recommended \$147,000 of the \$160,000 to purchase the 35000 GVW truck. The Budget Comm wanted Bevis to bring solid numbers for the purchase. The Board agreed to keep it in.

➤ Town Warrant

The deadline for receiving petitions for Town Meeting passed yesterday. There were suggestions for the Town Warrant combined warrant articles for the CRFs and the ETFs. McKeon advised that Steve Laskowski, Budget Comm member, had suggested keeping them separate and then at Town Meeting add them together. Levlocke suggested group the CRF's and the ETF's by departments. McKeon and Larkin agreed.

➤ Longevity plan and PD salary scale

McKeon asked if the Budget Comm discussed this. Levlocke said they just asked what the Selectboard was going to do. McKeon stated if we were to do this now we would have to increase the budgets. Carrier said no, the Board could ask the Dept Heads to come up with the money. McKeon stated the Town may think the services would suffer. The Board wanted the Town's people to have some say to do it or not. Carrier suggested having a handout at Town Meeting.

Levlocke asked Larkin what he thinks needs to be done regarding PD salaries. Larkin stated there needs to be changes. McKeon suggested that the salary scale be done for next year to avoid having the longevity plan and PD salary increases in the same year. Call out pay was discussed. Currently every night between 2 am and 6 am an officer is on call. If they get called out they receive a minimum 2 hours overtime pay. Chickering had suggested giving \$25 for being on call and if they are called out that stipend would be dropped. Larkin stated doing a percentage of rate would be better than \$25.

McKeon stated it is his understanding that the on call policy hasn't changed since any of the department had been hired. It was suggested that Fairbanks and Chickering be asked to come to the Board for further discussion. McKeon doesn't

see this will be done for Town Meeting and the Board should take the longevity plan to Town Meeting. Carrier will have a draft handout for the Board to review.

*Levlocke moves to support bringing a motion to Town Meeting to increase the operating budget for 2013 by \$29,211 to conform to a longevity pay policy to compensate employees starting at year 10 to 25 years. Larkin seconded the motion, which carried.*

Fairbanks and Chickering will be asked to come to the February 20<sup>th</sup> meeting. McKeon still thinks we need to look at being competitive with surrounding towns. Levlocke mentioned that White had a good point last meeting noting that the PD do not want to be compared to some other departments but want to keep the high standards.

➤ Town Reports

Carrier advised he is waiting for the Town Clerk report and the P&R report. Girs advised him she would have it by the end of this week. He has not heard back from Bokum. Carrier stated he cannot hold up the printing of the report as there is a legal requirement to have it done by a certain date.

➤ Red Clover Rovers Running Club

The Board agreed to approve the use of the property as long as it did not interfere with the Chesterfield Public School Foundation's use of the grounds that day.

- Town Office building happenings – Carrier advised that he has noticed or it has been reported to him the following:
- The entryway rug has been moved 3 times from the way it was set. In his opinion the gap between the door and the rug is too big and might cause someone to slip.
  - The radiant heat was lowered sometime from Thursday afternoon to Monday morning, such that when he walked into the building it was 62° in the Selectmen's office.
  - The antibacterial soap in the ladies room was apparently emptied and refilled with a clear substance, which was presumed to be water. In hind sight he should have reported it to the PD in case it was terror related.

Carrier asked how the Board wanted him to remedy these occurrences. The Board suggested sending a memo to all Town Office employees and also ask Girs about the soap as she had expressed a concern with using anti-bacterial soap.

- There is a computer in the Town Clerk's office on the Town's network and it does not have the anti-virus on it. It had been removed. Carrier asked if he could remove that computer from the network until the anti-virus is put back on. The Board approved. McKeon will follow up with Girs.

➤ Next week's meeting

John Liptak from DES will be meeting the Board to discuss the Ransom Phase II report and options going forward. Carrier had sent the meeting minutes from the last meeting with Liptak and a link to access the Ransom report. Carrier advised he had contacted Jeff Fournier to let him know about the meeting. Fournier is interested in purchasing the Town building that abuts his property.

➤ Selectman project list

Business Development Group – McKeon advised there is a new Director of DRED. The former director had agreed to meet with the group. He will contact the new director to see if he is interested or perhaps the former director could attend. He is part of LGC. McKeon advised he spoke with Paul Saba about joining the group. Saba wanted more information.

Newsletter – Larkin advised the bulletin is ready to go. He is still waiting for input from a couple of departments. Larkin will email Carrier with those departments to follow-up with them.

CIP – Levlocke advised they are waiting for Fire Dept information. The committee should have a draft by the end of the month. The next meeting is February 28<sup>th</sup> (actual meeting February 21<sup>st</sup>).

➤ Old business

Spofford Place – John Liptak from DES will be at next week's meeting.

➤ Other business

1. McKeon advised he will be gone March 28<sup>th</sup> – April 18<sup>th</sup>.
2. Larkin advised the 1<sup>st</sup> meeting was held for the Transfer Station Comm assembled by Dunbar to look at the TS operations. Dunbar is getting more information on commercial curb side pickup.
3. McKeon advised that Paul Saba was present at the Planning Board because he had received a letter advising he was not in compliance with the site plan. Michael Bentley was with him. They are contacting the state to see if Saba could use the no parking area as an unloading area only and not for general parking.
4. McKeon advised that Pierre Saba was at the Planning Board for the site plan review for a gas station and convenience store on the former San n' Snow lot. Peter Brady had expressed concern with drainage issues.
5. McKeon advised that the Cersosimo subdivision was given an extension.
6. Levlocke advised that Roland Vollbehr was also interested in representing Chesterfield at the Wantastiquet subcommittee to the CT River Joint Commission. She will bring in the paperwork next meeting.
7. Carrier advised that the Planning Board has voted it is reasonable to issue building permits on the Gateway Ln, a private road. He has forwarded this information onto Attorney Rattigan and is waiting to hear back from him.
8. The next Police Dept meeting will be February 19<sup>th</sup> at 1 pm. Larkin will try to attend.

**Information**

- Commercial fire inspections
- 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 8:10 pm.

Respectfully submitted,

Carol Ross  
Secretary

Approved by:

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Jon P McKeon, Chairperson

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Date

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Elaine H Levlocke

\_\_\_\_\_  
Date

\_\_\_\_\_  
James M Larkin

\_\_\_\_\_  
Date