

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
January 8, 2014**

**CALL TO ORDER**

Chairman Jon McKeon called the meeting to order at 6:18 p.m. Others in attendance were Board members Jim Larkin and Administrator Rick Carrier.

Absent: Elaine Levlocke

**FOR SIGNATURE**

- Manifest #2
- Selectmen minutes - December 23 & 30
- DOT correspondence – Route 9
- Cobb correspondence
- Changing date for town meeting to Town Clerk RSA 39:2-a
- Yield tax certifications – Forecastle Timber (3) & Hauert
- Timber tax warrant

**APPOINTMENTS**

- **6:30 Parks and Recreation Committee & Nonpublic RSA 91-A:3 II (a&c)**

Present: Deb Bokum, Joanne Condosta, Tracy Fairbanks, John Melvin

Bokum stated that the Parks and Recreation Commission will not be asking the Budget Committee for money for the concession stand this year, due to the issues of the cottage. The Commission wants to make improvements to the cottage for a director to live at the cottage year round.

Fairbanks added that the Commission would like 50% of the revenue and 50% of unexpended budget.

Larkin stated that he feels that further study is warranted on the condition of the cottage, by getting an independent party to evaluate the structure and get a figure on how much it will cost to do renovations. McKeon stated that it was not the decision of the board to evict the tenant from the cottage and the board needs to work with fact and can't project out what is felt what may be found. McKeon added that Ron Bell had conducted a structural integrity evaluation of the cottage and he was not looking at other issues. He also stated that biggest issues are septic, sewage gases backing into the house and electrical and that Bell was not given direction to do that.

McKeon asked that the board stay within the written facts to process what is going to happen with the cottage with a limited amount of time. McKeon stated Larkin acted outside of Board decision and must stay within Board authority. The report states as to what the cottage condition is at present. He added that the board look at costs to replace what is there and to look at value

back to the Parks and Recreation and the town for having that be a piece of the salary and is its value back to the town.

Melvin stated that it is a benefit to the town to maintain security of the property, in addition to a living facility for part of the job requirement. He felt that it would be a draw to get a qualified person to fill the director position.

McKeon stated that the immediate repairs have been done and it is his understanding, of receipt of a notice, that the building would be vacated by the end of this month. McKeon added that the building needs to be evaluated, as a whole, as it sits so that the board can look at the options to proceed. McKeon stated that in his opinion, whether new construction or major renovations are done, the facility will not be ready for occupancy in the spring and rehousing a new person may be an issue. McKeon added that evaluations can be done before the town meeting on the electrical, heating and plumbing systems, with approximately 75% of the structural, including the foundation. Larkin and McKeon agreed that the cost of the work done by R.G. Builders and Ron Bell will come out of the Selectmen's budget. Carrier stated that the structural evaluation, to determine if someone should live at the cottage, should be charged against the Parks and Recreation. McKeon and Larkin agreed that Bell conducted a non-destruction inspection.

Carrier stated that there is a public hearing on February 1 for all purposes to be voted on at Town Meeting. Carrier suggested that someone needs to give an overview on the outcome to the Budget Committee on January 14.

*McKeon made a motion that the board present a warrant article to change the Park and Recreation Building Capital Reserve Fund to the Parks and Recreation Building Expendable Trust, naming the Board of Selectmen agents to the Expendable Trust. The motion was seconded by Larkin. Motion carried unanimously.*

Carrier will contact the following contractors on January 9 to schedule a site visit to Wares Grove cottage, to be accompanied by Chet Greenwood, as soon as possible:

Structural Engineer – Ron Bell

Evaluate the structural for structural integrity, from where he left off of what he can do for code compliance for the entire structure, including the foundation and report what he can't do. Supply budget numbers.

Electrical Engineer – Gary Winn

Evaluate the electrical system for code compliance and integrity, functionality not required. Supply budget numbers.

Plumbing and Heating – Bill Bassler

Code compliance for plumbing and heating and integrity, to assess the heating plan for life cycle and supply budget numbers.

A report should be received by the selectboard by January 22 from each contractor for budgetary numbers, and emphasize that time is of the essence.

McKeon stated that the current tenant will be given a 24-hour notice of any inspections requested by the Selectboard.

McKeon stated that Park and Recreation Commission should work with the Selectboard for input on how to go forward with the project, after the reports have been received.

Melvin presented a draft to the board of the new job description for director for a 12-month position. Carrier will forward job descriptions to the Park and Recreation Commission members for the department head positions.

The applicants will be reviewed by the Parks and Recreation Commission, along with one member of the Selectboard.

## **FOR DISCUSSION**

- **Budget Discussion**

McKeon reported on the presentations given at Budget Committee meeting held on January 7. McKeon felt that the full time Parks & Rec Director position was well received by the Budget Committee as presented by Tracy Fairbanks of the Parks and Recreation Commission. Karen Guyette made the presentation for the Library trustees. Marty Mahoney did not have the finalized budget for the school at this meeting. Mahoney reported that the school will have an additional \$550,000 budget increase, due to special education costs. The Spofford Fire Precinct presented their budget, along with the status of the Spofford fire chief in that he is working with limited disability. The Chesterfield Fire Precinct will give their budget presentation at the January 14 Budget Committee meeting.

Carrier told the Budget Committee that he will have more information for them next week. The Library budget has a couple of articles, one being for the library roof. Guyette had received three quotes from Melanson, Ferguson and Cummins Roofing and a warrant article for engineering for the library parking lot. The board agreed to present a warrant article for \$30,000 for library roof repair and \$5,000 for library sidewalk/parking lot engineering.

- **Future Town Meeting Date Advertising**

Carrier stated that if the split town meeting vote passes, the board of selectmen can select a date to discuss the warrant articles, to be scheduled after the Town Meeting Day on March 11. There was a discussion to consider scheduling the school and town meeting on the same day for next year. Suggestions of getting this information out to the public were using the school newsletter, posters at the Transfer Station, press release, advertising in the newspaper(s) and using email. This will be on the agenda for further discussion on January 15.

- **Town Report Dedication**

Carrier presented a draft of the dedication. This will be discussed further at next week's meeting.

- **Election Signup Dates**

Carrier reported that anyone wishing to sign up for elected town positions can do so at the Town Clerk's office from January 22 through January 31, at her normal business hours. The Town

Clerk will also be open on January 31 from 3:00 to 5:00 p.m. only to receive filings for declaration of candidacy to town office.

- **Old Business and Project List**

Carrier reported that he received notice that Southwestern Regional Planning Commission in that there may be more money for another Brownfield assessment and information about forming a non-profit to work on the Spofford Place area building.

Board Appointments: Larkin will attend the ZBA meeting on January 14 and will swear in Lucky Evans as an alternate for the Zoning Board.

Website Update: Carrier suggested that the board budget for professional services next year.

Town Hall Annex: Carrier reported that Lee Brockman and another resident will discuss future plans with the board next week.

- **Other Business**

Deb Bokum reported that she has received several complaints on small business vehicles picking up the salt and sand mix from various parts of town. Larkin suggested posting the sand pile areas that the salt and sand mix is non-commercial use. McKeon suggested that cameras be set up for documentation.

Larkin met with Bart Bevis about the radio chatter and the plowing issues. Bevis replied that he will take care of it.

McKeon reported on the Planning Board meeting held on January 6 was to hear applications for Camp Spofford site plan review, Federal Express prints, Woodbury Road and Crowningshield Road. Crowningshield and Camp Spofford were approved.

McKeon stated that the board will be having an independent person to manage the computer system as a whole, being one of the items suggested by the attorney.

McKeon found a website for banners to serve as notices to the residents at both ends of town. There may be a fee to hang them and a permit may be required.

*Larkin moved to enter into Non-Public session pursuant to RSA 91-A:3 II (a&c). McKeon seconded the motion, which carried.*

*McKeon moved to adjourn from Non-Public session and seal the minutes. Larkin seconded the motion, which carried.*

*With no further business, Larkin moved to adjourn at 10:10 p.m. The motion was seconded by McKeon, which carried.*

Respectfully submitted,

Patricia Grace, Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairperson

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Date

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Elaine H. Levlocke

\_\_\_\_\_  
Date

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James M. Larkin

\_\_\_\_\_  
Date