

**Town of Chesterfield
Board of Selectmen
MINUTES
March 18, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:20 p.m. Others in attendance were Board members Elaine Levlocke, Jim Larkin and Town Administrator Rick Carrier.

FOR SIGNATURE

- Manifest #12
- Selectmen Minutes – March 12, 2014
- Woods Brush Fire correspondence
- DRA MS-232 form
- Intent to Excavate – Cersosimo
- Appointment Papers

APPOINTMENT

• **6:15 p.m. Parks & Recreation Commission**

Present: Deb Bokum, Joanne Condosta, Tracy Fairbanks and Andrew “Dewey” Auger

Levlocke reported how well the Parks & Recreation Commission has worked on the new Parks & Recreation director’s job description to make this a new full time position. It was determined that the town would provide the funding for the licensing, certification and membership in the NH Parks & Recreation Association, as requirements for the position.

McKeon stated that the budget will limit the options on the residency. The hiring and firing of a new director will be done by the Selectboard and disciplinary actions will be through input from the Parks & Recreation Commission. The Parks & Recreation Commission will conduct yearly written reviews and set goals and tasks for the director. Levlocke requested that the Commission work closely with the Selectboard to get the new position and programs established. Carrier will provide a bookkeeping job description to the Commission.

The interviewing process is done by the administrator, a selectboard member and the department head, after the Parks & Recreation Commission members have made their recommendations. McKeon stated that a non-public meeting will need to be warned. McKeon confirmed that the new director position is a full year position for this year. Carrier added that December 31 is the end of the year.

Larkin reported that he and Chet Greenwood made a site visit to view the condition of the 4-structure shed at Wares Grove. After discussion and reviewing the photos taken by Larkin, the board determined that the town will not purchase the shed.

Condosta stated that she has two adult volunteers that are willing to work on the cleanup of the Wares Grove property.

The advertising for the director's position will be reviewed. McKeon stated that the new Parks and Recreation director position will be open to all applicants, including the former director.

McKeon moved to create a new full time Parks and Recreation director position. Levlocke seconded the motion, which passed unanimously.

Carrier and John Melvin will determine where to advertise the new position and a set deadline date for applications.

- **7:00 p.m. Non Meeting**

The board entered a non meeting with legal counsel. The board reconvened the meeting from the non-meeting with legal counsel at 8:45 p.m.

FOR DISCUSSION

- **Property/Liability Insurance - Primex**

Carrier provided a letter for the board's signature to not renew the coverage for property/liability with PLT and to switch to Primex. Carrier did an assessment with Primex and reported that the cost will remain the same.

Levlocke moved to not renew the property/liability coverage with PLT Health Trust, effective July 1, 2014 and to switch to Primex for the coverage. Larkin seconded the motion, which passed unanimously.

- **Cersosimo Surety Rider Bond**

Carrier received Attorney Ratigan's approval on the bond for the gravel pit.

Levlocke moved to have McKeon sign the document. Larkin seconded the motion, which passed unanimously.

- **Lottery Revenues for Education**

Carrier reported that lottery revenues are being used for education. Per RSA 198:39, all moneys due from the sweepstakes and the lottery are placed in the Education Trust Funds, a State of NH fund used to fund an adequate education. Per RSA 198:41, the NH Department of Education shall determine the total education grant for each municipality from the Education Trust Fund, based on a formula spelled out in this RSA.

- **Temporary Sign Forms**

Chet Greenwood set up a fee schedule for the board's approval for \$25 per sign, except for real estate signs, political, short duration and business signs that are pre-approved for size and

location by the Chesterfield Planning Board. The board wants to review temporary sign approval before signing the new sign proposal.

- **Wanda Wood Correspondence**

Wood requested to have her property taxes lowered, because she owns a parcel of less than an acre and has been unable to sell her property. An assessment card was reviewed by the board and she will be advised to file an abatement for next year.

- **Other Business**

Condosta reported to police that she has observed a male intruder browsing her neighborhood on Gulf Road during evening hours and setting off car alarms. The police are investigating.

Nonpublic RSA 91-A:3 II (c)

Levlocke moved to go into Non-Public per RSA 91-A:3 II (c). The motion was seconded by Larkin, which carried.

McKeon moved to adjourn from Non-public session and seal the minutes. The motion was seconded by Larkin, which carried.

With no other business to conduct, Levlocke moved to adjourn at 9:00 p.m. The motion was seconded by McKeon, which carried.

Respectfully submitted,

Patricia Grace

Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date