

**Town of Chesterfield
Board of Selectmen**

**MINUTES
October 10, 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 Leon Dunbar & nonpublic RSA 91-A:3 II (a&c)

Transfer Station budget – The proposed budget decreased by 0.5%. The increase in the full time salary line was offset by the part time salary line with a net reduction of \$7,000. The Board questioned the meetings and conference line increase; looking at the history of this line it was amended to level funded. Contracted Services was increased by \$5,700 as a precaution to a possible future hazardous spill cleanup. There had been asbestos cleanup done this year at a cost of \$2,500. The low cost was due to Triple T helping out and Dunbar's quick response to the spill. Insurance did not cover the incident. The Board again looking at the history of this line item reduced the increase to \$400.

Warrant Article – Dunbar proposed adding \$20,000 to the Heavy Equipment CRF; which currently has a balance of \$45,000. The backhoe would be replaced in approximately 10 years and they would need to refurbish the compactor in 10 years at a cost of \$6,800. Dunbar will set up an equipment schedule. He asked the Board how they judge the longevity of the building. McKeon advised that generally you use a 50 year building cycle.

Paper/cardboard recycling – Dunbar presented a proposal to start bailing the cardboard and paper in-house. He anticipates a \$22,440 annual savings to the Town. The Board reviewed the equipment that would be needed to do this operation at an approximate cost of \$80,500. This would include a skid steer and with that the need for a backhoe is reduced. Dunbar proposes using the Highway Dept backhoe if Bevis is agreeable. It was noted that a loading dock would be necessary. The Board wanted Dunbar to get engineered plans for the retaining wall. Dunbar will try to get that item into this year's budget. The proposal would take 3.5 years to pay off the equipment if the market stays as it is now. McKeon stated with having \$45,000 in the CRF the balance for the equipment would be \$35,500 using Dunbar's projected costs. There will be a warrant article to raise \$80,500 and to use \$45,000 in the existing TS Vehicle/Equipment CRF.

Free shed/book shed – Dunbar advised that Foard Panel is donating trusses for the new building. They also will be donating OSB for the project. Larkin stated that this

would significantly cut the cost of the construction. Larkin is donating the doors and windows. A projected cost will be done to get the numbers for budgeting.

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

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

➤ 7:30 Nonpublic RSA 91-A:3 II (a&c)

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

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

➤ 8:00 Bart Bevis

Rounds Road – Bevis was present with David Mann. Mann had completed mapping the ROW on Rounds Rd. He advised that when the road was laid out there was a 20 ft ROW. The house lots were developed in 1948. From a prescriptive point of view the Town has rights to maintain a portion of the road but a 1968 statute required the Town to have done it 20 years previous and that was not done.

It was noted that the ROW needed to be established to pursue a hammer head turn around for the plow truck. Bevis suggested the Town plow the road as an emergency lane so not to get involved in maintaining a private rd. He would also make sure the drainage is functioning and would take the large dip out in the road. McKeon stated we should stay within the minimum necessary.

The Board reviewed the proposed hammer head turn plan. Mann noted that both Leahy and Bratcher would need to sign off on the plan. Bevis stated that if they don't it would be a deal breaker and the Town would not plow any portion of the road as they need a turnaround area.

Mann will amend the hammer head plan. Bevis will contact LGC and Carrier will get the Merrifield Rd agreement to review.

Stones Mill Rd – Bevis got cost estimates to upgrade the road. The survey, blasting, basic sub-grade, relocating utility poles etc would cost \$357,000. This doesn't include labor, equipment or materials. He would expect the cost would be between \$500,000 and \$600,000 dollars. This cost would be borne by the abutters. Some property owners propose having a petition go to Town Meeting for the Town to take over the road. If the petition is approved the owners would be responsible to cost share the project.

For Signature

- Manifest #41
- Selectmen minutes – Oct 3rd
- Intent to cut – Wrobel
- Yield tax abatement – Lathrop
- Election polling place warrant

For Discussion

- Deputy Health Officer job description

The Board reviewed the amended job description with the change Van Houten wanted added. The description was approved by the Board with the knowledge that this is a new position and the description may be updated as it progresses.

- Planning Board membership

The Board reviewed the draft letter to Del Sesto. It was noted that the Board might not renew his membership; however, he has the option to stay on if there is no replacement appointed. McKeon will find out when Del Sesto is leaving for Florida.

- Timber tax rates

The Board reviewed the updated timber value list from the State along with the average rate. The Board agreed to use the average rate as has been their practice.

- Liquor store land/PSNH easement

The State of NH wants to grant a utility easement to PSNH to provide electricity to the new store. If the Board has any interest in this transaction, a letter can be written to the NH Council of Resources and Development. This is a matter of formality to give parties who may be interested. The Board had no objections to the easement.

- Tax deed property – Koopmann

McKeon advised he had spoken with Koopmann today. He expressed frustration with what appears to be evasion. Koopmann is supposed to bring in money tomorrow; less than the \$3,000 as agreed but would have the balance of the \$3,000 in by Tuesday next week. The agreement is being finalized with the attorney.

- November election updates

Handicapped parking – The Board agreed to make available 3 handicapped parking places for the elections. More signs will be available to designate the areas.

Selectmen's attendance at the elections – The Board will do their best to attend the elections. At least 2 members need to be available after counting to sign the sealed ballot boxes.

Appointing Inspectors of Elections – A minimum of 2 Inspectors for each political party are required. The parties have until October 15th to appoint them and report to the Town Clerk. If the parties do not appoint inspectors the Board is required to.

➤ Pay scale comparisons

Levlocke stated that last week the Board had gotten the comparisons but the Board wanted to make sure Larkin was part of the discussion and the Board does not want to rush through the process.

Levlocke stated she would still like to have an open forum meeting with the employees to get ideas to better serve the Town. She advised that if the Board was not interested in that, she would be willing to go to each department.

McKeon stated more information is needed about the department's activity; that information would be in the Town Report. He presumes that other towns would have this information in their Town Reports also. McKeon advised the Board needs to get the numbers.

Levlocke stated she has spoken with other towns and there are vast differences in on call pay; no pay unless they are actually called out, \$50 per call out status and \$500/year for call out. She wants the supporting data to have apples to apples comparison. This discussion will continue next week for the 2014 budget cycle.

➤ Selectman project list

Newsletter development – Larkin advised he has contacted the Dept Heads to get a letter of introduction for the newsletter. He stated there would be a committee formed. Susan Newcomer is interested in participating.

CIP – Levlocke advised the CIP is moving along well. They are getting information from departments. Their next committee meeting is November 1st.

➤ Old business

Spofford Place – John Liptak will be present at the Selectmen's October 24th meeting.

Committee membership – The Board's representatives need to contact those committee chairs regarding renewing membership.

➤ Other business

1. Barbara Girs had dropped off a letter regarding Tammy Rudolph's rate of pay while working at the poles. Rudolph's experience has been very beneficial to Girs in running the elections. She requests that Rudolph be paid her former rate as the

Deputy Town Clerk while training Girs. The Board discussed if Rudolph's participation is worth paying for it. The impact to the Budget would be minimal.

Levlocke moves to compensate Tammy Rudolph for 2012 presidential elections and also retroactively to the Primary at a rate of \$13.00/hour as a special assistant to Barbara Girs having been through the process. Larkin seconded the motion, which carried.

2. Larkin advised that Jeff Fournier is still interested in the former temporary PD building in Spofford Village. He will bring his proposal to Carrier.
3. Larkin had painted over the PD seal on the temporary PD building. Ross advised that Camille Coulborn had called and thanked him for doing it.
4. Larkin advised he had a ride around with Bevis and found it very informative.
5. McKeon advised he had emailed Doug Graham, District Supervisor and DRED about the lack of erosion control at the liquor store construction site. He had also included in the email that while driving by he saw a crane was moving trusses and someone was standing underneath digging.
6. Carrier advised the town has received the \$5,000 grant payment to update the local emergency plan, which John Keppler had completed. Where does the Board want to credit this grant to and what budget would they like used to pay Keppler? Carrier suggested out of the Homeland Security Grants. The Board agreed.
7. Levlocke asked how to proceed with the change to the Town Clerk's hours. She noted that the policy had been adopted at Town Meeting so the change would have to be done at Town Meeting. Carrier advised the Selectboard could bring this forward.
8. Carrier advised he would like to add a line for Miscellaneous OEM grants to the OEM budget. He has spoken with Van Houten and she agreed.
9. McKeon advised he will be out of the country from November 8th – 17th. He would be missing the November 14th Selectboard meeting.
10. The Board agreed to not hold a Selectboard meeting on November 21st the Wednesday before Thanksgiving.
11. Carrier advised he had volunteered to cover the Pisgah Park logging meeting on Saturday, October 20th but is unable to do it. McKeon offered to cover the meeting.
12. There will be a PD meeting on October 16th at 1:00 pm.

Information

- Homeland Security grant availability
- 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 10:07 pm.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date