

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
October 24, 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 Chris Flagg & Cemetery Commission

Chris Flagg and Neil Jenness were present to discuss the budget. All lines are level funded except the payroll lines. The salaries included the COLA of 1.1% and Merit raises for the Sexton and a part-timer.

Levlocke advised that the Spofford Fire Commissioners would like the Cemetery to take over the mowing at the station and then bill the Precinct. It was noted that this had been requested previously but they didn't have the time to add another location but Flagg would be willing to speak with Dave Thomas, Spofford Fire Comm Chair. Levlocke will have Thomas contact Flagg.

It was noted that the Stone Repair line was overspent in 2012. Flagg advised because of the dry year they had the time for very aggressive stone repair.

Jenness advised that she had noticed that the mortar was gone on the Town Hall stone work. Carrier will have this remedied.

➤ 7:00 Lester Fairbanks

Chief Fairbanks and Duane Chickering were present. Fairbanks submitted the new policy manual. This needed to be done before the FTO manual is completed. He advised that Noah Sanctuary's resignation is effective this Friday.

Fairbanks advised that White had requested his vacation in December; however, with the short staff it may not be possible to give him the time off. It may be requested that the Board allow White's vacation to be held over into 2013.

Fairbanks advised that 3 full-time candidates had passed the agility tests. The starting pay rate for PT officers is \$12.99/hour. He recommends increasing the rate by \$1.50/hour to attract qualified applicants.

Fairbanks advised there is the possibility that an accredited officer is willing to replace Sanctuary's position. He sees willing to take a pay cut however, he was concerned with losing all his vacation he has accumulated with the Town's vacation

schedule. Fairbanks would like the Board to consider allowing more than starting vacation for the officer.

Fairbanks advised that he has a Memo Of Understanding with the part-time Hinsdale Detective as he has hours available since Eldridge went to Hinsdale. Fairbanks will budget for 500 hours at \$22/hour.

*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.*

- Nonpublic pursuant to RSA 91-A:3 II (c)

Carrier and Ross left the meeting. Levlocke will take the minutes.

*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.*

### **For Signature**

- Manifest #43
- Selectmen minutes – Oct 17<sup>th</sup>

### **For Discussion**

- OEM budget

The budget is level funded except a new line was added to accept OEM grants. This would be offset by the revenue from any OEM grants received. RERP budget increased by 39.1% driven by the increase in the Drill & Exercise line; this budget is totally funded by the State.

- Monthly meeting email

The Board reviewed the email notice. Levlocke and McKeon wanted something added. They will contact Carrier by Wednesday of next week to let him know what to add. It was also mentioned that the Spofford Fire Commissioners meeting starts at 7:00 pm from now on.

➤ December meeting schedule

The December schedule was reviewed. The Board agreed not to meet on Wednesday, December 26<sup>th</sup>. They also agreed to close the Town Offices at noon on Christmas Eve.

➤ Employee luncheon

The luncheon is scheduled for December 19<sup>th</sup> from 12:00 to 1:00 at the Town Offices.

➤ Insurance contribution holiday

LGC Property Liability Insurance – Carrier advised that next year the property/liability insurance will be level funded. In addition there will be a contribution holiday; credit towards 2013 insurance in the amount of \$6,217. The liability insurance bill is split between the Town's portion (95.9%) and the Library's portion (4.1%). Using these percentages the credit will be \$5,962.10 for the Town's portion and \$254.90 for the Library's portion.

LGC has declared a holiday for health insurance in the amount of \$7,500 based on the 2011 rates. Carrier supplied a spreadsheet as to how this could be distributed. 84% would be reimbursed to the Town, 2.8% reimbursed to the Library and 13.2% will be reimbursed to the employees. The employees would be paid out to the employees in August 2013. The Board agreed that both Dave Eldridge and Noah Sanctuary would be included in the refund as they had paid for their health insurance in 2011.

➤ Koopmann draft agreement

*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 moves to have Town counsel move forward with an eviction notice for the non-payment of the 2009 property taxes. Larkin seconded the motion, which carried unanimously.*

If payment is made, the Board will not sign the eviction notice.

➤ Employee pay scale status

The Board reviewed the full time employees' years of service, salary and review periods. McKeon noted that 4 years or so ago Anderson's rate had been increased to bring her in line with the other Dept Heads in Town; however, she is still being allowed a step raise and she has been employed for 30+ years. The step increases are reached in 5 years. McKeon also noted that the Trustees are comparing her

salary to larger cities and Librarians with Master Degrees. The other Town departments are compared with like sized area towns.

➤ Budget Committee follow up

The Budget Comm had questions regarding the Transfer Station Bailer proposal. It was discussed that an expert comes in to assess the needs/organization of the Transfer Station. No vote was taken. Levlocke brought the information back to the Selectboard. She would recommend that Dunbar be present at the next Budget Comm meeting to be available to answer any questions.

The Budget Comm questioned the sand line increase in the Resurfacing budget. It was noted that last year the cost was \$10/yard and this year it is \$14/yard. They also questioned the chloride and asphalt lines.

➤ Woodbury Road right of way

Bevis requested that David Mann identify the ROW on Woodbury Rd. The Board agreed. McKeon would like Bevis to clean out the culvert. The Board agreed.

➤ Conservation Comm membership

David Wood is moving out of Town and is resigning from the Conservation Comm. It was recommended that Pam Walton be appointed as an alternate. The Board agreed. The appointment paper will be ready for next week.

➤ Old business

Committee membership – Levlocke advised that Josh Goldberg is not interested in the Planning Board membership at this time.

Rounds Rd – The Board reviewed a copy of the plan submitted by Mann for the turnaround. There was a tree that needed to be added to the plan. Once that is done Bevis will show the plan to the abutters before the agreement is finalized. The plan also shows the improved drainage.

➤ Other business

1. Larkin advised he has replaced the switch to the stove at the Town Hall. Now all the burners are working.
2. Van Houten will have a booth at the Town Hall annex for RENTS signups. This is registration of cell phones and unlisted phones so that the residents can be alerted of any critical situation.
3. Bevis had left a plan to mitigate the washout area on the west end of Streeter Hill Rd. More information is requested.
4. McKeon advised that Del Sesto will be leaving for Florida after the first of the year. The Board will have the letter to sign next week.

5. *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.*
  6. Levlocke stated the Budget Comm questioned the equipment maintenance line for brush truck under the Fire Warden budget. It was questioned why it was in the budget. McKeon stated it is his understanding that there is an agreement to pay for any damage done during fires. Carrier will contact Yeaw to make sure.
- Nonpublic RSA 91-A:3 II (b) OEM Health Officer

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

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

- 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.*

### **Information**

- DRA sales questionnaire
- 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 9:00 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