

**Town of Chesterfield
Board of Selectmen**

**MINUTES
October 31, 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 Parks & Rec

Deb Bokum and Ruth Van Houten were present from the Parks & Rec Commission. The Board reviewed the budget. Van Houten advised that revenues have increased due to the sunny weekends, the closing of North Shore beach to non-residents and other area beaches had been closed and people came to Wares Grove. The Wares Grove salary line had been overspent by \$7,790 in 2012. The commission increased the 2013 budget by \$8,141 due to the 2012 banner year. McKeon asked why increase the budget to match the best year. Van Houten stated they have seasoned staff and want to make sure they come back. She advised the commission would rather be safe than sorry. Bokum stated there could be a significant increase in the summer program. Levlocke stated we need to justify the increase to the Budget Committee.

The New Equipment line increases by \$860. This is to purchase a computer and printer for the P&R Treasurer and would be used strictly for P&R business. The picnic tables would be purchased with donations.

McKeon advised he doesn't see how it would get past the Budget Comm and then again at Town Meeting. He suggests increase the line by \$4,100 with the explanation that it is splitting the increase of the best year.

Van Houten asked if the P&R Comm doesn't want to take the Board's recommendations, how they would handle it with the Budget Committee. McKeon advised that once the P&R Comm meet and vote they could then bring the increase to the Budget Comm public hearing.

The Board reviewed the Warrant Articles. The commission had \$36,000 CRF to expand the Concession/ticket booth. The Board wants to see more specifics that would include square footage increase, material to be used and a conceptual plan to get a better idea of the cost. The Board agreed \$36,000 was high.

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. Larkin seconded the motion, which carried.

Levlocke left the meeting at 8:10 pm.

➤ Barbara Girs (unscheduled)

Girs advised that she will be training ballot clerks and counters on Friday at 5 pm and Sunday at 2 pm.

➤ 7:30 Lester Fairbanks Nonpublic RSA 91-A:3 II (b)

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

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

Chickering presented the FTO Manual to the Board.

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

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

The Board agreed to offer a conditional offer of full-time employment to Alex Martens.

PD Budget - The budget increased by 1.4%. The main increase is to the Investigations line. Fairbanks is getting a MOU to contract up to 500 hours from the Hinsdale PD for detective work.

The Board reviewed the Warrant Articles. Fairbanks advised that an individual they had taken into custody had broken the cruiser window. Fairbanks advised this cruiser would be replaced in 2013 and asked if the Board wanted him to fix the window because the Town may want to use it. It would be over \$1,000 to replace it and the motor. The Board asked that Fairbanks check how much it would be to replace it with used window frame and not replace the motor.

Fairbanks stated he would be willing to go to the Budget Comm if Levlocke wants him to.

Animal Control Budget – The budget is level funded.

For Signature

- Manifest #44
- Selectmen minutes – Oct 24th

- Highway Winter Holiday Overtime Pay memo
- Del Sesto correspondence – tabled until there is a full Board.
- Raffle permit – Girl Scout Troop #12191
- Yield tax abatement – Hodgkins
- CCC alternate appointment paper

For Discussion

- Personnel Administration budget

The Budget increased by 0.8%. There are increases in the Employee retirement (6.8%) and Police retirement (12%).

- Koopmann eviction notice

The Board reviewed the notice from the attorney. McKeon advised Koopmann had left a message for him today on his cell and that he would be in with the check by next Tuesday if not before. Koopmann is aware of the Board's position. McKeon believes the Board should move forward with the eviction notice. He asked Carrier to check with the attorney if they could revoke the eviction date if payment were received. It was noted that the Board has given Koopmann every opportunity to make a payment plan; however, Koopmann has not followed through with any of the verbal commitments he has made. It was noted that the Board could charge up to 15% of the equalized assessed property value and have not yet required it.

Larkin moves to sign the eviction notice. McKeon seconded the motion, which carried.

- Conservation Comm membership

David Wood had resigned and is moving out of Chesterfield. Pam Walton has been appointed to an alternate position. McKeon advised he had contacted Amy LaFontaine, the longer standing alternate, to ask if she was interested changing from her alternate position to full member. If she does not want to fill the full position it will be offered to Steve Hardy.

- PD Part-time salary scale

McKeon stated that looking at the current scale it seems evident that Chesterfield is low. Increasing the pay rate would only minimally impact the budget.

Levlocke moves to increase the Part-time Police salary scale by \$1.50 to \$14.49 as the rate of starting pay. Larkin seconded the motion, which carried unanimously.

- Selectman project list

Newsletter development – Larkin advised he has received some responses from Dept Heads.

Transfer Station – Larkin advised the stock list for the free/book shed is to be done so they can get prices. He should have them to the Board next week.

CIP – Levlocke advised there is a CIP meeting tomorrow evening. This is an ongoing project.

➤ Old business

Spofford Place – Liptak will meet with the Board in January or February.

Committee membership – There is still a need for 2 alternates for the Planning Board. McKeon has sent a note to Jeff Newcomer asking if he was interested in extending his term on the Conservation Comm. McKeon will contact John Koopmann for the Planning Board.

Rounds Rd – David Mann is in the process of updating the map for the proposed turnaround.

➤ Other business

1. Larkin wanted to commend the Office of Emergency Management for the great job done coordinating with other emergency groups during Storm Sandy.
2. McKeon stated he wanted to remind all boards and commissions that electronic meetings are not good and are not legal. At the Planning Board training Saturday the presenter stated the best thing to do is try to avoid your other members outside of meetings.
3. Levlocke advised Southwest Regional Planning Commission will be meeting at the Keene Historical Society on November 13 at 6:00 pm. The Connecticut River Joint Commission needs a member to sit on the Wantastiquet commission meeting.
4. Van Houten advised she has tried to get signs from DOT advising “In case of Emergency turn to ____radio”. The State had approved the sign but wanted the Town to put up the signs. This should not be done because Route 9 is a state road.
5. *Larkin moves to state the effective date for the PD part-time salary increases be effective Sunday November 4th. McKeon seconded the motion, which carried.*

Information

- Certificate town office
- Preliminary Damage Assessment for Public Assistance
- Employee luncheon supplies
- NH Election Procedure Manual
- Misc. correspondence & newsletters

Adjournment

With no other business to conduct, Larkin moved to adjourn, McKeon seconded and the motion carried.

The meeting was adjourned at 9:20 pm.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date