

**Town of Chesterfield
Board of Selectmen
MINUTES
SEPTEMBER 25, 2013**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:15 p.m. Others in attendance were Board members Elaine Levlocke, Jim Larkin and Administrator Rick Carrier.

FOR SIGNATURE

- Manifest #39
- Selectmen Minutes of September 11 and September 18, 2013
- Yield tax lien abatement – Zinn
- Cemetery deed - Hood

APPOINTMENTS

7:00 p.m. Ruth Van Houten

Van Houten inquired of the Hazardous Mitigation application for the recent damage done on Streeter Hill Road. McKeon responded that an application was not processed. Van Houten also suggested that someone oversee the town tennis court project. She also requested a copy of the letter that new residents receive when moving to Chesterfield. Van Houten expressed her concerns of how money is being spent by the Conservation Commission. McKeon stated that the Town Treasurer has a list of what the Commission has been purchasing. McKeon also stated that the Conservation Commission meetings are open to the public and the meeting minutes are also available, with the expenditures coming back to the selectboard for further disclosure.

FOR DISCUSSION

- **Monthly Meeting Email**

McKeon noted that draft monthly schedule looks good.

- **Transfer Station Proposal Memo**

Leon Dunbar requested the board to consider starting the Lease to Own. Carrier stated that the \$1,500 is for a one-time wiring charge. McKeon stated that he would like to review the contracts before making a decision.

- **Boards & Commissions Appointments**

McKeon will discuss the long term positions with board and commission members and determine if alternates and others should be given a chance to serve. Carrier will provide the board a list of names of board and commission members and the years that they have served.

- **Reverse 911**

Carrier met with Jeff Chickering to discuss the 911 Fire Mutual Aid process. Larkin asked to have information put on the town website for the public to get the registered link to sign up for 911 access when they are using cell phones. Ruth Van Houten suggested that the sign up process be explained to the attendees at the town meeting. McKeon will find out what department the website is coming from.

- **Conca**

Mark and Darlene Conca's letter requested that the selectboard drop the letter B from their street number. There could be an effect on the other property lot owners and they will need to agree on the change and the change request will need to be discussed with them. Carrier will contact by calling and following up in writing to the property owners at 313 River Road.

- **Timber Harvest Water Bars**

At the meeting, the Board was presented with a letter from Forecastle Timber informing the Board that Forecastle Timber will be installing water bars on the Old Prouty Road Class A Trail to help stabilize and preserve the existing roadbed, upon their completion of their timber harvesting.

- **Utility Assessment Values**

Carrier reported that the final values will be available on December 15, 2013.

McKeon made a motion to use the draft from the Department of Revenue Administration for the Inventory of Valuation. Levlocke seconded the motion. Motion passed unanimously.

- **DRA Form MS1**

Levlocke moved to authorize the submittal of the MS-1 electronically. The motion was seconded by Larkin. The motion passed unanimously.

- **DRA MS4**

The Board reviewed the MS-4. Carrier noted the MS-4 can be modified until the tax rate is set.

- **Safety Committee Membership**

The department heads have not changed for many years. It was recommended that Bart Bevis replace Lester Fairbanks. The Board agreed.

- **Parks and Rec Advisory Report**

The board reviewed the P&R Advisory Report and McKeon stated that an accurate job description for the director be outlined, as soon as possible. Larkin stated that each program will take time to set up and it will take volunteers to make the programs run. McKeon questioned if a full year program was viable. Larkin stated that charging a fee for the P&R programs would create revenue. Larkin also stated that all job descriptions be established or amended and he will be working on them.

- **Selectman Project List**

Economic Development Committee: Carrier stated that Dutch Walsh has come up with good ideas, but some cost money. The committee may approach the selectboard requesting the town budget funds for their activities.

Develop a Board of Assessors Plan: Larkin requested this be postponed to early November.

OLD BUSINESS/ZONING ISSUES

Penney Truck/Camper Sales: Carrier stated that there was a site visit on September 19. An application is being worked on.

Cersosimo Farr Road Development: McKeon stated that the gully didn't wash out and the ravine work is completed with changes.

Eric & Diane Powers: The Zoning Board Hearing was continued to October 8.

OTHER BUSINESS

The Joint Fire Commissioners Meeting is scheduled for September 30.

On October 1 at 9:30 to 10:30 a.m. a representative from Senator Kelly Ayotte's office will meet with residents in the Town Office meeting room to discuss issues of concern.

Carrier reported that he and Bevis will discuss the cost of damage by the culvert with the property owner. Larkin requested that the landowner provide a culvert design to relief the problem.

The meeting was adjourned at 8:50 p.m.

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

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

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 to seal the minutes. Larkin seconded the motion, 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