

**Town of Chesterfield
Board of Selectmen
MINUTES
SEPTEMBER 4, 2013**

Call to Order

Chairman Jon McKeon called the meeting to order at 6:08 pm. Others in attendance were Board members, Jim Larkin, Elaine Levlocke and Administrator Rick Carrier.

Appointment

6:30 Edward Cheever, Barbara Girs & Elizabeth Benjamin.

McKeon noted that the board asked for a meeting to get some information. McKeon noted that one of the items on the auditor's report was concern with the timing of money being deposited into the bank. McKeon noted that according to the auditor's report, RSA 41:29 VII requires any money totaling \$1,500.00 or more needs to be deposited within the next business day, anything under that requires a weekly deposit. This number is a collective number between all departments. McKeon noted that this was mentioned to Ed Cheever last week as he was here on other business, and the board is looking for input from the Town Clerks office and the Tax Collectors office.

Elizabeth Benjamin noted that she has her deposits ready for Cheever every Thursday. If there is a considerable amount of money on other days that she is open, she prepares the deposit and calls Cheever to do an additional deposit. Benjamin noted that during tax time, the deposits are prepared as quickly as possible.

Barbara Girs noted that she goes to the bank with a deposit for the State every day that she is open and she is happy to do the same with the money received for the Town. Girs brought in a print out for the board, noting that in the last three months, there was only three days where the money received was under the \$1,500 amount.

There was discussion regarding the wording of the RSA and if it means that there must be a deposit every day. Rick Carrier printed the RSA out for the board and the public to review. Cheever noted that the way that he reads the RSA, is that once the money is remitted to the Treasurer it must be put in the bank by the following day. Cheever noted that he believes the RSA states that the Treasurer cannot hang on to money. McKeon agreed that it does appear to be referring to money collected by the Treasurer.

McKeon noted that the process still could use some updating. It does seem that sometimes money is not deposited as quickly as it could be.

After some discussion regarding the process of receiving money and preparing deposits and reports it was decided that Benjamin will continue to prepare her deposits for Cheever on Thursdays and if there is more than \$1500.00 before Thursday, she will prepare a deposit and notify Cheever so that he can make the deposit the following day. Girs will prepare and deposit the town money each evening and provide the bank receipts to Cheever. Cheever will provide deposit slips to Girs.

Girs noted that she spoke with Steve Roberge regarding trees and plantings at the Town Office Building and the School. Girs provided the board with her notes from the meeting. Girs noted that Steve Roberge, Steve Pytlik, and Sharon D'Eon were present for the meeting. Girs noted that there are two trees that need to be removed by the school. It was noted that the stumps could be left as other trees can be planted around the stumps. Girs stated that there are trees near the tennis court and bordering the front soccer field are healthy, but need some removal of dead branches. Girs noted that she was informed that the fabric covering the islands was in fact construction fabric, which is not as permeable to rain water and is too close to some trees which could in fact kill the trees. She will cut the fabric back away from the trees. Girs noted that there are considerable weedwacker marks on the trees and this could also damage the trees. McKeon noted that the cemetery department will be notified of this as they do the mowing and trimming of the Town Office Building.

The board reviewed the memo from Barbara Girs regarding her meeting with Steve Roberge and Steve Pytlik. Levlocke noted that this information was notes from Girs, not Roberge. *Larkin moves to have the two dead trees by the school removed, the motion was seconded by Levlocke and passed unanimously.*

Girs noted that the Town Clerks convention is next week. She is sorry for the short notice but would like to attend if her deputy can cover. The convention is Wednesday through Friday. The board encourages Girs to attend the conference. Carrier noted that there is money in the budget for these things.

For Signature

Manifest #36
Selectmen minutes – August 21st
Payroll change notice – town office

For Discussion

2014 Cost of Living Adjustment (COLA)

This item is continued from the last meeting. Levlocke noted that she would like to see a cola this year. Larkin noted that he also believes there should be something. McKeon noted that he would not back a 1.8% COLA, but would go with 1% if the board decided to support a COLA. After discussion and review of the Northeast Urban Region CPI-U and noting July at 1.8%, Levlocke would like to recommend a compromise of 1.4%

Levlocke moves to use 1.4% for the COLA budget number for 2014. Larkin seconds the motion which passes by majority.

Lake level/drawdown

Carrier noted that he has not received a reply email from Don Lyford from the state about the timing of the safety improvements on Route 63. McKeon noted that the board needs to make a decision and let the public know. The board would like Carrier to put it in both papers next week that the lake will not be drawn down until Columbus Day. It was anticipated that the State was

going to do some work that required an early drawdown, but the work will not be completed this year. This will mean an early drawdown next year and to avoid this two years in a row it will not happen this year. Pam Walton will be emailed the part of the minutes to be distributed to the Lake Association.

Town Office law books

Carrier noted that he would like to stop updating the law books at the Town Offices. Carrier noted that he checked with each department, and nobody utilizes them. He noted that the RSAs are online when needing information. The board agrees that the Town will stop spending the money to update the books. The books will be removed from the Town Offices.

Department Head review process

Levlocke noted that she has not had the extra time for this and has asked Lachenal to assist. All board members will get their information to Lachenal to compile and bring to the next meeting.

Health Trust contribution holiday

The Town received money from HealthTrust for return of contribution for health and dental insurance. The money will be distributed back to the employees using a percentage paid by the employees for health insurance.

Selectman project list

Economic Development Committee

There is a meeting this Thursday, McKeon will attend the meeting.

Plan for Expanded Recreational system

Larkin noted that an email has been sent to all committee members to provide information or input on the final proposed submittal. Once everyone has had a chance to reply, the finalized draft will be brought before the board. Larkin is hoping for next Wednesday.

T.S. enhancement Project plan

The board would like Dunbar to come before the board with the proposals on the bailer. The swap shop is almost complete, and the book section is already open.

Develop a Board of Assessors plan

Larkin noted that he will be working on this shortly

Old business

OEM Director position

McKeon noted that Fales has meet with Van Houten and everything is moving forward. Van Houten noted that there is a meeting with the State regarding the decommission of VY. The meeting will be held at the Keene PD. Van Houten noted that the EMD has a new director. The Chief of Police is now the EMD.

Van Houten noted that D'Eon has set up a support group for the children dealing with grief over the closing of VY.

Board of Selectmen

Reverse 911 contacts

Carrier noted that he has contacted Jeff Chickering, but has not heard back to date. McKeon noted that we need to get information from the fire chiefs before the board makes a decision. Carrier will contact Chickering again.

Continuation of Operation Town Government

Van Houten noted that the State seems to feel that the Spofford Fire Station will be sufficient

Wares Grove Cottage Occupancy Agreement

Need appointment for walk through. Levlocke will attempt to find some time for the walk through.

Zoning Issues

Other business

Larkin noted that he will attend the Police Department meeting. Larkin noted that he has been approached by a few people asking about the status of ice fishing on the lake. Larkin noted that there will be no ice fishing on the lake this year.

McKeon noted that the Head of Fish and Game will be talking to the Spofford Lake Association on September 16th at 7:30. The meeting will be held at Camp Spofford. Levlocke will attend the meeting.

McKeon noted that the Planning Board will be pushing forward with the Master Plan in the near future, if anyone on the board has any time to help.

Levlocke noted that some of the ideas from the budget committee meeting included hiring a Town Manager and cutting the budgets by 5%. Levlocke noted the budget committee plans to send out guidance letters. They would also like the Department Heads to present their budgets. Levlocke noted that there were a couple people that mentioned they were not receiving the monthly email. Levlocke will provide the names to Carrier.

Carrier noted that from the 2013 dog warrant, there are 15 owners left who have not paid or answered the letters. These 15 will receive summons to appear in court.

Carrier noted that Elaine Levlocke and Barbara Girs were served papers regarding the Fairpoint abatement regarding the pole assessment. Carrier noted that Alstead and Langdon have been going through this with Fairpoint for awhile. If their suit is decided, ultimately the decision should trickle down to this case. Carrier would like the board to instruct him as to which attorney they would like to use in this matter. The deadline for filing an appearance is 30 days from today. Carrier will look into who Alstead and Langdon are using. McKeon noted that the board should use an attorney that has vast experience in assessment law. The board will re-visit this issue at the next meeting.

Carrier noted that he has received an email from Bart Bevis noting that there are some trees on Gulf Road that are posing imminent threat and need to be removed. The board authorizes Bevis to remove the dangerous trees after review by Levlocke. Carrier will notify Bevis.

Nonpublic RSA 91-A:3 II (a&c)

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

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

Nonpublic RSA 91-A:3 II (c)

Levlocke moved to enter Non-Public session pursuant to RSA 91-A:3 II (c) Larkin second the motion which carried.

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

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

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

Information

- Property-Liability Trust contribution holiday
- Board of Tax and Land Appeals order
- DES beach sanitary survey
- NH Marketplace Coverage Options handout
- Misc. correspondence & newsletters

Adjournment

With no other business to conduct, Levlocke moved to adjourn at 8:52 PM, Larkin seconded the motion which carried.

Respectfully submitted,
Tricia Lachenal
Secretary

Approved by:

Jon P McKeon, Chairperson

Date

Elaine H Levlocke

Date

James M Larkin

Date