

**Town of Chesterfield
Board of Selectmen
MINUTES
September 10, 2014**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:05 p.m. Others in attendance were Board member Jim Larkin, Elaine Levlocke and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #37
- Selectmen Minutes – September 3rd
- Yield tax certifications (2) – Sly & North
- Timber tax warrant
- Raffle Permit – American Legion
- Payroll change notices – PD & Cemetery & Highway

APPOINTMENTS

• **6:30 p.m. Ken Walton & Dave Smith (Library Trustees)**

Smith noted that the Library Trustees are looking for an update regarding the parking lot. They are concerned as the curb has gotten worse since the last meeting. It was noted that the Library did not see many issues with the preliminary plans previously submitted. McKeon noted that unless the Library has money in their budget for the repairs, it has to wait. McKeon spoke with Bevis today and the final plans are almost complete. The Library will have a chance to look over the final plans to make sure the layout works for them. Walton noted that the Library meets next Tuesday and if the plans are available they can look at them at the meeting. Larkin will bring the plans to the meeting if available.

McKeon noted that the work will probably go out to bid and if they bids are too high, the Highway Department may be asked to complete the work. The Selectboard will seek estimates once the plans are final.

• **7:00 p.m. Deb Bokum (P&R)**

It was noted that the Parks and Rec director could not be present at the meeting. She however did write down her concerns to be read to the board. The letter indicated that she is frustrated with the cottage situation. The letter indicated that not having anyone on the premises has created issues with people partying on the beach at night. There is alcohol being consumed and litter on the beach. The letter indicated that without a base of operation, the director is forced to carry paperwork in her car to have available at night and during the day. The director is concerned that living outside of town is hindering her ability to make contacts within the town and developing programs is difficult. It was noted that beach employees are having to lock the beaches at night. The letter noted that it was stated that the cottage would be available at the end of the summer, yet the summer is over and work is not completed.

McKeon noted that the agreement was not what was stated in the letter. McKeon noted that she was hired in May, and the board would get back to the commission regarding the cottage in six

(6) months, which would be October. McKeon noted that everyone was aware of the issues at the cottage when the director was hired. The cottage is not included in her compensation package. M&W will be taking a look at the underside of the cottage and the condition will be known within a few weeks. Code Enforcement will be attending the Selectboard meeting next week and this will be on their list as there are code issues that need to be addressed. Larkin noted that she could use the back building as her base of operations while information is being gathered about the cottage. It was noted that there is no insulation or heat in the back building. Larkin noted that could be taken care of and he could go and assess the back building and what it would need to serve as the base for the time being. The board will speak with the director and let Larkin know at the next meeting if they believe this is a good temporary option.

- **7:30 p.m. Barbara Girs**

Girs noted that she spoke with Carrier and noted that what is requested may be already provided to the treasurer. Girs noted she provides a report to the treasurer and this is done weekly. Levlocke noted that the recommendation from the auditors is a daily report and for transparency reasons, that is what the board requested. There was talk of the process currently used by Girs. It was suggested that someone from the Selectboard go in and check out the deposit remittance and the process. Levlocke noted she would like to check out the process. McKeon noted that a photo copy of the MV report and the adding machine tape may be enough to comply with the auditors request.

FOR DISCUSSION

- **Expense reimbursement form**

Carrier provided updated sheet. This sheet will be available in printed form and digital. More changes will be made. Carrier will email to those that have it and provide printed copies to those that do not have email.

- **Madame Sherri signage**

Board likes the idea of the sign

- **Town Hall Floor**

When key was returned, Carrier asked about floor. The response received was that the tables were heavy and they did our best. McKeon noted that it will be necessary to have someone come in and sand it and coat again to seal it back up. The people that redid the floor will be called back in to get an estimate on the repairs. Carrier noted that the Town is holding the deposit of \$100.00.

It was noted that the agreement states that there is no dragging of tables on the floor.

- **Fence behind police department**

The board went out and looked at the fence. It was noted that a few screws will fix part of the issue and Larkin will handle that within a few days. It was noted that the fence leans away from the parking lot as well. Larkin will straighten the fence.

- **Budget preparations and status**

Carrier noted that there are 53 pay periods next year which will increase salaries 2%. Carrier noted that Girs would like 2 lines added to the budget. She would like to add postage and office

supplies. It was noted that currently they are both included in the Executive budget. The board noted that this will add to the transparency and approved the idea. Money will be removed from the Executive budgets lines to Town Clerk postage and office supplies lines. Carrier noted that this year the town has expended 70% of the operating budget and we are 71.2% through the year.

- **Economic Development Committee charge**

The next meeting will be held on September 18, 2014. The board was provided information on the suggested charge. The board will review this information and discuss at the next meeting. Carrier noted that Bob Brockman had some information he wanted shared regarding the suggested charge. Brockman noted that it would be better for 6 members and 1 selectmen, he would also like to know where these people will be found. Brockman would like the co-chairman to be elected each year. It was suggested that "at large" members be made alternates instead. Brockman also stated that the town is restricted to what types of businesses want to come to town due to lack of high speed internet, water and sewer systems.

- **Health Trust contribution return**

Health Trust has refunded the Town excess contributions from 2011 and 2012.

Levlocke moves to return the excess contributions received from 2011 and 2012 to the employees based upon their contributions. Larkin seconded the motion which passed unanimously.

- **Department head reviews**

McKeon noted the board should take a look at the form to make sure it does not need to be tweaked, or re-done. Carrier will email the form to the board.

- **Nonpublic minutes**

Carrier noted that he has gone through the non-public minutes that were not sealed in an envelope from 2000-2013 and compiled a list of the minutes he believes can be unsealed.

Levlocke moves to unseal the minutes on the list compiled by Carrier. The motion was seconded by Larkin and passed unanimously.

- **Tax Collectors Deed – Michaud property**

The board reviewed correspondence from the attorney and pictures regarding the property.

Larkin moves that the Town take the deed on the Michaud property. Levlocke seconds the motion which passes unanimously.

Code Enforcement will be instructed to inspect the property once the deed is recorded. Larkin would like to know what it will take to secure the property.

- **Administrator log**

Larkin noted that the log looks good.

- **Wheeler lot**

The board will not be taking any action on the lot at the current time.

- **Project List**

Review Town Policies: Elaine noted that this in progress.

Enclosure for Transfer Station Cardboard Bales: Larkin reported that he is working on the drawings and meeting with Dunbar weekly.

Background checks – Carrier noted that he needs to know who is being given background check forms to fill out so that he can follow up if they do not return the form to him. Carrier noted that there is something missing in the process of getting the background check forms to him. It was asked if the town accepts background checks that have been done previously from other agencies. The Town will not accept a background check for any other agency. The town will not give out copies of background checks. Background checks need to be completed prior to contact.

Parks and Recreation need to have a budget line for background checks.

Grounds facility and maintenance schedule –McKeon noted that he is hoping by December to have this complete.

OLD BUSINESS

Spofford Place: McKeon noted, in his opinion, that to get this back on the tax roll, the Town will end up spending \$50-\$75,000 once all said and done. This will allow the Town to collect approximately \$3,000 a year in taxes. McKeon noted that he suggests the board find out how much it would cost to take the building down, secure the property and make it a park. Levlocke will talk to JB.

Wares Grove Cottage: Jeff Scott noted that he has cut a hole in the floor, but needs to make it bigger and will do that for M&W soils.

Town Hall Annex - They have a meeting on Thursday. McKeon has given them some information regarding ADA.

2015 Public Hearings – Need to see if we decide to expend the money and then if yes, pick a date.

McKeon noted that at the last town meeting the town voted to allow us to split the two days – all voting on Tuesday. This will allow the deliberative hearing to be moved to the next Saturday . If that were to happen the School and the Town could have meetings at the same time. Board will think about this about this and discuss again next week. Carrier will email them and check on the vote from the School's last meeting.

Town Hall bulletin board – Larkin has contacted Bill Lauterbach.

Assessing Data online – Board needs to start thinking about this for budget numbers.

Town Office IT purchases –McKeon noted that he has reached out to another person in Town as have not heard back from the original contact.

Transfer Station schedule –Larkin noted that he continues to speak with Dunbar and he has some drafts to present.

Carrier noted that he has received the preliminary budget and a they have added a part time person for 8 hours per week, adding approximately \$10,000 to the budget in anticipation of schedule change.

Rudolph - McKeon noted that the letter was received.

OTHER BUSINESS

- Carrier noted that the Department of Revenue have not received any paperwork regarding the utility values. Carrier noted that the Revenue Director will be back on Monday.
- It was noted that this year Momaney bid on the painting project for the town hall. He is not available to do that this year, he was under the impression that nothing could be done until information was received from the grant. He is booked solid.
- Tax deeding – Mr. Karapanagiotides – the taxes have been paid current.
- Board thanks Jeff Scott for cutting the hole at the cottage.

With no other business to conduct, Levlocke moved to adjourn at 8:24 p.m. The motion was seconded by Larkin, which carried.

Respectfully submitted,

Tricia Lachenal, Interim Secretary to the Selectboard

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date