

**Town of Chesterfield  
Board of Selectmen  
MINUTES  
September 3, 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 #36
- Selectmen Minutes – August 13
- Land Use Change Tax (2) – Davenport & Martineau
- Land Use Change Tax Collector's warrants (2)
- Pole License
- Rudolph correspondence
- SWRPC Master Plan contract
- Raffle permit – Friends of Chesterfield Library

**APPOINTMENTS**

- **6:30 p.m. Duane Chickering**

Chickering reported that he will be advertising to hire a full time certified police officer for the Chesterfield Police Department.

Chickering has discontinued the towing rotation program for the police department, due to complaints surrounding service from some of the tow companies. The Selectboard gave their support of disbanding of the tow rotation.

- **7:00 Steve Piispanen – Keene Auto Body**

Steve Piispanen, owner of Keene Auto Body, reported that he had received a notice from Chief Chickering in that the rotation of towing service would be discontinued, as of September 1. Piispanen wanted an explanation for the cancellation of towing service rotation. McKeon stated that the response time for towing service is crucial for the police department and the board supports the cancellation of the rotation program.

**FOR DISCUSSION**

- **Ross Memorial Bench**

The Highway Department will be asked to install the footings for the installation of the memorial bench on September. It was noted that electrical wiring is underground at the designated location of the bench placement.

- **Budget Preparation and Status**

*Levlocke moved to set the amount of \$3.50 per gallon for the heating oil for the 2015 budget projected price and the COLA set at 1.8%. The motion was seconded by Larkin, which carried.*

- **Tax Rate Setting**

Carrier provided estimated revenues to the Department of Revenue. He stated that the utility values are not complete yet.

- **Primary Election**

The primary election is set for Tuesday, September 9 from 8:00 a.m. to 7:00 p.m. Levlocke and McKeon plan to attend most of the day. Carrier has left two messages for Mike Bentley to contact the Town Clerk to count the number of ballots delivered. Carrier has scheduled ballot clerks and ballot counters to start at 8:00 a.m.

- **Sarah Newton/Browne Limited continuation**

The board reviewed the ZBA ordinances for Newton's request to build a structure without a building permit on her property. Carrier will contact Newton to suggest that she seek relief through the ZBA.

- **Mr. Beach Property Driveway**

Rob Kasper requested a follow up on the documents that he provided to the board in August regarding a new driveway off Forest Avenue for the former Fijol property. The board will instruct Kasper to provide the information to the ZBA that should clearly define the boundary lines.

- **Coachman Road**

Attorney JR Davis forwarded copies of the Coachman Road deeds and Water Rights agreement. Carrier asked how to proceed with the deeds and agreement. The board agreed to send them to Attorney David Tower. Carrier stated that there are cracks in the road and divots in the cul-de-sac, caused by trucks parking in the road. The Selectboard suggested that David Mann check to be sure that the road meets town specifications.

- **Auditor's Internal Control Report**

Vachon Clukay & Company sent a report to the Selectboard recommending the Town Clerk prepare deposit remittances to the Treasurer and personnel with the Selectmen's Office on a daily basis. The deposit remittances should contain the summary of daily activity printed from the State of New Hampshire Municipal Agent Automation Project and a detail of all remaining transactions processed by the Town Clerk's office.

*Levlocke moved to implement the recommendation from the auditors, effective immediately. The motion was seconded by Larkin, which passed unanimously.*

- **Requests for Reimbursements**

The Selectboard discussed the process required by all departments when submitting requests for reimbursement payment or fees and to include supporting documentation.

- **Unanticipated Revenue RSA 31:95-b – Property Insurance Payment**

The Selectboard received a check from GEICO Insurance in the amount of \$4,166. This amount represents the cost to install a pole and street light at the intersection of Route 9 and Route 9A that was damaged this past April.

*McKeon moved to spend the unanticipated funds, per RSA 31:95-b, to expense the funds of \$4,166 for the pole and light replacement. Levlocke seconded the motion, which passed unanimously.*

- **NHMA Legislative Policy Conference**

The Selectboard approved to allow Carrier to represent the town at the Legislative Policy Conference on September 26.

- **Snow Removal Town Office**

Applications will be taken to hire someone to remove snow at the Town Offices/Town Hall/Library for the coming winter.

- **Tax Collector's Deed – Michaud**

Liz Benjamin has prepared a deed on the Michaud property. Outside photos of the property will be taken. The town attorney will be contacted for advice as to how to proceed.

- **Town Hall Cupola Painting Grant**

Carrier reported that the town did not receive the grant for the town hall painting. The contractor is set for Project I of the Town Hall project. There is not enough money budgeted for Project II. McKeon suggested that the contractor be contacted to find out what can be done to the cupola to protect it through the winter.

- **Project List**

Safety Committee: Carrier reported that the Safety Committee is making changes to the safety policies and will present them to the board.

Enclosure for Transfer Station Cardboard Bales: Larkin reported that he has received the sketches and drawings from Leon Dunbar. Larkin will work on designing the enclosure.

## **OLD BUSINESS**

Spofford Place: The memo from JB Mack will be discussed at next week's meeting.

Wares Grove Cottage: Jeff Scott has scheduled next week to cut a hole in the side of the cottage to allow an inspection to be done under the cottage.

Library Parking Lot: Ken Walton has an appointment for 6:30 p.m. at the September 10 Selectboard meeting.

## **OTHER BUSINESS**

McKeon reported that the Budget Committee met on September 2 and discussed who could serve on the at-large membership.

McKeon reported that the Planning Board met with Charlie Donahue to discuss the Gateway project and worked on the plans.

Carrier stated that he had a request from an employee to receive a copy of his background check. LGC will be contacted for suggestions on how to handle the request.

Larkin reported that he and Bart Bevis have inspected the work that was done by Rancourt at the Whitaker driveway. McKeon requested that Attorney Waugh give written guidance as to how to proceed with the issues.

- **Nonpublic RSA 91-A:3 II (a)**

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

*Larkin moved to adjourn from Non-Public session and seal the minutes. Levlocke seconded the motion, which carried.*

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

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

*Larkin moved to adjourn from Non-Public session and seal the minutes. Levlocke seconded the motion, which carried.*

- **Nonpublic RSA 91-A:3 II (a)**

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

*Larkin moved to adjourn from Non-Public session. Levlocke seconded the motion, which carried.*

- **Nonpublic RSA 91-A:3 II (e)**

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

*Larkin moved to adjourn from Non-Public session. Levlocke seconded the motion, which carried.*

*With no other business to conduct, Levlocke moved to adjourn at 10:00 p.m. The motion was seconded by Larkin, which carried.*

Respectfully submitted,  
Patricia Grace, Secretary to the Selectboard

Approved by:

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Jon P. McKeon, Chairperson

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Date

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Elaine H. Levlocke

\_\_\_\_\_  
Date

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James M. Larkin

\_\_\_\_\_  
Date