

**Town of Chesterfield
Board of Selectmen
MINUTES
January 14, 2015**

CALL TO ORDER

Chairman Jon McKeon called the meeting to order at 6:07 p.m. Others in attendance were Elaine Levlocke, Jim Larkin and Rick Carrier, Town Administrator.

FOR SIGNATURE

- Manifest #3
- Selectmen minutes – January 7th
- Intent to cut – Mitchell
- Hodgkins & Sons correspondence – Library parking lot project
- Appointment paper – ZBA Vollbehr

APPOINTMENTS

- 6:15 Nonpublic RSA 91-A:3 II (a&c)

Levlocke moved to go into Non-Public per RSA 91-A:3 II (a&c). The motion was seconded by Larkin, which carried.

Levlocke moved to come out of non-public and seal the minutes. The motion was seconded by Larkin, which carried.

FOR DISCUSSION

- Town office snow removal position

McKeon noted that the board needs to put something out to get someone hired. Carrier will contact Bevis to get a list of businesses that may be interested in handling the job. Carrier will put an ad in the paper. It should be noted that it is for shoveling and snow blowing services.

- Town Report dedication

The board reviewed the draft dedication. McKeon will contact the family and request a picture.

- Town Clerk Compensation Policy

The board reviewed the notes received from the Town Clerk regarding changes to the Compensation Policy. The board agreed with some of the suggestions and will note the changes and they will go before Town Meeting.

- Town Offices heating

McKeon noted that someone that is experienced with radiant heat in the commercial application needs to be contacted and come in to rebalance the system. McKeon will contact someone.

- Notification postcards

The board reviewed the draft notification postcards. The board agrees the draft is good with only minor changes. The board suggests using florescent card stock.

- Town Meeting voting hours

The board wants to keep the hours from 10AM to 8PM

- Town Office entryway mat

The board authorizes Carrier to purchase (2) 6x12 rugs and (1) 3x4 rug for the entryway at the Town Office Building.

- Pet Policy

McKeon provided the board with information from the ADA, noting that if someone comes in with a dog claiming it is a service dog, you are not allowed to ask them about the dogs training and/or the disability they are associated with. Levlocke noted that the policy should be directed toward the employees and put in the personnel policy and signs should be placed outside town buildings. Larkin noted that the only clarification he would like, is to make sure that the public is aware that they can have their dogs in their cars at the Transfer Station. Levlocke noted that something should be added to the Town Hall rental policy and for the Wares Grove cottage as well. Rick will use this to draft something to add to the personnel policy.

- Library Trustees warrant articles

The board received an inquiry from the Library trustees asking to change their Building Capital Reserve fund to an Expendable Trust fund, naming the Trustees as agents to expend.

- Used Oil & Composting at Transfer Station

The board received a memo from Dunbar regarding used oil. Dunbar noted that in the near future, it appears that there may be a cost associated with the disposal of used oil, where in the past, the Town received revenue from the collection of used oil. Dunbar indicated he believes he can absorb the cost in his current budget.

Dunbar also noted that he is continuing to look into a household waste compost program. The board would like Carrier to get more information on the cost associated with the program.

- Project list

Larkin noted that the Transfer Station is still waiting for plans for the modification of the outbuildings to come from Ron Bell. Larkin noted that they are currently out of room to store cardboard and could use the space now. Once the information is received from Bell, Dunbar and Larkin will present the information to the board.

- Old business

Wares Grove Cottage - Levlocke noted that she attended the P&R meeting. Melvin was given the authority to go ahead to begin the bidding process. Melvin was also given the authority to speak directly with the attorney regarding the agreement to speed up the process and cut out the middle man.

Town Hall Annex – McKeon spoke to budget committee on Tuesday regarding the warrant article.

Library parking lot – McKeon asked if the board wanted to have a performance bond. Larkin noted that the project will be complete prior to payment and therefore there should be no need for a bond.

- Other business

McKeon noted that the budget committee last night went well and there were not many questions. McKeon noted that there was some concern with the Chesterfield Fire Department's calculation of the percentage increase. Spofford Fire Department was asked to take the bond out of the operating budget's calculation.

McKeon noted that two members of the Zoning Board of Adjustment were sworn in at the meeting last night.

Carrier noted that there had been some mention of the "emergency lane statute" pertaining to Bennett Road, but in order for it to be considered an emergency lane, the board of selectmen must declare it as such and hold a public hearing.

Carrier noted that he has received an application for a deputy building inspector. Carrier will schedule a meeting with the applicant.

The Planning Board will be having a conceptual consultation on February 2, 2015 regarding a solar farm in town.

- Nonpublic RSA 91-A:3 II (b)

Levlocke moved to go into Non-Public per RSA 91-A:3 II (b). The motion was seconded by Larkin, which carried.

Levlocke moved to come out of the non-public and seal the minutes. Larkin seconded the motion which carried.

- Nonpublic RSA 91-A3 II (c)

Levlocke moved to go into Non-Public per RSA 91-A:3 II (c). The motion was seconded by Larkin, which carried.

Levlocke moved to come out of the non-public and seal the minutes. Larkin seconded the motion which carried.

OTHER BUSINESS

It was noted that a CPR and first aid class will be happening at the school or the fire department the weekend of the 7th and 8th.

With no other business to conduct, Levlocke moved to adjourn at 8:39 p.m. The motion was seconded by Larkin, which carried.

Respectfully submitted,

Tricia Lachenal

Approved by:

Jon P. McKeon, Chairperson

Date

Elaine H. Levlocke

Date

James M. Larkin

Date