

**Town of Chesterfield
Board of Selectmen**

**MINUTES
May 25, 2006**

Call to Order

Chairman Jon McKeon called the meeting to order at 6:00 PM. Others in attendance were Board member Dan Cotter and Administrator Rick Carrier. Wanda McNamara was absent.

Appointments

- 7:00 p.m. Lester Fairbanks

Fairbanks advised that he has been in contact with the Johndros regarding removal of a bush that blocks the line of site. Johndro advised they do not have the funds to move the bush and want to keep it as it has sentimental values. Fairbanks will draw up a letter releasing the Town of any responsibility if the bush is damaged and the Highway Department will move it with their backhoe. Fairbanks will have the agreement for the Board's approval next week.

Cotter moved to enter nonpublic session pursuant to RSA 91-A:3 II (b). McKeon seconded the motion, which carried.

Cotter moved to adjourn from nonpublic session. McKeon seconded the motion, which carried.

McKeon moved to hire Eldridge as a full time police officer at Step 2 conditional on a background check and physical. Cotter seconded the motion, which carried.

The Board signed the payroll change notice.

For Signature

- Manifest #21
- Selectmen minutes – May 18th
- Forest Fire bills
- NH Highway Safety Grant
- DRA MS-5 (3 copies)
- Payroll change notice – Town Office

For Discussion

➤ EPA Status report

The Board reviewed the report from Catherine Young. They expressed concern with the concrete remaining and possibly creating a lower level of dumpsite. McKeon will be contacting Young with questions regarding the concrete.

In reference to the turbine in the brook Jenness asks that it remain as nearby is a brick and earthen structure and grinding stones. It has more value historically if it is left as part of the group. Jenness stated the next step would be to get an easement of some sort from the landowner.

➤ Lake level

Carrier had asked Bevis to remove a board from the dam last week and another board yesterday. The optimal level is 716' 10.5", which was determined 5 or 6 years ago by the Board working with the Spofford Lake Association. The level yesterday was 7 inches higher than ideal and after a board was removed, there was 14" of water flowing over the top of the stop logs. From past experience there is little concern that the water level will be below 717' 0" before next Tuesday with the weather forecast and Carrier will ask for a status report from Bevis. When the level gets to approximately 717' 0" Carrier will request that Bevis put the logs back in with the approval of the Board. The Board agreed.

➤ Transfer Station evaluation form

The Board reviewed and approved the evaluation form with a minor modification.

➤ Employee payscale

It was noted that the highest rate only qualified for a COLA. This top rate changed with COLA increases. The Board discussed that if an employee were hired at a 3rd year level the rate increase would be in the 3rd year rate and not the 1st. However, they would be considered 1st year with regard to vacation and sick time.

The Board preferred changing the titles to steps instead of years and the % of pay increase to follow with that particular step.

McKeon stated the Board needed to next look at how merit raises are viewed, recommended and then given. They need to be viewed through the expectations of the Dept. Head, recommended through the review process and given through the presentation and approval of the Board.

Merits should not be a longevity raise. Carrier stated that currently, if an employee where at the top of the scale they do not qualify for a merit raise.

It was noted that the Cemetery, Parks & Recreation and Library are not listed under the pay scales. Carrier stated that rarely do the Parks & Rec or Library give more than COLAs. Carrier pointed out that each department presents their budgets to the Board. Cotter stated that the policy should be set before it is brought to these departments.

McKeon stated he would like to get the Department Heads together to discuss the merit raises and know that merit raises are not friendship raises but need to be looked at solely with a business focus. Cotter stated that there needed to be a rating system of levels using percentages. McKeon stated more emphasis needed to be on the evaluation that is done.

A weighted system was discussed having the Department Heads pick the highly weighted areas that are key to the job and the lower rated areas. Cotter suggested adding another line to the evaluation sheets for the supervisors; How would you rate this employee overall. This should reflect what is shown in the overall evaluation.

The Board discussed that the merit percentage amount should be left up to the Board being based on the evaluation given by the supervisor. All evaluations should be given to the Board for their review. It was agreed that the Board would discuss this with the supervisors.

McKeon noted that the Department Heads look at the evaluations and decide if weighting is right for them, giving them that option. Cotter stated that with the added line and narrative the supervisor could explain where he is rating if weighted.

➤ Planning Board membership

McKeon will call Davis about the number of alternates allowed for the Planning Board. This discussion was tabled until next week.

➤ Properties - tax deeding

There were two properties with homes still not responding to calls or notices. McKeon and Cotter will try to contact them again. The deadline to avoid deeding is Monday, May 29th at 7 p.m. They will contact Carrier with the results.

The Van Oene property is up for deeding. This is next door to the contaminated site. The Board decided not to take the property at this time. They signed a letter advising of this to be given to Benjamin.

➤ Condemned town building

Cotter stated that he knows someone who may take the building down for the materials. He will contact them this week.

- Heermann emails

The Board reviewed the emails.

- Administrator contract

The Board will review the contract. McKeon stated he would like to have the process completed by June 29th giving them 3 meetings within the next 5 weeks. The contract expires in August.

- Old Business

Pond Brook Rd Flooding – McKeon was advised that DES is occupied in other areas at this time. He asked for another contact.

Highway roof – Bevis had spoken with the insulation salesman. Carrier had found the file on the Highway building construction and had given it to Bevis. Bevis will be asked to come in and give the Board information on what he has learned.

Town Hall doors – Jenness advised McKeon she was fine with the repair of the doors. She had asked that Catamount be contacted first to come and strip the paint before the cracks are filled and it is repainted.

Cell Phones – Carrier had asked Fairbanks to contact US Cellular to schedule the phone set up.

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

*Cotter moved to enter nonpublic session pursuant to RSA 91-A:3 II (a) & (c).
McKeon seconded the motion, which carried.*

*Cotter moved to adjourn from nonpublic session. McKeon seconded the motion,
which carried.*

- Other Business

Carrier advised that he has added the Transfer Station to the new phone company. They were getting a better rate than the Town Office. The Town Offices have now been given the lower rate as well as a credit for the amount that was overpaid each month since January.

Information

- Employee certificate
- Thank you note
- DES Wetlands application
- Misc. correspondence & newsletters

Legal

Mullins had e-mailed a Stipulation Agreement with Camp Spofford for the Board to review and sign. A copy has been e-mailed to Andy Cay for his review as the ZBA representative. The Board signed the agreement with the condition that it meets Cay's approval. The court date is scheduled for May 31st.

Adjournment

With no other business to conduct, Cotter moved to adjourn, McKeon seconded and the motion carried.

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon McKeon, Chairperson

Date

Wanda G. McNamara

Date

Daniel J. Cotter

Date