

**Town of Chesterfield
Board of Selectmen**

**MINUTES
July 26, 2007**

Call to Order

Chairman Jon McKeon called the meeting to order at 6:00 PM. Others in attendance were Board members Dan Cotter, Bob Brockmann and Administrator Rick Carrier.

Appointments

➤ 6:15 Leon Dunbar

1. Truck Feasibility Committee – Dunbar submitted a list of the committee members and advised the first meeting is scheduled for August 15th. The Board suggested that a notice be placed at the Transfer Station looking for interested parties from the general public to participate on the committee.

It was also noted that there should be planning deadlines to prepare for the budgeting process. The committee should investigate several options to include the purchase of a truck whether new, lease w/option to buy or used; as well as contracting the hauling or privatizing the Transfer Station.

The Board asked that the committee get the information they gather to the Select Board by October 20th to give them the opportunity to review it and ask any questions. They would also like an update at the halfway point. It was noted that Brockmann is the Selectmen's rep to this committee.

Dunbar had also mentioned the pay as you throw program. He advised that new towns join this program every year. The State would come to discuss this with the Town as it promotes recycling.

Dunbar stated they have issued 1,700 permits, however, some homes have multiple permits because of multiple cars.

Dunbar will be away on vacation during the Summer Informational Meeting.

➤ 7:00 Public Hearing – Transfer Station fees

Cotter moved to open the public hearing at 7:00 p.m. Brockmann seconded the motion, which carried.

There was no public in attendance. Dunbar stated that he had received negative feedback from a few patrons but after he explained the reason for increasing the costs most were agreeable.

Brockmann moved to close the public hearing at 7:07 p.m. Cotter seconded the motion, which carried.

Cotter moves to make the cost changes to the Solid Waste Ordinance effective immediately. Brockmann seconded the motion, which carried.

For Signature

- Manifest #30
- Selectmen minutes – July 12th & 18th
- Appointment paper – Budget Committee
- Intent to cut – Wright – The intent was not signed due to issues that need to be resolved.
- Payroll change notice – P&R and janitor

For Discussion

- Town Office/PD building submittals

This week's submittals were available for the Board to review.

- Town Office/PD construction change directives

CCD#1 – To change from a 1650-gallon septic tank to a 2000 gallon H2O rated tank with a cost increase of \$1,480. The septic tank is moved to under the PD parking area and needs to withstand the additional pressure that vehicles passing over will provide. McKeon asked why it was moved but Brockmann and Carrier did not know. McKeon stated that this should have been in the original designed plan.

The Board approved the change.

CCD#2 – This is a multi-part CCD that was before the Board previously.

Part 1 – Construction drainage SKC-6 for a cost increase of \$2,730.

Part 2 – Second walkway to the school options.

Option 1 – rebuild the walkway - \$5,285 (includes drainage cost)

Option 2 – remove the walkway, loam and seed - \$4,779 (includes drainage cost)

McKeon advised that D'Eon does not want the second walkway because she can't monitor both. She wants a single point of entry. Fairbanks wanted the second entry to the school to avoid congestion due to a single entry point. The Board discussed if there were any safety issue.

Cotter moved to approve Option 2, remove the sidewalk, loam and seed the area. Brockmann seconded the motion, which carried.

CCD#4A – Raise the grade of the building 1 ft for frost protection at a cost of \$865. This raises the grade of the building of the Route 63 side of the building. The Board

questioned why didn't the engineer draw the footing below the frost line, however, the footings are already in.

Brockmann moves to authorize the CCD#4A. Cotter seconded the motion, which carried.

CCD#13 – Add sump pump at a cost of \$6,078 plus the alarm cost that have not been submitted. The Board asks for backup information with specifications.

Brockmann moved to table until all the specifications and cost estimates are received. Cotter seconded the motion, which carried.

CCD#16 – Parking lot. It has been suggested by Bevis and Greenwood that the Board considers removing an additional 15,000+/- sq ft portion of the parking lot that was not included in the plan except to put a topcoat over that area. Greenwood had broken off a piece of the existing area.

The Board questioned whether the trucks and equipment that have been crossing the area have contributed to the deterioration. Bevis had informed Carrier his department could tear out what has been left in a couple of hours, however, the Board was concerned with split responsibilities and liability.

The Board decided to table this issue until they have a written estimate.

➤ Road Acceptance policy – Coachman Road correspondence

The Board reviewed Atty Davis' letter regarding Coachman Rd and the Chesterfield Road Acceptance Policy requesting that the Town proceed with the process to accept Coachman Rd as a town road.

The Board notes that it is not the responsibility of the Road Agent to "sign off" on the road. The policy requires that "an independent NH registered/licensed surveyor, to be paid by the developer, showing conformance with the approved Planning Board subdivision plan."

Before starting the process the Board would need record drawings stamped by their engineer and a c/o is still required for the FedEx building.

The Planning Board subdivision file was pulled and the road take over was noted on the approved plan as per RSA 674:40(a).

➤ Budget preparation changes

A month ago the Board had asked Carrier to investigate the option of each department budgeting for their personnel benefits costs, which are currently in the administration line. The Board wanted to make sure the employees understood the actual cost of the benefits they receive along with their salaries to give a realization of benefits as they impact the bottom line of the budget.

The Board reviewed Carrier's pros and cons regarding the separation of the costs by department and the Board understands why this is not practical. However, the Board would like to see a memo on the department budgets noting the cost of the benefits to those departments and asked if there were a way to show what the cost per department is. Carrier pointed out that there is a breakdown for health insurance costs by department that is sent to the Budget Committee each year.

Brockmann requested that department budgets be set up the same having the lines as they match each other i.e. all department salaries on like lines. Carrier explained the Chart of Accounts requirements in budgeting.

Brockmann had heard complaints that teachers' contracts call for 4% increases and some Town employees were getting up to 8%. Carrier called attention to the proposed 2006-09 Education Assoc Agreement and questioned the accuracy of the 4% figure.

➤ Summer Info Meeting preparation

The Board discussed possible points to be brought up at the meeting to be held on Thursday, August 9th. Points of interest would include, the Town Office/PD building along with the temporary relocation of the PD during the construction phase. The new Spofford Fire Dept building, the Transfer Station truck feasibility study and the Mt. Wantastiquet fire. Rousseau and Van Houten may want to address the Cert Team.

Van Houten had requested that the doors to the Town Hall be open earlier to accommodate early arrivals to the meeting that is scheduled to begin at 7 p.m. as well as bringing fans to help if the weather were hot. She also requested that the meeting be advertised beyond the Monthly meeting schedule that is posted around Town. McKeon will contact Van Houten regarding the fans, doors and meeting postings.

➤ Rescue Inc meet with Board of Selectmen

Van Houten had expressed her concern to Carrier regarding the negative news reporting in reference to Rescue Inc and the problem with Medicare not paying the fair share of the costs. She had advised that if the Board was concerned that a representative from Rescue Inc. would be available to meet with the Board.

The Board sees this as management issues that would not affect the onsite calls. Their only concern is whether the Town gets service or not. Chesterfield has the advantage of Keene being available to respond when necessary.

➤ Community Resource Survey

In April the Board was asked to approve a community survey that was planned to be sent to residents in Town. The Board approved the survey provided the spacing issues were corrected in the letter. Keppler had the survey on one page with the

issues corrected. Vermont Yankee offered at no cost to copy 2,000 surveys. They copied the incorrectly spaced survey. This was not caught until the volunteers were getting ready to mail the surveys. They are asking the Board for direction.

The Board does not want the incorrectly spaced survey sent but would like the correct version copied and mailed. They would like the Cert Team to find a way to pay for this copy job, perhaps going back to VY.

➤ Town Clerk vacation

Philbrick will be on vacation the week of September 17th. The Board approved having the deputy cover during this week.

➤ Dept Head self-evaluation

The Board would like all department heads to participate. Those not under the authority of the Select Board will be given to the Trustees or Commissions suggesting they have their department head use the same form that would be used in the 4 departments under the Select Board. The Board representatives will bring copies of the evaluation to their respective commissions.

The Board asks that the department heads complete the forms and bring them to their scheduled review.

➤ Next week's manifest

The manifest will be ready for the Board's signatures by Tuesday afternoon.

➤ Old Business

Salary Review – The Board continued looking at the secretarial pay rates. They decided to distinguish between Executive Secretaries and General Secretaries. The Selectmen and the Police Dept. secretaries will be noted as Executive Secretaries according to their job descriptions and responsibilities. The Board approved a new pay scale for this category to become effective January 1, 2008.

Current Town Office Options – Cotter advised that he had spoken again with Don Mack about the RFP and he promises to be in Monday next week. Carrier advised that he had spoken with Charlie Perry who had recommended 2 firms to do the survey.

Earley Use of the Town Property – Cotter advised the Spofford Fire Commissioners and Chief don't have a problem with Earley leaving her table and chairs on the lake front with the understanding that if they have to get to the lake in the event of an emergency they may have to toss the table and chairs aside. Carrier will contact the Town attorney regarding squatter's laws.

➤ Other business

1. Cotter has heard concerns of lack of police coverage during the PD relocation and why that cost to move was not included in the cost of the TO/PD construction project. It was presented that the moving was done on a volunteer basis, however, it seems that this was paid time. The Board asks when this was changed and that this change should have come to the Board.
2. McKeon stated they are still not getting cc'd by M & W on soil testing as had been requested. This will be brought up at the next construction meeting.
3. Carrier advised that the PD building would be burned for fire fighter training this Saturday.

➤ Non public RSA 91-A:3 II (a & c)

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

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

Information

- Builders Insulation acceptance
- Broutsas reply correspondence
- PD demolition permit
- Cheshire County reports
- Misc. correspondence & newsletters

Adjournment

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

The meeting was adjourned at 11:30 PM.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon McKeon, Chairperson

Date

Daniel J. Cotter

Date

Robert Brockmann

Date