

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
November 29, 2007**

**Call to Order**

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

**Appointments**

- 6:30 Ruth Van Houten, John Zannotti and Maria Bissell

Parks & Recreation Budget – One of the changes is the incorporation of the Soccer Program into the 2008 Budget. The purpose for adding the program is to save the insurance cost of \$1,100 as it would come under the umbrella of the Town. A Town employee, Parks & Rec Director Metivier, will be responsible to take money in and pay money out. This program would be with the understanding that it would remain a volunteer program.

A revolving fund separate from the Town's account was discussed. Carrier advised that this must be adopted at Town Meeting. A warrant article must be written.

Bissell advised that since the funds are coming from private to public organization she would like to speak with a lawyer regarding a waiver for the players. She will write down her questions and get them to Carrier for Board review and attorney contact.

Brockmann asked what the advantage to the Town is. Bissell stated they would not hire people to run the program and this would be used as a test for other possible programs such as basketball. There are no intramural sports at the school. The only responsibility taken on by the Town would be paying Metivier and that would be reimbursed by the program fees.

Zannotti stated the intent of the program would be revenue neutral and the test would be for one year. If it didn't work they wouldn't continue. Van Houten stated she was concerned that they would need to rent the school gym that is already heavily booked. McKeon asked what the criteria would be in judging if the program is a success or not. Bissell advised that it would be specified that this is a volunteer program and it would not continue without volunteer support. There would be a Memo of Understanding between the P&R and the volunteers.

Carrier asked who set the fees. Bissell advised it costs \$15 to register and \$20 after the deadline. Sponsors pay \$150/team and the jerseys would have the name of the sponsor. Carrier noted that if funds go into the revolving fund or revenue account

any balance remaining would go into the general fund. Bissell stated she understands that. Carrier stated that if fees are paid and the program doesn't go refunds might not be made. She stated that 4 or 5 checks would be written for the season.

On reviewing the budget the Board asked about the new equipment line increase of 125%. Zannotti advised this is a peak due to need and may not be seen for another 3 years. The Board was advised of the water pumps needing replacement because of lightning strikes. McKeon asked if they had looked into lightning arrestors or a grounding grid. He stated he would look into it and contact the committee.

Increase in fees was discussed. The committee hadn't taken this into consideration because the fees were raised last year. Brockmann advised that this department was revenue neutral a few years ago. Zannotti asked if the committee was charged with coming in with a budget that was revenue neutral and was advised that they are not. Brockmann suggested that there should be a minimum cost of living increase on the fees. Van Houten stated she would bring this to Metivier and the rest of the committee. Bissell suggested that the rental fee be charge to vacationers. Carrier advised that the State would not allow this.

It was noted that the North Shore beach had a lifeguard 3 hours/day during the busy time. The North Shore beach was donated to the Town by Mr. Friedsam with the proviso that it be a free beach.

McKeon asked what burden is it on taxpayers as a benefit to the Town's people. Is it expected to pay a nominal fee to have a P & R program in Town? He likened it to the service of the Highway Dept.

Zannotti stated there are 4 buildings that need to be maintained and there should be a Repair and Maintenance line in the operating budget. He has suggested \$6,600. The Board discussed the existing maintenance line under Wares Grove. Carrier suggested that a new line for repair and maintenance be put under the Commission Accounts.

The Board asked where the \$8,500 is noted in this year's budget for the cottage furnace and associated repairs. It was stated that perhaps the bills have not yet been received.

The Board asked that the committee look at the fees in relation to the expenditures. If the budget is to be changed, the amended budget should be presented to the Board for review.

OEM/Emergency Management Budget – Van Houten advised that the OEM portion of the budget is level funded. She does not want to lower it in the event of an emergency.

The RERP portion is increased by 51.2%. The increase is driven by Drill & Exercise and Replacement Equipment. The amount of \$23,300 has already been approved by VY-Entergy and the Town will be reimbursed for expenditures up to this amount. It was noted that the rental for the OEM office in the new Town Office Complex will be 25% of the electric and heating bills.

➤ 7:30 Bart Bevis

Smoke Detector in record storage room – As the Fire Chief Bevis sees this room as needing a detector as it has the biggest fire load and has the potential to have a fire that would be undetected until it is fully involved. Harrington told Bevis the cost would be \$100. Bevis stated that the rough in has already been done.

911 Addresses – Bevis advised he is working on it. He stated he got a reasonable explanation from Verizon regarding criteria. The odd numbers are on the left and the even numbers are on the right coming from a road of major importance going away from it. Every 50 ft increment is a number. There are many difficulties that come into play i.e. if the road meets a road of major importance on both ends. When there is one driveway he uses the number with A and B; otherwise it would have to be designated a road. Hubbard Farms and Camp Spofford are challenges for this as there are so many buildings. The concern is to get emergency responders to the site as quickly as possible.

Highway Dept Mailbox – Bevis advised that he hasn't look into this but he would. He personally prefers a secure box rather than one mailbox that is open to public interference. The mileage reimbursement request has driven this exploration.

Highway Backhoe – The Board had discussed the Transfer Station backhoe replacement. It was suggested that the Highway backhoe be turned in a couple of years earlier than scheduled and turned over to the Transfer Station as they have a much lighter use. Bevis thought this a very reasonable idea. He would look at the CRF to make sure it is adjusted according and will speak to Dunbar.

Highway Employees Goals – Bevis will get them to the Board. He has gotten input from the employees.

Proposed Pond Brook Rd WA – Bevis advised this has been taken off his budget WA requests.

Boat Launch Blocks – The Board authorized Bevis to put the blocks in any time. Historically it is done around this time. He will take a look to see if there are boats still in docks.

New Town sign on Route 9 – Bevis advised he will wait till spring to install the new welcome sign near Asgard Rd.

Chesterfield Fire Dept Siren – Bevis advised the siren will be unhooked and taken down to be inspected. A replacement will be placed until a new siren is delivered.

He noted that the Town will own the equipment and Entergy will maintain it. There is a MOU with the State and Entergy regarding the siren. Carrier will get a copy of the MOU from Van Houten. Bevis stated the siren will be changed to one 10 second blast instead of the 2 minute blast. This will notify anyone around that there will be something happening at the station. The emergency vehicles will have ample lights and sirens to exit the building.

Old Chesterfield Rd – Bevis has spoken with Dick Verville and the FEMA representative. FEMA does not cover dams, the Weir structure; however they would do resizing for the pipes.

Ledge supply – Bevis advised that the Highway Dept had taken 5,922 yards of ledge from the new Spofford Fire Dept site at the cost of \$13,000 to \$14,000 to the Town. This would have cost \$59,220 to \$88,830. He has already had the opportunity to use some of the ledge.

Wood supply – Bevis advised that the Highway Dept has a supply of fire wood from the Spofford Fire Dept site.

Highway roof – Greenwood requires that the foam ceiling be covered per code. Bevis has done some investigating and there is a product by “Fire Free 88” that would coat the ceiling and is applied like paint. The cost would be \$6,300 including shipping. The Highway crew would do the work. He has spoken with the Fire Marshall and this solution is acceptable. Greenwood agrees and has notified Bevis of this via e-mail. McKeon advised he should just be careful about trapping moisture while coating the ceiling in the winter. Bevis stated he would check the application instructions.

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

Carrier left the room. Bevis advised that he didn't need a non-public session.

*Brockmann moved to adjourn from nonpublic session per Bevis' request. McKeon seconded the motion, which carried.*

The Board gave Bevis his review. McKeon advised that the review is a compilation of the 3 members of the Board and is an average. He stated the review is to help Bevis and the Town. Bevis signed the review. Brockmann advised Bevis that there is a place for his comments back to the Board. Bevis stated that he sees 3 as an average job but takes issue with the less than 3 for his integrity and ethics rating. He stated he does his job with the most integrity and ethics as he can and takes pride in that. He resents the rating.

McKeon asked if Bevis has considered what he sees as goals for himself and what direction he would like to go in. Bevis advised he would like to work toward a civil engineering associate degree status. He wasn't sure what the first step would be but he was going to contact UNH.

The Board commended Bevis on his ambition. It was noted that life experience credits would count towards the degree.

The Board asked Bevis if he has heard anything about the light to be installed on Rte 63 for the CFD by Wesfield. Bevis stated that according to Rick Harrington it has been ordered.

### **For Signature**

- Manifest #48
- Selectmen minutes – Nov 15<sup>th</sup>
- Intent to cut – Beliveau
- Raffle permit – Mt. Pistareen Grange
- Highway Winter Holiday overtime pay memo
- Appointment papers - ZBA
- Payroll change notice – Police
- Cistern grant

### **For Discussion**

- Next year auditor

The Board had asked Carrier to have the internal controls audited next year. The auditor informed him that the internal controls are audited every year and the letter that was supplied is the standard letter when no deficiencies are apparent. As for the management letter, again, no deficiencies are apparent and thus a standard letter is sent. The auditor advised he would meet with the Board next year after the audit to discuss questions. The Board agreed to engage Vachon, Clukay for 2008.

- Tax map discrepancy

Jane Perham called to ask why the property she owns on Old Chesterfield Rd is not listed as two properties as her deed notes that it is two tracts of land. Carrier researched the property back to 1989 and indicates that the property has been shown as one lot and a copy of the deed lists two tracts.

The Board asked that Carrier contact the Town attorney.

- Planning Board resignation

Scott Coulborn has resigned from the Planning Board. The Board agreed to appoint Elaine Blake as a full member of the Board. An appointment paper will be ready for next week's meeting. McKeon still needs to speak to Blake Woodman and Susan Lawson-Kelleher. He was also going to speak with Burt Riendeau about filling a spot on the Planning Board.

- Library budget update

The Board reviewed the updated Library budget.

- Trash compactor at Transfer Station

As a follow up to the previous Board meeting, the Board inquired about the difference in prices quoted from Triple T and Osgood, a difference of around \$6,000. Triple T's quote was for the compactor only. Osgood's was for a compactor fully installed including concrete pad, railing, etc. As for the backhoe replacement, Dunbar estimates it would need to be replaced in about 5 years. In addition, DES is scheduled to meet with the Board on January 10<sup>th</sup> to discuss the "pay as you throw" program.

- Town Report dedication

This is tabled to next week for discussion with a full Board.

- Holiday lunch

The Board reviewed the employee invitation and made changes. Four additional prizes would be purchased as raffle items. The Board wanted to get the prizes from Town businesses.

- Primary election Jan 8<sup>th</sup>

All Board members advised they would be present to sign the sealed ballot box after the ballots have been counted.

- Town Office/PD submittals & discussion

PD paving – The Board reviewed the proposed paving reconfiguration for the Police Dept entrance to the Sally port. The Board will review the cost for the conceptual plan and would also like a cost for a plan without the proposed 4 spaces to the east side of the building for 3 parallel spaces.

*McKeon moved this request and Brockmann seconded the motion.*

Gun locker – It has come to the attention of the Police Dept that the gun locker originally planned was not a secure version. Chickering had explained at the construction meeting the need for a secure gun locker in the sally port. A CCD will be forthcoming for the upgrade in the amount of approximately \$800.

The Board asked is the architect specified the wrong case or was this one the PD had requested. Carrier advised that Chickering had said at the construction meeting that the locker planned was not the secure locker he had envisioned.

➤ Old Business

Road Acceptance Criteria – The Board reviewed figures submitted by McKeon. They will continue to look at this.

Current Town Office Options – Carrier expects to get a 3 part report and options for abatement of the asbestos and lead.

➤ Non public RSA 91-A:3 II (a & c)

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

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

➤ Other business

Carrier asked how the Board wanted to proceed with the cistern. Stevens had done the engineering report. Carrier will get this for the Board to review.

**Information**

- DES wetlands application
- Misc. correspondence & newsletters

**Adjournment**

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

The meeting was adjourned at 12:00 PM.

Respectfully submitted,

Carol Ross  
Secretary

Approved by:

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Jon McKeon, Chairperson

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Date

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Daniel J. Cotter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Brockmann

\_\_\_\_\_  
Date