

**Town of Chesterfield
Board of Selectmen**

**MINUTES
October 18, 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

- Kristin McKeon (unscheduled)

McKeon advised that there is \$827 remaining in the Parks & Recreation Budget bottom line. The furnace in the cottage is putting out carbon monoxide into the cottage and is no longer fixable. Greenwood has looked at it and the furnace needs to be replaced. To replace the oil furnace with a gas furnace would cost \$3,100 plus \$1,300 for ductwork. She expects the project would not cost more than \$5,200 but asked for up to \$6,000 to cover unexpected expenses related to the furnace replacement.

McKeon advised that they want to switch to gas because kerosene is currently being used due to the tank location outside. She asked that the Board approve overspending the budget up to \$6,000 to replace the furnace and the work related to the replacement. This would be a more efficient system.

Brockmann moved to approve over spending the P&R budget up to \$6,000 for the purpose of replacing the furnace. Cotter seconded the motion, which carried.

- 7:00 Brent Fletcher

Fletcher advised the position on the Parks & Rec Comm was brought to his attention through the school newsletter. His son attends the Chesterfield School. The Board summarized the responsibilities of the commission. An appointment paper will be drawn up and he will be contacted as to the time of the next meeting.

- 7:30 Robert Griffin

Griffin advised that he is interested in serving the community with the Parks & Rec Comm. He gave his background and stated that now he has time to give back to the community. The Board reviewed the responsibilities of the commission. Griffin gave Carrier his e-mail. Carrier will contact him regarding the meeting schedule and advised him of the appointment paper.

➤ 8:00 Jane Carroll

Carroll presented a statement for the Board to read. Carroll advised this problem has gone on for 6 months. She presented pictures of the area and brought a pail containing the portion of the paving that she has cleaned out of the area. She is concerned that the debris will ruin her waterfall.

She stated that the damage is caused by plowing and should be taken care of by the Highway Dept. McKeon stated that it is not the plow driver's fault but is the issue of the poor paving quality. He noted that the road is 50 ft wide so the Town ROW is 25 ft from the centerline.

Cotter advised that the road is scheduled to be ditched soon and to be repaved next year. The road's condition is due to the end of its cycle. McKeon stated that there shouldn't be any debris beyond the Town's ROW. Brockmann brought up the plow route and the possibility of debris being tossed further into Carroll's yard. He stated he couldn't imagine the driver goes faster than 10 mph.

Carroll stated she wants someone to come out and sweep the road and rake her property. She asked why her neighbor's part of the road is ok and not hers. Cotter stated that if it is within the Town ROW then it is not the responsibility to clean out beyond that and believes it is not the solution to have Bevis clean the area. McKeon stated that it is not Bevis' intention to put down a poor road. Brockmann stated that the water/ice could have lifted it.

McKeon stated that he would talk with Bevis to see what could be done to stop the further delamination of the road. He will also check to see when the ditching will be done. McKeon thought that the area could be picked up at the same time.

For Signature

- Manifest #42
- Selectmen minutes – Oct 4th & Oct 11th
- Appointment papers – The Board signed on appointment paper.

For Discussion

- Town Office building environmental survey

Carrier advised of the referral results for RPF Associates. In each of the 3 references, those municipalities would hire RPF Associates again. The proposal cost is \$1,550 plus an additional \$20 per lead test.

Brockman moves to accept RPF Associates proposal and authorizes overspending the repair and maintenance line. Cotter seconded the motion, which carried.

Carrier will coordinate the testing with having a roofer available to fix the roof areas where test samples are taken.

➤ Conservation Commission conservation easement

The CCC has voted to expend \$50,000 from the Conservation Fund to purchase an easement for Phase II of the California Brook Forest Project. RSA 36-A:4 requires that the Select Board approve this purchase. The Board reviewed the specifics of the project, which is collaboration between Monadnock Conservancy, Horatio Colony Trust, Antioch New England and the Conservation Commissions in Chesterfield, Keene and Swanzey.

It was noted that there is \$60,000 yet to be raised for the purchase. Duston had assured Carrier that the commission would not come back to the Town for these funds. The group has one year to raise the money to complete the purchase. Brockmann asked if they needed the money now or is a commitment to help finance the project enough. The commission's motion notes that the money would be transferred to the Monadnock Conservancy when the purchase and sales agreement is signed. The \$50,000 would be returned to the Town if the purchase does not occur within the one-year period.

The Board asked if the money were returned to the Town would interest also be returned. Carrier will contact Duston.

Cotter moves to approve the purchase and recommends that the commission ask who gets interest if the sale does not go through. Brockmann seconded the motion, which carried.

➤ Capital Improvement Committee

The Board reviewed the memorandum from Del Sesto regarding Blake's resignation as chair from the CIP committee. Del Sesto requests direction from the Board.

McKeon stated that the purpose of the CIP should follow and support the Master Plan. Brockmann suggests that the Board get the info that was collected and see where to go from there. McKeon will e-mail Blake for the information.

➤ Town Board appointments

McKeon advised that Scott Coulborn has resigned from the Planning Board. Carrier asked that he resign in writing to make it official. The Board representatives will bring the expiring board members names to the chairs of those respective boards for approval.

McKeon will contact Shawn Dean to see if he is interested in continuing with the P&R. Fletcher and Griffin will replace Van Houten and McKeon with expiration dates for their terms in 2010.

➤ Steve Pro correspondence

The Board reviewed the letter from Pro. They do not see a need to respond and acknowledge that each has had the opportunity to express opinions.

➤ Continuity of Operations Planning

It was noted that last week Carrier had verbally outlined his plan in the event of an emergency and believes that most office functions could be up in running within 18 hours. The Board asks that he put this plan in writing for the next meeting. Other departments will be asked to do the same.

➤ Tax rate setting

Carrier asked permission from the Board to put the surplus of \$200,000 to lower the tax rate. The Board agreed.

Carrier advised that the Town is behind in setting the tax rate due to a question on the Spofford Fire report and the unavailability of Dave Thomas last week. Thomas has since contacted DRA. Carrier hopes that the DRA auditor will be available tomorrow to set a date/time/location for a meeting to set the tax rate. Due to the lateness in the year Carrier asked if the Board would authorize him to set the tax rate as has been done in the past.

Cotter moves to authorize Carrier to set the tax rate. Brockmann seconded the motion, which carried.

Brockmann asked to be advised if the meeting will be held in Town in the event he was available to attend.

➤ Town Office/PD submittals & discussion

1. Locust Tree – a citizen was concerned about the placement of the locust tree next to the sidewalk by the drop-off area. Cotter stated this is a dwarf sugar locust and should not cause a problem.

2. CCD #24 Vaulted ceiling – The Board asked what is the value of change in the light fixtures if there is one. They also asked about the additional switch to allow only a portion of the lights to be on when the natural light lights the room. The Board advised that if the \$4,109 cost is inclusive of all the work of this requested change then have it done. They would like Carrier to verify it includes what was discussed with regard to the extra switch.

3. PD Eye wash station – The cost would be \$1,130 for the sallyport area. Carrier advised that the Keene PD has donated a stainless steel toilet with a built-in eye wash station. They are checking to see if this would fit the plumbing. If it does, the sallyport station would not be necessary.

4. Fire Dept designated parking spaces – The Fire Dept is requesting striping for 7 spaces. The Board suggests striping as planned and once they see how it will work out spaces could be designated for the Fire Dept and striped over with orange. Cotter stated he thinks it's a good idea but unsure if they would need 7 spaces.

5. CCD #22 Shelving in front of transaction windows – The Board has not seen this CCD due to the cost of approximately \$3,800 that Michal felt was high. A second option is to have prefabricated stainless steel shelves similar to the ones for the bathrooms. The size would be approximately 6 inches deep by eighteen inches long. The total cost would be approximately \$500. The Board suggested looking at other manufacturers.

6. CCD #26 removing the island in front of the fire dept. – This had been approved at the construction meeting.

7. CCD #23 – the bathroom shelves were accepted at the construction meeting.

8. Blocking will be determined next Monday or Tuesday. Carrier had asked the office staff if they had any requests for interior wall hanging. Chickering was at the construction meeting when this was discussed. Cotter suggested that Carrier look at Walker Systems, as these are easy to adjust without making marks.

➤ Old Business

Spofford Place – Liptak has contacted Carrier to advise that the staging will be done on October 29th and the project should be completed by October 31st. Liptak expressed the desire of DES would be for the Town to take the property and then merge it with the abutting property with the condition that the owner of the abutting property would maintain monitoring wells. Liptak advised that the area wells are getting noticeably better since the clean up.

Road Acceptance Policy – McKeon stated he would like to finalize this and then go to Town Meeting. It was noted that the Planning Board must present this to Town Meeting or it would require a petition.

Current Town Office Options – Carrier to contact RPF Associates.

Earley Use of Town Property – Cotter did not bring up this issue at the commissioners meeting. He will call Fire Chief Buckley.

TS Truck Feasibility Comm – Szmit has submitted revised numbers that affect the reduction in savings. The Board will wait to discuss this further when Dunbar is back to work.

OEM & OEC space cost – The Board discussed using 25% of the heating and electric cost of the new building. This is what is done in Swanzey.

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

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

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

- Other business

1. Brockmann advised that the VY drill went very well. There was a communication problem, however, in that they did not get the emergency call from Lynch regarding evacuation. The school had been evacuated.

2. Carrier advised that J R Davis hand delivered a letter regarding acceptance of Coachman Rd. Carrier will e-mail a scanned copy of the letter to the Board for discussion next week.

3. Carrier was asked if the Parks & Recreation had a mission statement. He gave the RSA noting their purpose. McKeon stated that the commission is looking into taking over other programs in Town now run by volunteers i.e. soccer, basketball etc. He asked if the Town could get liability insurance. Currently the fee paid by the parents for the programs covers the cost of insurance.

It was mentioned that Metivier could oversee the program but turn the running of it over to volunteers. Carrier stated that he believes the Town needs to have “care, control & custody” of the program to get coverage. He asked McKeon what is the scope of the insurance they are looking for.

Information

- Cheshire County correspondence, re: County tax
- Misc. correspondence & newsletters

Legal

The access agreement with Nesbitt has been signed with a list of property to be removed.

Adjournment

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

The meeting was adjourned at 11:00 PM.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon McKeon, Chairperson

Date

Daniel J. Cotter

Date

Robert Brockmann

Date