

Town of Chesterfield Board of Selectmen

MINUTES September 5, 2007

Call to Order

Chairman Jon McKeon called the meeting to order at 7:00 PM. Others in attendance were Board members Dan Cotter (arrived at 7:25), Bob Brockmann and Administrator Rick Carrier.

Appointments

- 7:30 Deb Hogancamp

Hogancamp advised that she had spoken to the owner of Creative Encounters who has art in various public places. There are several ways to handle liability due to theft or damage. The Town could get a rider on the insurance policy; the artisan loaning the artwork could sign a waiver; or the artisan could donate the piece.

Hogancamp proposes that a small committee be formed to act as a jury in accepting pieces. Susan Newcomer also offered to help. Carrier advised that he has been informed by LGC that parameters should be set on the kinds of art that would be appropriate in the Town Office building. These parameters would give direction for the committee in accepting artwork. Any piece that is at the fringe of the parameters should go back to the Select Board.

The Board advised Hogancamp to form the committee and advise the Board of the members. Carrier will get parameters and look to other towns that have a policy for art in public buildings.

The Board thanked Hogancamp for all her efforts in choosing the colors for the interior of the TO/PD building.

- 8:00 Don Emery & Kevin Beal

Emery asked what the requirements were for accepting the road as a Town road. They were given a copy of the Road Acceptance Policy and showed the list of testing requirements that need to be followed in the Land Development Regulations.

It was noted that an independent licensed engineer was needed to review the completed work. The Board did not want to name a particular engineer but advised it must be someone who was not involved in their project development. They were advised that it would not need to go to Town Meeting for road acceptance but that a public hearing would be scheduled after the completion of all requirements.

For Signature

- Manifest #36
- Selectmen minutes – August 23rd
- Michal correspondence
- Pro correspondence
- DRA form MS-1
- LUCT (3) – MacDougall, Emery, Baldwin
- Intents to cut (2) – Wright (signed), Limberger
- Payroll Change notices

For Discussion

- Town Office/PD construction meeting and building submittals

Carrier advised of the events of the meeting that morning. It was noted that he requested that the meeting minutes be ready within 5 days of the meetings; the revised construction schedule will be done by the end of the week. Carrier addressed concerns from the previous construction meeting minutes.

Cotter stated there should be compaction tests done on the remaining paving area leading to the sally port, as this is virgin soil. Cotter will contact Stevens for direction in what should be tested. M&W Soils will be contacted to see what it will cost for the tests.

- Town Office/PD Request for Payment

Copies of the request were in the Board's mailbox. They will have an opportunity to review the request prior to payment next week.

- Town Office/PD bathroom accessories

Carrier advised that after his discussion with Foley distributing he recommends the Board go with the semi-proprietary system. The dispensers are free and their paper cost is less expensive than Carrier could find elsewhere. It was also noted that the paper is recycled. There are 6 bathrooms, however, only 5 paper towel dispensers will be installed, as there will not be one in the PD booking room bathroom.

The Foley representative will be bringing a sample to the toilet tissue dispenser tomorrow.

- Town Office/PD telephone system

Carrier advised he has gotten a quote from PHD Communications for a centralized phone system for the Town Office phones. The quote covered up to 6 lines, 16 extensions and 5 phones for \$3,387. This would be separate from the PD system. Carrier noted the funding options for the system are 1) Warrant Article as was done for the PD; 2) Cost covered under the building fund; or 3) use the interest from the bond funds.

Carrier advised that adding a line to our current phone system would cost \$30 per month each. Cotter stated that a centralized system could be installed when it was needed. The number of voice mail lines was unclear on the proposal. Carrier will contact PHD. He will also check to see if the TO could trunk onto the PD as an independent system.

➤ Fuel oil cost projection

The Board has advised that the projected prices are impossible to determine due to the cost changes are not following typical patterns. The Board decided to use \$3/gallon for budgeting purposes. This figure could be changed closer to Town Meeting time if it were necessary.

➤ Budgets – Debt Service, Forest Fires, Code Enforcement, Health Officer, Elections, Financial Administration, Zoning Board

The Board reviewed the following budgets:

- Debt Service – There is a 440.5% increase due to the bond principle and interest for the TO Complex bond, the Poocham Rd bond and the Chesterfield Fire Station bond. Both the Poocham Rd and CF Station bonds will be paid off in 2009.
 - Forest Fire – This budget is level funded, however, Yeaw had advised he would like to see funds put into the Expendable Trust. Due to the Wantastiquet fire this past summer this budget was overspent. It was noted that the State would reimburse ½ the cost of most of the fire expenses. The Board agrees to add \$3,000 to the Forest Fire Expendable Trust.
 - Code Enforcement – There is an increase of 4% for a total increase of \$1,500.
 - Health Officer – There is a 26.8% decrease to the budget lowering the salary line by \$1,500. It was noted that combining the Code Enforcement and Health Officer budgets there is no increase.
 - Elections – There is an increase of 4.7%. It was noted that there would be 3 elections in 2008 and 2007 had only one.
 - Financial Administration – There is an increase of 3.5%.
 - Zoning Board – There is a decrease of 4.7%.
- Bonus Application process

The Board discussed the process. It was noted that the bonus should be given for work done above and beyond what the employee's job description is i.e. ideas to implement more efficiency, cost savings, procedural changes to increase safety, etc. A letter will be sent to all employees eligible for the bonus program noting what the Board will be looking at as bonus qualifications.

➤ Department Head reviews

The Board took the review sheets to complete during the week. These will be returned and the results will be discussed and compiled. The department heads that will be reviewed are Carrier, Bevis, Fairbanks and Dunbar.

➤ Parks & Rec membership

Carrier advised that John Zannotti (newest budget committee member) has expressed and interest to be on the committee. Van Houten also stated she would be on the committee to help during this year's budget process. Appointment papers will be issued for both Zannotti and Van Houten.

The Board reviewed the draft notice that would be going into the School's newsletter looking for volunteers for the Parks & Recreation Committee.

➤ Friedsam Building painting

The building trim needs painting. As the landlord for the building the cost to maintain it falls to the Town. The janitor had stated he is able and willing to scrape and paint the trim and door if the Town buys the paint and supplies. The Board agreed.

It was noted that the Historical Society leases the building for \$1 annually. A copy of the lease agreement will be e-mailed to the Board for their review.

➤ Planning & Zoning conference rooms

A couple of the attendees to the OEP conference have booked rooms that include family members and/or extended stays. The average cost per shared room for one night is \$60. Should the attendees be allowed \$60 toward one night's stay and the balance be paid by them personally? Carrier suggests that the Board authorize Cotter to inquire on additional information as needed and to make the decision, as Brockmann and McKeon have an interest in the decision. Brockmann and McKeon agreed that Cotter makes the decision and they abstained from the discussion and vote.

Cotter reviewed the spreadsheet showing who will be attending and the cost of the rooms. He agreed to allow \$60 toward the first night's stay for those attending with family and those individuals would be responsible to pay the additional cost. As soon as Ross receives the confirmation for the reservation she will contact those individuals for checks payable to the Mountain Club on Loon. These will be sent along with the Town check.

➤ Cistern grant engineer payment

Carrier asked what line item the Board wanted payment to the engineer comes from. The Board advised this had been decided at a previous meeting. Carrier will review previous meeting minutes.

➤ Motor Vehicle registration – out of town registration

A citizen had registered his personal vehicles in the Town of Swanzey. The Swanzey Town Clerk should not have done this, and only the business vehicles would qualify to be registered in Swanzey. The Town portion for the personal vehicles is approximately \$1,300. The Board agreed to have a letter sent to Swanzey selectmen requesting the refund.

➤ Old Business

Current Town Office Options – Cotter will contact Mack again. An RFP is needed before bids are put out for testing the building.

Earley use of Town Property – Carrier will be sending a letter to Earley. He advised that he is drafting the letter but wanted to send a letter of agreement for Earley to sign along with the letter.

TS Truck Feasibility Comm – Fred Szmit will be chairing the committee while Dunbar is out on disability leave. The comm. is still getting figures before they present their results.

➤ 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 he had been called by Jane Carroll on Pine Tree Circle regarding the complaint of her road being plowed and materials being pushed into her garden area. He went to see the site and noted that the garden was 3 ft from the road. He will contact Bevis.
2. McKeon stated that Blake needs the information from Brockmann and Cotter for the CIP. Brockmann's info was submitted to Ross for Blake. Cotter stated he would get his information in.

Information

- Employee seminar certification
- PD grant acceptance
- Citizens corp email
- Noise ordinance email
- Census Bureau annexation request
- 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 11:10 PM.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon McKeon, Chairperson

Date

Daniel J. Cotter

Date

Robert Brockmann

Date