

**Town of Chesterfield
Board of Selectmen**

**MINUTES
February 7, 2008**

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. Bob Brockmann was absent.

Appointments

- 6:30 Deb Hogancamp

Hogancamp presented two "hold harmless agreements" for the Board to review. These will be sent to the Town Attorney. She also submitted a packet which included the press release, the TO Complex Art Selection Comm. Purpose and Policies, the Display Artist Policy and the loan agreement.

The Board approved the packet and will get her the loan agreement information as soon as it is received from the attorney.

- 6:45 Leon Dunbar

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.

For Signature

- Manifest #6
- Selectmen minutes – Jan 31st
- 2008 Town Warrant
- Payroll change notice – Deputy Town Clerk

For Discussion

- Town reports

The Board had additional pages to review. Carrier advised he anticipates going to the printers Friday, February 15th. Chesterfield Fire Dept, the School and Parks & Recreation have not yet submitted reports.

➤ Petitioned Warrant article

A petition has been received with 29 registered voters' signatures dealing with the Governor and Legislators not taking the "Pledge". It has been placed on the Town Warrant.

➤ Town Office/PD project

Conference/Meeting Rooms kitchenettes – There was a mistake made in the drawing for the kitchenettes portion of the meeting rooms. The architect did not account for the width of the folding double doors when open when designing the cabinets. Bill Fleming was representing Weller & Michal at the construction meeting.

- The OEM Conference room – Fairbanks wanted the extra usable counter/cabinet space so he has opted not to have the double doors. There will be a CCD forthcoming for the credit on the doors.
- TO meeting room – Carrier advised that because this was more of a public area the double doors are a more attractive element to the room. He has opted for one less lower and upper cabinet and keep the double doors. In place of the cabinets will be fillers. Fleming stated that any additional costs associated with this will be borne by W&M, as it is a design mistake.

The Board approved of these choices.

Completion contingencies – There are 3 potentially long lead items that could delay the move in time. Carrier asked that the Board consider allowing moving in prior to completion of the following items.

- Police lockers – The lockers received were grey and Fairbanks had ordered blue. There may not be received for another 6 – 8 weeks.
- Fairbanks' office countertop – The countertop received has a blemish. It is hoped a replacement can be available and installed by the end of February.
- Window Treatments – It is highly unlikely that this item will be available prior to mid-March.

The Board agreed that the window treatments are a non-issue, however, they would like to have the CCD available for this by next week's meeting. The countertop shouldn't be a problem and should be able to be replaced in a timely manner.

The Board does not want to move into the new building with the lockers and countertop still open. They want to keep the urgency to get them done.

➤ Oaths of Office

There are still committee members that need to take their oaths of office; Sue Kelleher (Planning Board), Bob Griffin and Ruth Van Houten (Parks & Rec), Kathy Thatcher and Bill Tyler (Conservation Comm).

➤ Old Business

Bevis' Goals – McKeon had spoken to him regarding his goals.

Project Information on Master Plan – The Board asked that this information be conveyed to Bevis. Carrier advised it was included in the minutes and would bring it to his attention. He has the packet on his desk but due to the weather Bevis has not been available.

➤ Other business

1. Jane Perham had e-mailed Carrier requesting that the Board consider increasing her stipend beyond the COLA amount due to the increases in the Expendable Trusts and Capital Reserve Funds every year. This requires more time being expended for maintenance, record keeping and year end reporting. Carrier advised there will be a 2.4% COLA increase. Her stipend in 2007 was \$3,400.

The Board would like Perham to follow up with her e-mail of September regarding the hours she puts in on trustee work. It was discussed that the budget public hearings have already taken place. If a change were requested it would have to be done on the floor of Town Meeting.

2. Carrier asked if the Board had any experience with Shelving Direct. Cotter advised he would recommend them.

3. Wheeled step stool – Carrier showed the step stool to the Board. This would be kept in the secure storage room to reach the high shelves. Cotter suggested he look at wheeled steps as they would be higher. He will send Carrier the information.

4. Stored records – Carrier asked the Board if they had any concern with older records being stored in the new basement with regard to dampness. They did not.

5. Cotter suggested sending a letter to the Highway, Transfer Station, Police and Town Office Department Heads thanking them for their efforts on their budgets. He will draft a letter.

Information

- Police Department thank you email
- Misc. correspondence & newsletters

Adjournment

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

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon McKeon, Chairperson

Date

Daniel J. Cotter

Date

Robert Brockmann

Date