

Town of Chesterfield Board of Selectmen

MINUTES June 12, 2008

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 (arriving at 6:30 as he had signed the manifest earlier in the week) and Administrator Rick Carrier.

Appointments

➤ 6:30 Marvin Smart

Smart was present to clarify his proposal for the repair of the Town Hall cupola. His first proposal is to support what was there with angle iron and welding to keep from further damage. The second option is to remove the rotted pieces and replace and support the beams. He would use pressure treated lumber with angle iron supports. The Board asked that he not use pressure treated wood due to its corrosiveness. He stated he has no problem with using another species of wood. Spruce is in there now. The Board asked that he use Douglas fir and do away with the fasteners. This would increase the cost slightly.

Finish painting is included in the quote along with clapboard replacement because it will be accessed from outside. It will be approximately a 6 x 12 ft wide area.

The Board asked that cedar breather be installed as vapor barrier to help maintain the paint job. They asked about how close Smart would have the tower level. He stated he would like to get it level and would try depending upon if there was any more damage since he had looked at it.

Cotter asked if this had to be looked at for an historical review. It was noted that this is not on an historical registry. Carrier asked how long the project would take. Smart advised about 2 weeks but the hall could be used during this time. Smart will get a new quote for the Board to review.

➤ 7:30 Lester Fairbanks

Open House - The Board advised that it was their impression that Fairbanks was not in favor of the open house. Fairbanks advised that he was going to have a Police Dept open house when the monument was in place. He understands however that the Board wants the entire building open to the public for the open house on June 21st. He stated that he would be available to avoid paying the officers over time.

Reimbursable Detail – The Board reviewed Fairbanks' memo regarding possible increases charged for reimbursable details. Fairbanks advised that in the past they have tried to mirror the surrounding towns the PD works with for the sake of continuity. Hinsdale has recently increased their rate to \$49/hour representing \$32/hr for an officer,

\$7/hr for administrative costs and \$10/hr for the cruiser. The Board will take this into consideration and get back to Fairbanks.

New Cruiser – Fairbanks advised that the 20 day plates will be expiring. He asks that the plates from the 2004L be transferred to the new cruiser and the ones from the previously sold town car to the 2004L. It is thought that the plates from the town car were still under the PD. If this is correct, those plates will be put on the new cruiser. The Board agreed.

PD applicants – Fairbanks advised there will be a physical agility test done on July 12th. There are 22 applicants for the full time position. The following Saturday those who pass the agility test will go to oral boards.

Window treatments – Fairbanks advised he had not requested window treatments. He was originally going to Wal-Mart for curtains. No guide lines were given. The installer had informed Fairbanks of the % qualities of the shades, 3% vs. 1%. The 1% shades are on the west and south sides of the building. The Board agreed to trade off a 1% shade in the Code Enforcement room for a weekend to see if this would make a difference. They discussed other options; window tinting or half drapes.

➤ 8:15 Bart Bevis

1. Bevis advised he has contacted the Army Corp of Engineers regarding River and Mountain roads. Chris Hamilton is the contact person and will be contacting Bevis.
2. The mailbox is up and running.
3. The new fuels pumps are up and running. Bevis asked what the Board wants to do with the old pumps. He asked if he could take whatever may be of use off the pumps and toss them in the metal pile. The Board agreed there is no market for the old pumps and agreed that they be recycled in scrap metal.
4. The Highway ceiling is half done with the intermiscent paint. They damaged the rented paint machine, even by cleaning it every hour. He was recommended to contact a drywall contractor or roofer for their equipment. He called and is trying to work out an arrangement.
5. Bevis submitted a status report. He asked if there had been any progress to the town taking Coachman Rd or Pontiac Dr. The Board advised that JR Davis was working with Crocker regarding Coachman and they hadn't heard more regarding Pontiac.
6. Greenwood had advised Bevis that the Hauerts on Merrifield Rd wanted to put in trees in the Town's ROW and suggested that they call Bevis. Bevis was never contacted by the Hauerts, however, the trees were planted within the ROW. He is having David Mann put in Town of Chesterfield markers noting the Town's ROW. The Highway needs a place to turn around during the winter for snow plows and he expects they will go further down the road to avoid conflict with the Hauerts.

He is also having Mann survey for markers on Hulslander and Rosewood. He had received a complaint from Trabucco that the corner has been moving into their property and killing their trees. They had come to an agreement that the corner would be better established and when that was done he got complaints from some who travel that road. He decided to establish the Town ROW and then have a community meeting on site. Bevis stated that all he had spoken with parted on a good note.

7. Bevis presented the grader maintenance record from 2006. There is a quote for \$19,714 to rebuild the engine and transmission plus transportation costs. He also presented the Heavy Equipment CRF. Bevis stated that for a 5 year lease-to-own at \$35,000/year as a real figure he could stay within the replacement schedule and get the new grader. The grader is due for replacement in 2014. The Board will review the schedule and get back with Bevis.

8. Bevis mentioned weather insurance and asked if any of the Board had heard of it. He had gone online and thought it interesting. Cotter advised that ski areas would carry weather insurance.

9. Bevis advised there were 20 applications received for the Highway position, 14 of which were viable. He stated he would like to have applicants run equipment through the interview process in the garage yard. McKeon thought this wouldn't be allowed for insurance liability issues. Carrier will contact the insurance company.

Bevis stated he would like Carrier involved in the interview process along with him and Mike Plante. Their candidate(s) of choice will then be brought to the Board.

10. Moving the Fire Dept parking spaces to the old Town Office side of the building was discussed. Bevis stated this would have to go to the commissioners. Judy Idlekope, present as a representative of the school board, advised that putting the Fire Dept parking spaces on the other side wouldn't work well with the traffic from school.

11. McKeon asked if Bevis had received the template he had e-mailed. Bevis had not. The template is for helping to avoid confusion with what the Board wants for the road projects compilation of information and tracking. McKeon will resend the chart.

12. McKeon advised that the Board had received a letter from Pat Haley commending the Highway for their work. Bevis appreciated hearing positive feedback.

For Signature

- Manifest #24
- Selectmen minutes – May 29th
- Yield tax abatement
- Yield tax certificates (2)
- Yield tax warrants (2)

- Cemetery deed – Fletcher
- Griffin correspondence
- Unlicensed dog warrant
- Parks & Rec appointment
- Payroll change notices – P&R

For Discussion

- Meeting Room usage

Carrier advised that the school board has asked to use the meeting room on June 19th for a retreat. The front door will be open during the hours requested. Others have asked to use the room. McKeon stated it should be used but we need to take into consideration the maintenance and life cycle issues. The Board discussed who to limit the use of the room to. The Board decided to allow Town committees the use of the room then the school board and its committees when need is demonstrated. The requests will be taken on a case by case basis. Need would include no space for a meeting. Grey areas would go to the Select Board. Ross will keep the calendar.

Cotter moves to approve the school board request as they meet the above criteria for the use of the meeting room. Brockmann seconded and the motion carries.

- Town Hall rental

The Board reviewed the e-mail from Rousseau and the memo from Ross. The Waldorf School had rented the hall on Saturday evening, June 7th for a graduation dance. Marilyn Rousseau, All Hazards training, had it during the day Saturday and Sunday. When she returned Sunday morning she noticed that the Senior Lunch cabinet was open, all the doors in the annex were open and the kitchen lights were on. Scotch tape was left from where the school had strung lights. She also advised that items that she had left in the refrigerator were taken and vegetables left behind.

On Wednesday, Audrey Erickson called and advised that the locks were broken on the senior lunch cabinets.

The Town is still holding the \$100 deposit check. The Board wants someone to look at the locks for the cabinets. They asked that Waldorf School be contacted and advised of the condition of the hall. They will be advised that the deposit would be held until the extent of the damage is determined and if it exceeds the deposit, they will be billed.

- Fuel oil bids

The Board directed Carrier to put fuel oil out to bid as was done in the past. They agree to use 2500 gallons for the new building and 500 gallons for the old building. The other buildings gallons would be done as they had in the past. The Board discussed the necessity of heating the old building and decided it wise to avoid any freezing causing the building to shift.

➤ Library table usage

The Library has requested the use of 2 tables for a month for their book sale. The Town Hall will have 2 larger functions in June and July where all the tables will be needed. The Town policy notes that there are 18 tables in the hall. Carrier stated that there were 19 this past spring. The Board decided to allow the Library the use of 2 tables, if there are 19 they could use 1 for the entire month and the other table would have to be returned to the Town Hall for the June 28th and July 12th functions.

➤ Leon Dunbar memo

The Board reviewed Dunbar's note asking if he took the Highway job opening would his pay be cut. The Board noted that he was free to apply for the position but if hired his pay would be within the current pay scale for that position. He would take a pay cut but maybe not an income cut depending upon the winter weather and overtime requirements.

➤ Parks & Rec fees complaint

The Board reviewed Wood's letter complaining about the increase in the Summer Program rates. The Board noted that this program is not designed to be a daycare and the rates are much less than daycare and much less than the Keene recreation program. Van Houten, Parks & Recreation Commission, was present and stated that legally they could not be a daycare but are a camp.

Wood questions the quality of the program. Cotter stated that he has used the program and had only 2 issues over the years and these were dealt with as soon as they were brought up. Cotter will contact Wood. If she wants to come in to see the Board a time would be scheduled and the Parks & Recreation Comm. will be notified.

➤ Town Office/Police Station building

1. The Board asked for an exterior punch list. McKeon stated he would like to be present when the punch list is reviewed. The Board asked that Carrier contact Harrington to have the exterior cleaned up; rebar removed along with tape and cones. The walkway also needs to be swept clean of the gravel.

2. The final paving is scheduled for Monday, June 16th through Wednesday, June 18th weather permitting. The Board would like Bevis present during the prep if he has the time to make sure it is done properly.

3. There is \$7,692 remaining in the Town's contingency line. The Board asked that Wesfield give an estimate of final payment so the Board will be able to determine what is left to address other issues.

4. The Board reviewed Chandler's e-mail regarding putting Suregrip on the lobby tile. He advised that the manufacturer does not recommend this. The Board asked that he test a sample tile. McKeon stated that the Suregrip would be mixed with the regular sealer. The Board asked why the manufacturer didn't recommend it. The Board would like an estimate for the sealing.

5. The Board reviewed sample material for a 24" x 39" exterior sign to be mounted on the outside of the building by the door. The Board approved the cost of \$300.

6. A Town Offices direction sign cost \$60 stating "Town Offices" with a right facing arrow. It will be the same color as the other signs in the main lobby. The Board approved the expenditure. The sign would be installed using double sided tape.

➤ Next week's manifest

The manifest will be ready by Tuesday afternoon next week.

➤ Old Business

Spofford Place – Carrier had called Liptak but has not received a call back.

Open House – The Board will be arriving for the open house at 9:30 am.

Town Hall Insulation – Brockmann advised he had gotten an estimate of \$2,820 for 4,000 sq ft of 35R blow- in insulation on top of the existing. The Historical Society would add an additional 1,000 sq ft at \$700. Cotter will get an additional estimate so the Board can make a decision.

➤ Other business

1. Cotter asked if the Board minded that he contact Fairpoint regarding moving the line for the Town Clerk. He stated that 6 weeks is not acceptable. The Board agreed.

2. Brockmann advised that the Cemetery Commission was concerned with the additional lawn care requirements. They asked about the new Spofford Fire Station as they do care for the lawn around the Chesterfield station. The Board advised that the responsibility for the lawn care should go to the Spofford precinct. The Chesterfield station is on Town property while the Precinct owns the building.

3. Brockmann advised that Riendeau had met with Tower to discuss the Kwader case. The progress will be watched.

4. Carrier gave swipe cards to the Board for entrance to the building.

5. Carrier provided an update of the Tax deeding properties.

Information

- Employee certificates of attendance
- Thank you letter to Highway Dept.
- TOFO meeting minutes
- Settlement agreement – Stow Mills abatement
- Misc. correspondence & newsletters

Legal

Court notice of structuring conference for Kwader v Town of Chesterfield received.

Adjournment

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

The meeting was adjourned at 10:25 PM.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon McKeon, Chairperson

Date

Daniel J. Cotter

Date

Robert Brockmann

Date