

**Town of Chesterfield  
Board of Selectmen**

**MINUTES  
June 26, 2008**

**Call to Order**

Chairman Jon McKeon called the meeting to order at 6:20 PM. Others in attendance were Board members Dan Cotter, Bob Brockmann and Administrator Rick Carrier.

**Appointments**

- 6:30 Bart Bevis Non public RSA 91-A:3 II (b)

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

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

The Board moved to offer Gordon Rudolph a conditional offer of employment for the Highway Department position.

Bevis advised that he had received the Matrix template for tracking road projects. He had e-mailed the template to the Board for review of what he had entered but Carrier was the only one who received it. He advised that as things progress he will fill in the necessary fields.

Bevis stated that an engineer had come done from the Walpole Conservation to view River and Mountain roads mitigation issues. He had also contacted TF Moran and CloughHarbor regarding North Shore Rd and Spofford lake area to get an estimate on engineering costs for drainage. Bevis had contacted Hodes' office and was advised they will attempt to get assistance for these projects.

Bevis has called David Mann regarding Hulslander, Rosewood and Merrifield roads but has not heard back.

Gulf Rd – McKeon asked if Tom Duston had called Bevis regarding the trees on Gulf Rd. Bevis stated there are 13 trees in one straight away coming down and threatening to take the bank with them. Bevis stated that this is a protected stream and he needs a letter of permission. He would like DES present to sign off on it or give written authorization.

Bevis advised of the erosion by Saba's hotel. He has lost about 10 ft of lawn and most of the boat docks are gone. Saba was recommended to get an engineer in to plan mitigation.

Bevis advised that he had spoken with the Winchester Road Agent and was told that the prices on salt are \$59.10/ton up from \$49/ton last year.

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

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

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

### **For Signature**

- Manifest #26
- Selectmen minutes – June 12<sup>th</sup>
- Veterans' credit
- Hogancamp correspondence
- P&R appointment - Robarge
- Payroll change notices – P&R

### **For Discussion**

- Town office hours – four day workweek

Carrier proposed a four day workweek as a trial period through the summer for the Town Office. He proposes hours open to the public Monday through Thursday 8:00 am to 4:00 pm starting the week of Monday July 7<sup>th</sup> through Labor Day. The main benefit would be saving on energy costs. There would be no lights, air conditioner, air handler or computers run on Fridays. Most of the extra hours open these items are running anyway as the Town Clerk and/or the Tax Collector are open.

The Board reviewed the proposal and concerns. One is having any non-public minutes done within the 72 hour requirement. Ross could typically have non-public minutes done in 15 minutes. Another would be the necessity of having the manifest signed each week by Wednesday evening so that paychecks could be distributed to the employees. The Board decided that they would come in by Wednesday to sign and if at least one signature is on the manifest, the paychecks could be distributed. The A/P checks would require at least two signatures for distribution.

The Board discussed this as a trial basis looking at it as a functional basis and discussed energy savings.

The Board discussed possible notification of the summer hours for the public. They mentioned at the Transfer Station and possibly an article in the Star Spangled Banner.

The Board decided to give it a try and the worst case it could go back to the original hours.

- State Flag from State Representatives and State Senator

Carrier gave the Board the State flag and certificate presented by Senator Molly Kelly and State Representatives, Tim Butterworth, William Butynski, Henry Parkhurst and Stanley Plifka. This flag was flown over the NH State House in honor of the Chesterfield Town Office on May 30<sup>th</sup>, Memorial Day 2008.

- Town Hall cupola

The Board reviewed the amended proposal from Marvin Smart to repair the cupola for \$15,675. They approved the proposal. Carrier will contact Smart.

Brockmann asked why storm windows could not be put on the Town Hall as a historical building and the Historical Society has storms. These buildings are approximately the same age. McKeon and Cotter stated that storms could be put on an historical building.

- Library Trustee alternate

The Board approved and appointed Catherine Dial Weil as a Library Trustee alternate. They signed the appointment paper.

- PD reimbursable detail rate

The Board reviewed Fairbanks' memo regarding increasing the Reimbursable Detail rates. He advised that in the past Chesterfield has made an effort to mirror the surrounding towns we work with to have some continuity. Hinsdale is increasing their rate to \$49/hour. This represents \$32/hour for the officer, \$7/hour administrative costs and \$10/hr for the cruiser.

Fairbanks recommends that the rate of the officer be the sum of time and ½ rate of the top step of the highest paid non-salaried officer (rounded up to the nearest \$.50), the administrative cost be set based upon the contribution the Town incurs rounded up to the nearest \$.50 and \$10/hr for the use of the cruiser, this rate to be set in March each year after Town Meeting.

The Board noted that this gives officers opportunity to make more money and also provides safety coverage for details in and around Town. If the rate is too low the officers won't work the detail and it is too high we won't get the details to give opportunities for the officers to make more money.

The Board discussed the pay policy for details work in other Town and when details are worked in Chesterfield. They asked that Fairbanks for backup support for what the cruiser costs.

- Reserved parking – fire department

The Board reviewed the commissioners' letter regarding the parking spaces. The Board decided to have 2 rows of 4 spaces dedicated for the volunteer fire personnel parking. The Fire Dept would be responsible for hash marking the spaces.

- Cingular cell tower bond

Crocker had reviewed the bond and it is acceptable to him. The Board agreed that when the original bond is received, McKeon would sign it for the Board.

- Town Office Future Option Committee resignation

Ray Hutchins has resigned from the TOFO Committee due to time restraints.

- Next week's manifest

The manifest will be ready for signature next week by Tuesday afternoon.

- Old Business

Spofford Place – Liptak had advised Carrier that he is trying to reach Cathy Young from the EPA but has been unable to connect with her.

Town Hall insulation – Cotter advised he has called Keith for an estimate but they have not connected. Brockmann had gotten an estimate of \$.70 sq ft. The Town Hall is 3,040 sq ft without the annex and the Historical Society is 1,100 sq ft.

- Other business

1. McKeon presented a Mitigation survey form from OEM that was present to the Conservation Commission.
2. The Board pointed out a munton that needed painting in the meeting room. Carrier will contact Wesfield.
3. Cotter had called and left a message for Wood regarding the complaint for the P&R fee increase. He hasn't gotten a response.
4. McKeon asked about the exterior punch list. Carrier will ask for a list from Michal and Stevens. Carrier advised there is a circuit problem with the air conditioner. The part is expected in next week.
5. Carrier advised he has received the maintenance manuals from Wesfield.
6. Carrier advised of the mail problems with regard to the Public Works departments changing the address from the PO Box. It seems that when a portion of those using a PO Box is changed it could affect the others in the box.

- Non public RSA 91-A:3 II (e)

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

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

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

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

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

**Information**

- Highway Dept exit interview – The Board reviewed the interview with Jim Plante. They thought this would be a good format to use to speak with Bevis.
- TOFO committee minutes
- CC DES permit tracking
- Trustees of Trust Fund correspondence
- 2008 County budget
- 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 11:23 PM.

Respectfully submitted,

Carol Ross  
Secretary

Approved by:

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Jon McKeon, Chairperson

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Date

\_\_\_\_\_  
Daniel J. Cotter

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date