

Town of Chesterfield Board of Selectmen

MINUTES March 13, 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 and Administrator Rick Carrier.

For Signature

- Manifest #11
- Selectmen minutes – March 6th – The Board signed the amended minutes.
- Bevis memo
- Blum correspondence
- DRA Report of Appropriations (MS-2)
- Yield tax certificate
- Yield tax warrant
- Intents to cut – Hewey & Blake
- Application for Current Use –Tucker
- Land Use Change Taxes – Emery
- Payroll Change Notices – The Board discussed granting merit raises to part-time positions when in previous years only 4 – 11 hours had been worked annually. The Board feels they cannot sign the merit raise pay increases for the Cemetery Commission part time employees. Brockmann will bring this to the Cemetery Commission if they choose to sign these. The Board will bring the Town wide policy to the attention of all Commissions at their department meetings and will then follow up with a letter.

For Discussion

- Selectboard committee assignments

The Board made the following assignments:

- Chairman –McKeon
- Vice-Chairman –Cotter
- Planning Board – McKeon
- Chesterfield Fire Precinct – Brockmann
- Spofford Fire Precinct – Cotter
- Zoning Board of Adjustment – Brockmann
- Budget Committee – Cotter
- Cemetery Commission – Brockmann
- Library – McKeon
- Conservation Commission – McKeon
- Parks & Recreation – Brockmann
- OEM – Cotter

➤ Town Office Future Options Committee

The Board will contact members that the committee members come in next week to discuss the process. A packet including the copy of the charge, the asbestos report and the needs assessment survey from Banwell will be given to each member. The Board will also explain the criteria for using the allotted \$2,500 warrant article.

➤ Conflict of Interest Policy

It was noted that this policy is for the Town's various Boards, Commissions and Committees. The employees are covered under the Employee Policy.

Copies of the policy will be given to new Board members when they are sworn in and a signed copy will be kept by the Town Clerk. Copies will be given to the Chairs of each Board for the current board members to sign. The policy will be posted at each meeting area for these various Boards. The Select Board signed the policy.

➤ Planning Board alternate position

McKeon will bring Helga Frohn's letter of interest to the Planning Board. Brad Chesley had expressed interest in the alternate position but had not submitted a letter of interest. Ross will contact him to see if he is still interested.

➤ Old radio disposal

An old radio was discovered in the Town Office. Bevis and Fairbanks were asked if the radio should be kept. They both advised it is no longer used. Fairbanks also stated that it has no value for trade. The Board decided to discard the radio.

➤ Town Meeting day

There is a concern for potential difficulty in closing a polling place and moving it to the school where the polls would reopen. The Board discussed the possibility of changing the date of the "business" meeting of Town Meeting. Changing the date would eliminate the practice of moving the election location during the middle of the Election Day. The Board will wait for Greenwood to get more information to the Board.

Philbrick advised that what happens at the polls is up to the Moderator and not the governing body.

➤ April meeting schedule

Carrier advised that he will be gone for the meeting on April 17th. He asked if the Board still wanted to meet. The Board advised that the meeting will be scheduled and if they agree that closer to the date that meeting would not be necessary, it would be posted as such.

➤ Town Hall cupola update

Carrier advised that Jonathan Jessup agreed to look at the cupola on March 31st though he had stated to Carrier he was booked a year and ½ in advance. Brockmann and McKeon plan to meet with him at 2:30 on the 31st.

➤ Old Business

TOFO Committee – Auger has accepted the appointment. The committee will be contacted this week to meet with the Select Board on March 20th.

Open House – Hogancamp and Susan Newcomer will be coming to the Select Board meeting next week to discuss the open house.

➤ Other business

1. McKeon advised that he had visited the Dittrich property regarding the mailbox. He stated that the box is very close to the road and cannot see that the Highway Dept could do anything to avoid hitting the box. Dittrich told McKeon that the mailboxes down the road do not get hit but McKeon noted that these boxes are further back from the road. The only way to avoid this situation in the future is to move the box back from the road.

2. Winn had advised McKeon that the voting booths had been delivered without the curtains and there was no handicap booth. Carrier stated that he brought the curtains over to Sharon D'Eon on Tuesday or Wednesday before the School Meeting and she assured him that she would get them to the janitors.

On Monday when he went to put up the booths for Town Meeting the curtains that had been purposely left for this use were gone. Evidently the ones he had delivered to the school weren't found and so Winn took more from the Town Hall.

3. McKeon advised he had gotten a complaint regarding a dog being loose. The individual had leashed the dog and called the police. He was told to just bring the dog back to the owner. This has been an ongoing occurrence and the dog gets into their trash and jumps on their car. This will be brought to Fairbank's attention.

4. Brockmann had attended the Chesterfield Fire Dept meeting. It was discussed that a local town had gotten a federal grant for their fire truck. Hogancamp stated that the Town needs a grant writer. Cotter advised that when they need a large item at the college he calls the vendor and states they will purchase the item if they could get a grant. The vendor will write the grant.

5. Brockmann asked if the Highway Dept had a written policy against winter vacations or is it just an understanding. Carrier advised there is no written policy to his knowledge. The Board will look into this further.

6. It was noted that an e-mail was received from architect Michal advising that the project contract would be up on April 3rd. The Board would like to make sure the

mechanical has been gone through. They would also like to have an updated schedule. Without the schedule there is no way of knowing how much work is still needed to be done. The Board wants to ensure that the final walk through is done with the engineers and architect. The architect will have to have a walk around outside for a punch list with dollar figures for the uncompleted work.

The Board needs to know the items that are not on the job site with the delivery date and the installation time. These questions will be sent to Michal via e-mail prior to the Construction Meeting to be answered.

The Board would like to have Construction Meetings every week to the end of the project. McKeon stated he would e-mail Harrington to get a close out schedule and cc Michal. The Board asked if Michal had a completed punch list.

7. McKeon asked when PSNH would address the energy rebate. Carrier advised they had informed him that when the building is complete they will make an appointment to see the building.

Information

- Employee certificates of attendance
- Ross thank you
- School District report of appropriations
- Misc. correspondence & newsletters

Legal

Updated court dates have been received for the Supreme Court hearing on Nine A and Hillsboro Superior Court for Mr. Nesbitt's motion for a new trial.

Adjournment

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

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Carol Ross
Secretary

Approved by:

Jon McKeon, Chairperson

Date

Daniel J. Cotter

Date

Robert Brockmann

Date