

**Town of Chesterfield
Board of Selectmen**

**MINUTES
March 11, 2009**

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. Cliff Emery, Select Board member elect was also present.

The Board answered some budgeting questions for Emery. Emery had mentioned the EPA lien on the building next to Spofford Place and asked if there were a way to get help from the state to have the lien removed. He stated he would like to see some of the tax lien properties sold and put back on the tax rolls.

For Signature

- Manifest #11
- Selectmen minutes – March 4th
- Veterans Credit
- Yield tax certificate – Hall
- Yield tax warrant
- Payroll change notices

For Discussion

- Wares Grove Septic

The Board reviewed the draft design contract from Steve Pro. McKeon advised that Tom Forest had called regarding the design work. Forest told him he hadn't responded to McKeon's calls because he thought the job was already given to Pro. McKeon advised Forest that it wasn't but that Pro was the only one to come with a proposal for the septic. Pro has already done the legwork for the project.

Cotter moves to continue with Steve Pro for the septic design project. Brockmann seconded the motion, which carried.

Carrier asked if there was a need to have a bid package for the installation of the system and who would put it out. McKeon stated that the design would have the specifications and the Board could add a cover letter noting requirements of proof of insurance, starting and completion time. The Board would like an addendum added to the contract that Pro would provide the design on a PDF file on electronic media in CD or DVD for bidding purposes. This could be put on the web site.

Pro entered the meeting at this time. The Board explained the PDF requirement to be added to the contract. Pro agreed, initialed the change and the Board signed the contract.

Pro advised that the Clean Solution must be purchased by the Town directly for the discount. This will be noted in the bid information so the bidders will know.

➤ Pontiac Drive

Brockmann move to accept Pontiac Dr as a Town Road and to return the Letter of Credit for \$94,350. Cotter seconded the motion, which carried unanimously.

➤ Town Office submittals

The Operation and Maintenance Manuals were received for Winn & Sons covering plumbing, boiler and air handler. Wesfield also submitted a statement for \$5,000 which was noted as 90 days overdue. The Board noted that this was not past due as they are still going through the record documents as specified in the contract.

McKeon had reviewed the manuals received to date and a list of items remaining for resolution will be sent to Wesfield. The Board didn't want to wait to send this information to Wesfield all at once but as the manuals were reviewed. The Manuals just received will be reviewed. Cotter advised that the Board couldn't review manuals until they are received and the most recent were just received. McKeon will have the list to Carrier by this weekend to be forwarded to Wesfield.

➤ Town Hall rental – Rollins/Ashworth

The Board reviewed Ashworth's request to put a tent outside the Town Hall for overflow of people. The Board denied the request noting it was in the policy and didn't want to set a precedent. Ross will contact Rollins.

➤ Gravel road complaints

The Board reviewed the letter of complaint and the calls made to complain about the gravel roads and the mud issue of Monday. This mud season is the worst it has been in years. It was noted that Bevis and his department have been out to repair roads as they can. Brockmann will draft a letter of response to the email received.

➤ Reimbursable detail hourly rates

The rate for an officer is 1 ½ times the highest paid officer rate rounded to the nearest 50¢. Administration fees to be \$1.50 above costs rounded to the next 50¢ and the cruiser fee to be \$13.00. This change was made effective August 1, 2008. The Board reviews these rates in March and has decided to keep the rates as is for the cruiser due to the gas prices being down from last year.

➤ Old Business

Spofford Place – The Town received a copy of a letter from DES to EPA asking that the site receive a “Low Priority”.

Trustees of the Trust Funds – McKeon will contact Philbrick this week.

➤ Other business

1. The Board explained the Trustees of the Trust Fund positions to Emery. They also noted the Freedom of Information Act with respect to electronic communication.
2. Cotter advised he would get the Building Maintenance information to Carrier even though he will not be a board member.
3. The Board had a small appreciation celebration for Dan Cotter on his last night as a Selectman.

Information

- DRA PA 45 Monitoring Report
- DES correspondence – Spofford Place
- Misc. correspondence & newsletters

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

Robert Brockmann

Date

Clifford Emery

Date