

# Town of Chesterfield Board of Selectmen

## MINUTES September 9, 2009

### Call to Order

Chairman Jon McKeon called the meeting to order at 6:10 pm. Others in attendance were Board members Bob Brockmann, Cliff Emery and Administrator Rick Carrier.

### Appointments

- Marilyn Rousseau (unscheduled)

Rousseau was present to discuss the new POD plan in the event of an H1N1 emergency. There were 3 phases to the plan, 1) the Strategic National Supply (SNS) delivery of vaccine, medications, gloves, forms etc. would be delivered into the secured Sallyport area. 2) Local facilities and towns within the POD would gather their supplies for distribution to staff and health care workers from the secured Sallyport area and 3) Local residents, in the event of a pandemic would receive the immunization or antibiotic medications.

Each phase has been mapped out. If this becomes a state emergency, FEMA will cover 75% of the cost, according to Rousseau. The governor would declare a state of emergency before this would take place.

The Board asked about the necessity to quarantine the building after phase 3 of the plan. Rousseau advised there would be no quarantine. The germs are thought to stay active 3-4 hours. She advised she would be willing to train the janitor in the proper disinfectant cleaning process.

Rousseau advised that the first responders i.e. Fire Dept personnel, Police Dept and EMT's would be vaccinated first. This would be done at the Fire Station.

Carrier advised that in the event of an electric outage, the Town Hall has been installed with a transfer switch to accept a generator for the purpose of supporting an emergency.

Rousseau stated that she agreed that Plan A would be at the Town Offices and Plan B would be at the Town Hall in the event of losing electricity. The Board concurred to the use of the Town Offices.

### For Signature

- Manifest #37
- Selectmen minutes – Sept 2<sup>nd</sup>
- Plante thank you for lawn mower
- Payroll change notices – Deputy Town Clerk

**For Discussion**

- Town Office storage room proposal

Carrier presented a plan for new shelving units in the storage room to accommodate the Tax Collector's records storage on the first floor. The Board approved the plan.

- Dormody correspondence

The Board reviewed the draft letter to Dormody regarding Gulf Rd. The Board approved and signed the letter. Emery asked that a copy of the letter be sent to Bevis.

- Wheeler property appraisal

The Board reviewed the letter from Powers, Smith & Associates regarding appraising the North Shore Rd property for \$450. Emery stated it makes sense to appraise the lot now. Brockmann stated Town assets should not be used for short term tax relief.

Emery stated to get the RSA allowing the Town to sell property passed at Town Meeting in March. It will then be decided if to sell, for how much and how to sell it.

Brockmann thinks the proceeds should be used for the Spofford Lake area. Carrier advised that the proceeds from the sale could be put in the unreserved fund balance and then brought to Town Meeting to be used for a particular project.

- 2010 budgeted COLA

2% COLA was originally proposed for 2010 budgets. Emery stated that State employees are required to take unpaid furloughs and the Social Security benefits are frozen for 2010 and 2011. He thinks that under these circumstances there should be no COLA for Town employees. Emery was concerned for those in fixed income situations.

The Board discussed the impact of a 2% COLA would be \$20,000. Brockmann stated that when they discussed the 2% COLA it is with the understanding that the Department Heads would find it in their budgets. McKeon stated we should be careful we don't say give the 2% increase but require the Dept Heads find it in the budget because the perception could be that services have been cut 2%. Brockmann suggested finding it by cutting the overtime or conferences attended.

McKeon stated that the Dept Heads should be taking everything they can out of the budgets and not just for the 2% increase. The Board agreed to proceed with the 2% COLA for budgeting at this time.

- Bonus plan process

Emery advised there was no input from Dept Heads when they were asked for suggestions in the bonus plan process. He suggests giving a lump sum across the board to those eligible. Brockmann stated that his complaint with the way it has been done is that there is nothing that proves what is done and the items are not quantitative.

McKeon suggests scraping the bonus application but keep the longevity based portion only. Emery suggested giving bonuses to exemplary employees.

*McKeon moves to put the bonus plan on hiatus and it would be revisited at a later time. Emery seconded the motion, which carried.*

The Board asked that Carrier relay this to the Dept Heads that due to the current economic climate the bonus plan is put on hold. Emery asked that Carrier also pass this onto Anderson as the Library Dept Head. Emery will discuss this with the Library Trustees.

➤ Lake level

A call was received that the level is 2 inches above optimum with rain in the forecast. The Board approved pulling a board from the dam. Carrier also reminded the Board that it has been the practice to pull the boards around the Columbus Day holiday. This is noticed in the newspapers to allow time for boaters to get their boats out of the water, especially those in the canal where it is very shallow.

➤ SWRPC Brownfields Assessment Program

SWRPC had sent a packet of information for the Board to review regarding the Brownfield program. They will be meeting with the Board next week.

➤ Old Business

Board appointments – Carrier advised that the Board will be getting a list of those Board members whose terms will be expiring this year.

Poocham Rd washouts by Bokums – This will be brought to Greenwood's attention to follow-up.

Outstanding Zoning issues – The Board asked that Greenwood follow-up on the issues and submit a report or meet with the Board next week.

➤ Other business

1. Emery advised that Van Houten will be hosting a meeting with the State Emergency Management on Wednesday, October 14<sup>th</sup> if any of the Board members wanted to attend. It was noted that this was also a Selectmen's meeting night.

2. Emery submitted information from Betsey Andrews Parker regarding an emergency training program "Crisis Leadership for Local Officials" on September 25<sup>th</sup> and 26<sup>th</sup> if any of the Board were interested in attending. He gave the material to Ross.

3. Brockmann stated that he has heard that people are being broken into in Westmoreland and W Chesterfield and this Board is not informed. He asked what information is appropriate for them to have. He will bring this up at the Police Dept meeting.

4. McKeon asked if Carrier has heard back from Vincello regarding the air conditioning. Carrier has not. He will send Vincello's email address to Carrier.

5. Emery advised that Fairbanks has been working with Powers Generator and has a quote for a generator for the purpose of processing a grant. Carrier hasn't gotten any information on this as yet.

6. Carrier has the request for disbursement for the Wares Grove Septic project for the State Revolving Fund Program. McKeon signed the request.
7. Carrier advised that Dunbar has submitted RSA 149-M:6 regarding the requirement of Transfer Station employees being certified. The Board reviewed the RSA but it doesn't note the level it would pertain to. Emery asked what other goals could there be for the part-timers. McKeon stated that he just want to make sure that the funds are being used to the most efficient way. Brockmann stated that increasing recycling would be a way to keep costs in control. The Board advised Carrier to let Dunbar know it is their understanding that not everyone needs to be certified unless he can show otherwise.

**Information**

- Employee seminar certificate
- Town Office Operation & Maintenance manuals – Wesfield delivered the manuals to the Police Dept on September 3, 2009.
- BTLA abatement appeal – Wright
- Rescue Inc quarterly briefing
- Misc. correspondence & newsletters

**Adjournment**

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

The meeting was adjourned at 10:20 pm.

Respectfully submitted,

Carol Ross, Secretary

Approved by:

\_\_\_\_\_  
Jon McKeon, Chairperson

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clifford Emery

\_\_\_\_\_  
Date