

**BOARD OF SELECTMEN**

**MAY 9, 2016**

**MEMORIAL BUILDING**

**7:00 P.M.**

*The following are to be considered draft minutes only until approved by the Board at their next meeting.*

Selectmen present: Don Hill, Chairman; Leigh Callaway and Tamara Butcher.

Others present: Bryan O'Day, Mike Lawlor, George McCusker, Tom Duling, Kevin Roberts, Wayne Smith, Bruce Allen, Ken Jacques, and Darrin Patten.

The meeting was called to order at 7:00 p.m.

Leigh introduced invited guest, Dave Burnham, of Pierre Bedard & Associates. Dave presented helpful tips for "boots on the ground" reviews, and processes and procedures for land use compliance, based on experience in his daily work, his role as a health officer, and former Planning Board Member in Sutton. The Board reviewed the recent topics of discussion at a joint Planning and Zoning meeting regarding compliance with site plan review and special exception for existing businesses that have not gone through the process. The Selectmen are faced with trying again to enforce compliance. The difficulty is how to do this consistently and achieve equality between every taxpayer. The Board has agreed to amend the building permit to include a question as to whether there is business use of a property. The Board thanked Dave for his suggestions and time.

**Building Permits:**

Ralph Beard – representing Cynthia Wells Ambler for a building permit to replace an existing deck with a deck that is 2.5' wider. A variance was granted on May 5, 2016.

The Board approved the building permit.

Kevin Roberts – Submission of a building permit for a 16' x 40' addition to an existing garage to be used as a studio apartment. A Special Exception for an additional dwelling unit was approved by the ZBA on May 5<sup>th</sup>. Since there is a physical change being requested for the site, the Planning Board has requested a Site Plan Review of the entire property, due to the operation of a business from the site. The Selectmen agreed to approve the building permit without final approval of the Site Plan, based on "good faith" that the site plan is in process.\

Durgin & Crowell – Submission of a building permit for construction of a pellet processing facility. An amended Site Plan, Special Exception, and Variance have been granted by the respective boards. The Selectmen approved the building permit.

Almas Juntas Trust – Submission of a building permit requesting to add a stable attached to the existing barn. The Selectmen approved the building permit.

Minutes of April 25<sup>th</sup>, 2016: Regarding the Skate park – Leigh requested his comment that the highway department would take care of repairs, be corrected to the Highway Department is waiting for a handyman to do it. Leigh moved to approve the minutes with corrections, seconded by Don with 2 in favor. Tamara abstained as she was not present at the April 25<sup>th</sup> meeting.

Old Business:

New Home on Bowman Road: Selectmen discussed the discrepancy in the exterior measurements versus what was applied for. It appears sideline setbacks are still in compliance with the variance granted. Leigh noted, however, the realtor is advertising the home as 3 bedrooms. State Septic Approval and the variance approval only permits a two-bedroom home. Leigh has spoken to Mr. Deserve at DES who referred him to the RSA relative to misrepresentation of facts. The Board agreed to write a letter to the realtor, cc: to Mr. DeSave.

Wonderwell Update: Don commented on the thorough evaluation of fire alarms, lighting, extinguishers, the fire suppression hood, illuminated signage, etc., done by Chief Anstey of the State Fire Marshall's Office. The Fire Marshall has given Wonderwell a list of what needs to be corrected, and he will inspect again on Wednesday. It appears they will be given approval on Phase I, but have been told that Phase II needs to start immediately. The Great Room currently meets fire code, but not ADA compliance. In two years the Great Room wouldn't meet fire code. Don spoke with Chris Hall regarding the Planning Board's concern with deadlines. Chris reported he wants to come back to Planning to review moving the parking lot.

Don stated he reviewed the Planning Boards conditional approval and the minutes from the November Planning Board meeting, and there appeared to be no mention of a deadline for completion of the parking.

Don stated an anonymous tip has been received regarding an AirBnB operating in a Philbrick Home residence. He has looked at the website and searched for business records at the Secretary of State's office. It appears the owner of the property is not the person residing there. Leigh moved to notify the property owner of the complaint, seconded by Tamara and unanimously approved.

Project/Unfinished Business List: The Board agreed to continue this meeting and discuss the projects and unfinished business on Wednesday, May 11 at 1:00 p.m.

Land Use Coordinator: The Board agreed they are ready to advertise the position description for Zoning Enforcement Coordinator. Leigh moved to formally approve the position description, and move forward with advertising the position. Motion seconded by Don and unanimously approved.

Office Assistant: The Position is continuing to be transformed. The Payroll service has been instituted and appears to be working well. Leigh discussed three possible options: 1. Hire a temporary part-time person to do filing and organization in preparation of the new storage cabinet project; 2. Keep the job description as it is; 3. Expand the position to be a Deputy

Administrative Assistant. The Board agreed the job description needs to be pinned down before advertising for the position. They approved short-term temporary assistance for filing and other related duties.

The Board reviewed the proposal from Primex to take over the Property Liability and Workmen's Compensation coverage, effective July 1, 2016. Property Liability Trust and Workmen's Compensation will no longer be offered through the NH Municipal Association as of June 30, 2016.

Leigh moved to approve a 6 month contract to complete this calendar year. Motion seconded by Tamara and unanimously approved. Coverage for 2017 will be for the full calendar year.

Yield Tax Warrants assessed for: Randy Morrison – Logging in Gile Forest; Aaron's Ledge Inc.; Jason Patten – Logging in Kinsley Lot; Almas Juntas Trust; George Matarazzo; Karen Ecklund.

At 9:10 p.m. the Board voted to continue the meeting to Wednesday, May 11, 2016 at 1:00 p.m.

Minutes from the continued meeting follow.

Submitted by,

Janet Roberts

## **BOARD OF SELECTMAN**

**MAY 11, 2016**

## **MEMORIAL BUILDING**

**1:00 P.M.**

The following minutes are to be considered draft minutes until approved by the Board.

Selectman Present: Don Hill, Leigh Callaway and Tamara Butcher

No others were present.

This was a continuation of the meeting of Monday night, May 9, 2016. The meeting was continued at 1:05 PM to discuss status of projects and other administrative matters.

Leigh noted that the advertisement for the Zoning Enforcement Coordinator had been released and will run two weeks in the Shopper and the InterTown Record.

The Board reviewed and approved a letter to the agent listing the Bowman Road home under construction. The letter notes that the Town and DES approved two bedrooms and the property is being advertised on the Internet as having three bedrooms. The letter notes that this is a violation of RSAs 331-A: 25-b and 331-A: 26 and that the advertisement must be corrected to reflect the building and septic approvals. A copy of the letter will be sent to the DES Subsurface Systems Bureau.

The Board discussed the following projects:

- The design for the Protectworth room cabinets done by Lake Sunapee Carpentry was approved as a concept. Leigh has contacted Mason Wheeler about re-arranging the heating registers on the east wall. The specification has been drafted and will include conversion of two back-to-back closets to a passageway to the Town Clerk's office, and it will include incorporation of the existing three electrical outlets. The Cemetery Trustees have asked if there might be space for some of their documents – Tamara will check with the Town Clerk/Admin staff. The Board signed a purchase order for two filing cabinets as part of the Protectworth Room cabinet project.
- Leigh will contact JLD Electric about the outlets on the street side which are not working.
- The Board added the following projects to the list:
  - Remove the sink cabinet and plumbing in the Protectworth Room.
  - Modifications to the storage building in the athletic field to keep varmints out.
- Library steps: Tamara is expecting a call back from Tatro Landscaping with an estimate to replace with granite.
- Three handymen contractors have been contacted about the following:
  - Refinish the black trim in the Town Hall church pews.
  - Repair/rebuild the skate park structures.
  - Floor repairs and interior painting in the SHS building.One has replied that he hasn't any time during the regular work day, but he will fit the work in during off-hours. Two others have not called back.

- Tamara has not heard back from the contractor selected last year to paint the exterior of the SHS building.
- Contact JLD Electric to label the outlets in the safety complex conference room. This will complete electrical work from last year in that room.
- Leigh briefed the status of the engineering study in progress behind the highway/safety complex. Test pits have been dug and data have been collected; CLD Engineering is currently working on the conceptual layout, grading and drainage plan.

Meeting adjourned @ 1:55

Minutes submitted by:

Leigh L. Callaway