

**BOARD OF SELECTMEN**

**NOVEMBER 28, 2016**

**MEMORIAL BUILDING**

**6:30 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: Dick Hendl, Whit Smith, Mike Howard, Pete Abair and Bryan O'Day.

This meeting was called to order at 6:30 p.m.

Whit Smith reviewed the details of zoning permit activity as of November 28. (Attached to the end of these minutes).

Two applications were received today.

Howard – Route 4A: A corrected location on application for Michael Howard, Agent for Eliza Howard. No setback encroachment, no wetland buffer issues. Recommend approval: Application signed by the Board at this meeting.

Patten, Brian and Kim – George Hill: Application for an accessory (barn) building. No setback encroachment, no wetlands buffer issue. Recommend approval: Application signed by the Board at this meeting.

Recap of approved applications:

Weathers, Brooks - Route 4A. Planning Board approved amended site plan. Selectmen approved zoning permit at their November 21 meeting.

Wood, Neal – Main Street: Renewal of existing permit. Recommended approval. Selectmen approved per e-mail protocol.

Roberts, Deborah – Woodland Heights: No response to Selectmen's letter.

RSM @ Camp Sunapee: Review of new and renovated buildings on the campus. Amended site plan approval was granted by the Planning Board. Zoning permit applications were filed in the past. Pending.

378 Stoney Brook Road – Further review shows structure used for storage.

McKelvey, Barbara: Following Selectmen's letter, Ms. McKelvey has been in touch regarding her business selling guitars via e-mail. Whit will follow up.

Whit has worked on proposed draft language to the Zoning Ordinance for the definition of Structure.

6:45 p.m. Dick Hendl, Municipal Budget Representative to the School Board. Proposed budget is up 3.17%. (1 million 14 thousand) of that \$900K is the contract for wages, retirement and health insurance voted and passed last year. Approximately \$350K is to renovate the wastewater treatment facility at the high school, and will reduce annual maintenance costs. This may be reimbursed by the State if approved. The School Board recommended hiring a full-time plumber to address issues that have been put-off and deal with emergency issues. The MBC is recommending contracting with a plumber for two days a week @ 25K, while assessing further ongoing needs.

Article 1 of the Warrant will be the operating budget and includes tearing down the 1941 building in New London. Article 2 will address bringing the para-professional wages in line with the 3% increase in contract wages.

The Kearsarge Regional School District Budget Deliberative Session will be held Saturday, January 7<sup>th</sup>, 2017 at the Kearsarge Regional High School.

The Selectmen thanked Dick for his diligence on the MBC and for the presentation.

Minutes of November 14, 2016: Don noted minor typo corrections. Board unanimously passed accepting the minutes with corrections.

Selectmen signed the letter to the residents of 566 Hogg Hill Road regarding a non-permitted building.

Selectmen reviewed the Website Update. Leigh moved to approve the update, at a cost of \$600 per year to be included in the operating budget for the next three years. Motion seconded by Tamara and unanimously approved.

Selectmen have been approached with supporting a warrant article as per House Bill 430 which would extend the current veteran's tax credit to all honorably discharged veterans, versus the current eligibility criteria for specific war time or service medals. After discussion, the Board unanimously agreed to include this on 2017 warrant.

Preliminary Budget Review:

Library: Jen Carson, Librarian: Proposing adding \$600 for advertising, \$500 for programs, and \$200 for summer reading. Some non-recurring costs will be reduced or eliminated. The library ran lots of advertising for the summer programs. Some advertising was shared with the garden club, for the herbal workshop, and the wreath and book sale. Free sites are used as much as possible. Jen reported she and Janet Hendl are almost finished with the card cataloging.

Fire Department: Pete Lacaillade, Fire Chief, reported oxygen rental costs have continued to rise. The EMS captain is researching alternatives. Not a lot of work was done with hydrants this year. The department would like to find a place to locate a hydrant on the Grantham edge of town. Pete would like to decrease the mileage reimbursement and casual labor wages to \$100.00

each, and raise the amount in response/training wages to increase the compensation stipend. Members volunteer their mileage. The big ticket item is the tanker replacement first and then SCBA equipment. 2019 is the “drop dead” date for the SCBA. The tanker is 25 years old, and there are issues with the tank and valves. 20 years is the typical recommended life for a front-line piece of equipment. There is a truck committee working on getting numbers for the budget. Don noted this appears to fit in the cycle at this time. The Fire Department members work through a lot of scenarios and deals with issues related to ages of vehicles. Safety, reliability and industry standards need to be taken into consideration. Pete noted radios will need to be replaced at some point, as they are obsolete.

Police Department: Tim Julian, Chief of Police. Tim stated he had considered updating the AED’s in the cruisers. With the rapid response of the rescue squad and the AED equipment they have he doesn’t feel that is needed. He would like to see another AED at the Town Office Building for the upper level. He has a cost of \$1,250.00. Tim reported essentially his proposed budget is unchanged. The cruiser driven by Mike is on the CIP for replacement in 2018.

Buildings: Leigh noted there are some auto door mechanisms at the Highway/Fire complex that are not operating all the time, and they are too old to get parts for. He would like to suggest replacing all the auto door mechanisms. Pete Abair will look into pricing. Pete A. mentioned the roof at the Fire Department is leaking again. He will get up and seal the area.

Highway: Peter Abair, Road Agent: Pete reported his operating budget will be pretty much the same. Leigh noted there is still \$75K set aside from the fund balance for truck replacement. Pete noted he has quotes for paving George Hill from the Marsh to the Enfield Turn Around, Bog Road, and Twin Lake Villa Road for an estimated cost of \$206,000. Nichols Hill and Philbrick Hill are suggested for 2018 on the CIP plan. Don asked Pete to review what he is looking at for the next few years, as the plan had been to be aggressive for a number of years to catch up on paving that was put off or not done for economical and other reasons. Don suggested a road management plan that shows a list of roads, when they were paved, and when they are likely going to need paving again.

Pete reported the red truck has been going ok. He does not have any immediate plans to replace the red truck or the used Sterling.

Pete discussed improvements for sand storage. He proposes using waste blocks and roofing to build sand storage where the surplus sand is stored now, and possibly leaving the existing building for salt storage. Pete estimates about \$35K. Pete will check on prices.

Executive: Leigh reported there does not appear to be big changes in the executive budget. The website update through VTS can be handled through the existing budget. The network server is due to be replaced, and there are options for lease, vs purchase, or off-site server. The Board has tackled a lot of projects on the non-recurring projects list. Construction and cabinetry in the Protectworth Meeting Room. The Board recommended shutting the room down for use until further notice.

Old Business: Board reviewed the timeline for Roberts on Woodland Heights. The November 23 deadline was missed. The Board will draft a Notice of Violation with Whit Smith's assistance to send to the owner.

The Board signed the response to Mr. Foley regarding the inventory penalty.

The Town Hall will be closed for the winter by the end of next week.

Leigh reported that Pete and Mason still need to take a look at the septic system and tanks here at the Town Office Building.

Signatures:

Intent to Cut Timber approved for Mattarazzo.

Cemetery Deed to Kathy Richardson signed.

Board and Department Updates:

Tim Julian reported Billy Anderson has been monitoring the beaver activity in Lake Kolelemook and is attempting to trap it.

Don extended appreciation to Bryan O'Day for his quick response in getting the back body on the green truck repaired and back in service. Don asked Bryan to submit an invoice. Bryan noted the work did not take that long. He preferred not to bill for the service. Don stated what Bryan has done is noble and amazing. The Highway Department and Board of Selectmen are delighted to have the truck back on the road. Don noted for the record, he had requested an invoice, but the work was done gratis.

Alarms: Discussion regarding the trouble alarms for low battery that took place on Thanksgiving. This was a recurring alarm and several people were notified repeatedly. The Board would like a better policy regarding notification for this type of alarm.

The Selectmen agreed to stop by the office to review the resumes on file for the Deputy Administrative Assistant position.

At 8:45 p.m. the Motion by Leigh, Second by Don and unanimously approved to enter into non-public session, per RSA 91-3: Personnel, and to seal the non-public minutes.

At 8:50 p.m., the Board entered back into public session. The meeting adjourned at 8:50 p.m.

Submitted by,

Janet Roberts,  
Administrative Assistant

In preparation for the Board of Selectmen meeting Monday night, November 28, 2016, I am providing the following summary to brief the Board of Selectmen on permit applications and my activity.

Applications for Permits – Presently No new applications.

Applications for Permits – Approved.

1. Brooks Weathers, Rte 4A (no house number); Application for Permit wood drying facility and wood storage shed facility. Permit application complete with drawings. Location identified. No setback encroachment. No wetlands buffer issue. Structure will be less than 35' tall. Zoning Coordinator has viewed the site location; discussed plans with the applicant. Recommended APPROVAL and Select Board APPROVED at their meeting (continued) on November 21, 2016. House Number Application has been filed with the Administrator. ✓

2. Neal R. Wood, 811 Main Street; Application for RENEWAL of Permit for Primary Building. RENEWAL application complete. Location identified. No setback encroachment. No wetlands buffer issue. Zoning Coordinator has viewed the site location. Recommended APPROVAL of RENEWAL and Select Board APPROVED using email protocol.

Applications for Permits – Pending.

3. Michael Howard, Rte 4A (no house number); Application for Permit for primary residence. Zoning Coordinator visited site and discussed with Colin Roebuck the location of the structure. Mr. Roebuck advised that the house might be located differently and with different orientation on the site. Zoning Coordinator returned the application to Mr. Roebuck requesting that the applicant provide an accurate plan view drawing of the structure, including measurements to lot lines.

4. David & Deb Roberts, Woodland Heights; Application for a permit to build a 23' x 27' barn/shed. This application follows on a permit application that was made "after the fact" and submitted by the applicants on November 3, 2015. No additional information at this time.

Other Matters.

A. Visited Victor Rifkin (Camp Sunapee) to see improvements (new and renovated buildings) on the campus. Reviewed with Mr. Rifkin site plan approval granted by Planning Board. Six (6) structures in question – 3 are new structures and 3 are renovations/rebuilds. Followed up with Town Administrator regarding permit applications. This matter is currently "open."

B. Re-visited 378 Stoney Brook Rd. Structure is shed built with clear roofing material. Size estimated at 4' x 6' and approximately 8-10 tall. It is evident that structure is being used for storage rather than as a make-shift greenhouse, as was previously reported. No permit was applied for in connection with this structure. Additional photographs available for the Board of Selectmen to consider.

C. Received inquiry from Barbara McKelvy regarding her business selling guitars via mail. Zoning Coordinator will follow up.

D. Zoning Coordinator continues work/draft proposed revision for the definition of "structure" in the Zoning Ordinance. This matter was discussed at the most recent Planning Board meeting (November 17, 2016).

<< RWS 11/28/2016 >>

In preparation for the Board of Selectmen meeting Monday night, November 28, 2016, two (2) applications have been received and/or updated. These are ready for consideration.

Applications for Permits:

New Application:

Kim & Brian Patten, 2770 George Hill Road; application for an accessory building (cow barn). Zoning Coordinator visited site and has discussed with Applicant the plans and use of the structure. Applicant is not engaged in either a home occupation or home business (as defined in the Zoning Ordinance, Article V). No site plan review required. Applicant was advised of the benefit of going through a site plan review in the event they would like to expand activity to a home business (Article V, Section 5.2). Permit application is complete with drawings; structure is planned to be 36' x 24' and no more than 24' high. Location identified. No setback encroachment. No wetlands buffer issue. Zoning Coordinator has viewed the site location; Recommend APPROVAL.

Updated Application:

Eliza Howard, by Michael Howard, Agent for the Applicant, Rte 4A (no house number); Application for Permit for primary residence. Zoning Coordinator visited site and has now discussed with Mr. Howard the location of the structure. Updated planview drawing has been received and reviewed. Accordingly, permit application is now complete with drawings. Location identified. No setback encroachment. No wetlands buffer issue. Structure will be less than 35' tall. Zoning Coordinator has viewed the site location; Recommend APPROVAL. Applicant should be advised to file application for a house number.

DRAFT