

BOARD OF SELECTMEN

MAY 28, 2013

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: Donald Hill, Chairman; Leigh Callaway and George McCusker.

Others present: Mike Lawlor, Bryan O'Day, Pete Abair, Bill Huntoon and Mike Beaulieu.

Meeting called to order at 7:00 p.m.

Keith Cutting, Emergency Medical Director: Keith reported he received the radio through the EM radio grant. The radio is owned by the State Homeland Security and Emergency Management (HSEM). HSEM will pay for programming through one of their approved vendors. The Town is responsible for having the radio programmed. When he is no longer the EMD the radio will be returned to the State.

Keith provided an updated copy of the Emergency Manager Resource Manual from HSEM. He suggested the Selectmen may want to take a look at the manual relative to incorporating language into town regulations that deals with chain of command in the extent of an emergency and the Selectmen are not available. As an example, who is responsible for authorizing emergency expenditures. From a legal perspective this needs to be defined, and is not something that is covered in the Emergency Operations Manual. He cited cases where towns have been legally challenged in the past. Selectmen will work on drafting language appropriate for Springfield.

Keith has spoken with Liz Lufkin, the Town's new emergency representative from HSEM and she is ready to put together a training session regarding WebEOC use when we are ready. The issue appears to be timing. There are a number of training opportunities. ICS training has been started and need to be completed. Individuals can pursue ICS training online. The Selectmen will look at these online training opportunities.

The HSEM has personnel available that can also write up "tabletop" mock cases for emergency responders outlined in the EOP. Selectmen would provide a subject they would like to have a drill for and the HSEM rep would write up the exercise. The Selectmen would then have an opportunity to review the drill and then schedule a session.

Selectmen propose scheduling an exercise for mid-September. By their second meeting in June, individual members will take initial ICS training online on their own. By the June 24th meeting the Selectmen will pick a topic and will set up a training exercise date for September.

George McCusker suggested that Leigh review the resource manual and draft an ordinance for the Board to review of June 24th. Keith stated that HSEM has legal counsel available that would probably review an ordinance of this nature for the town.

Minutes:

Motion by George to approve the April 22, 2013 Minutes as written, seconded by Leigh and unanimously approved.

Motion by George to approve the May 13, 2013 Minutes as written, seconded by Leigh and unanimously approved.

Sample Policies – Credit Card and Ethics: Don stated he has read the drafts again but has not filled in the blanks. Board agreed there is nothing of concern or cause for changing direction. He recommended that Board members fill in the blanks and email their drafts to be presented at the next meeting. At that meeting a format will be chosen and decision made whether these are to be appendix to the employee manual. The Board needs to think through how to handle the ethics policy with elected officials. Whether it is a signature that states that it is read and understood. If this is a procedure of employment, then the employee is held accountable. Don noted these are all common sense issues, but they are required to be written.

Sand Shed Project: Leigh reported Pierre Bedard has sent an estimate and Standard Provisions for the project to identify the extent of wetlands on the highway garage property and to determine a suitable site for replacement of a sand shed. The project has been separated into three phases.

- Phase 1 – Field delineation of jurisdictional wetlands boundaries

- Phase 2 – Field mapping of wetland boundaries and preparation of a concept plan of Proposed improvements and wetland impacts

- Phase 3 – Pre-application meeting(s) with NH DES officials and preparation and Submittal of a NH Wetlands permit.

The estimated associated costs are between \$3,200 and \$3,500 for phase one and two. A \$1,000 deposit is required. The budget for Phase 3 would depend on what level permitting is required but estimates between \$1800 and \$2400 for Phase 3, not including application fees

The Board discussed the costs. Don Hill stated the Board hasn't said they are going to do this project, they are studying the plan to see what, if anything, can be done at that site. The phases are broken down so the study can determine if any of this even makes sense. Phase III should involve two parts involving a preliminary pre-application meeting. Leigh suggested if the study committee and the Selectmen decide to move forward, money was appropriated in the executive line of the engineering and consulting fees. Budget deliberations came close to building a sand shed where the existing one is. George McCusker stated that he feel it is a good idea to spend this money if this is a project that won't proceed in the next several years. Don stated this discussion has come up many times and there is a need to know for discussion purposes what can be done with the property behind the garage. It might be worth the expense to know what extent the property may be available for. Bill Huntoon stated that the sand shed doesn't need to be replaced right off. Expansion is compromised as to just how much space there is going to be up there. He questioned if there was anyone who could say what can be done up there without

going through this process. Pete Abair said permits would probably be needed for removing brush and grading. Mike Beaulieu questioned what the shelf-life of the wetlands study would be. Selectmen discussed options that have been introduced.

1. Do nothing
2. Build where existing building is which is what the proposed plan was during the budget process until a recommendation was made to look at the site
3. Is there an alternative site
4. Pursue this study
5. What is the future needs going to be for the highway and fire departments. IS this worth doing if there is some long range need.

George McCusker stated that he felt the cost to put a sand shed up back is going to be expensive to build a road and move up back there.

Don questioned if based on the site walk and talking with the committee, was it their opinion that this study was feasible.

Pete Abair stated that the existing sand shed is not big enough. There was an engineering plan done by Ross Stevens several years ago, with a replacement shed in the existing location. He is not looking to replace the shed as large as that design specifications. Bryan O'Day stated that wetlands permits would be needed if the existing sand shed is replaced with something bigger. Don stated that there is always the risk that the State is going to come in at some point and require the town to improve the existing facility.

It was suggested to hold off this project until such time as we feel we are ready to propose a new sand shed. Leigh was concerned with "kicking the can" down the road. It was presented to the budget committee that this project would be studied this year with a proposal for a sand shed next year. Bill Huntoon stated he is not against looking at the land up back to see if it could be cleaned-up and maintained until such time as it may be needed.

The Board recommended tabling the discussion and setting up a meeting the Budget Committee and members of the study committee to talk about the project and the estimated cost for the study.

Hogg Hill Road Property: Leigh reported there was a flurry of activity and phone calls to the tax collector from mortgage companies and then nothing. He is concerned the town is not set up to manage the property. Board discussed issuing a 90 day notice that the town intends to sell the property. Only someone with a legal interest in the property can repurchase at this point. This will start the ball rolling. A sale date was not determined. Motion made by Leigh to initiate the 90 day notice of intent to sell in accordance with the applicable RSA's as soon as possible. Motion seconded by George and unanimously approved. Don recommended setting up a conversation with legal counsel.

Bill Huntoon questioned if the Selectmen have initiated anything regarding the Lee trailer and property. Don stated the Town can merge the property, but the property owner has the right to request that it be unmerged. At this point the town can take both the land and the trailer for non-payment of taxes. Concerns were addressed that it is time to get this issue resolved and the property back on the tax rolls. Selectmen addressed concern with costs associated with disposal of the trailer, if necessary. Their intent would be to send notice of intent to deed and then expedite the whole process as quickly as possible per RSA requirements. Leigh noted that the Selectmen need to put some plan in place to manage this property if it is taken by deed.

Motion made by Don to re-notice the town's intention to take the land and the trailer, and to do so by sending two separate letters; motion seconded by George. There were two votes in favor, one opposed (Leigh). Leigh stated he does not think the town is prepared to manage the property.

Board Updates:

Don reported the Planning Board talked about the upcoming wetlands meeting.

Pete Abair represented Todd Longley for a Site Plan Review consultation. The Planning Board determined due to the nature of the existing business, Todd needs to go to the ZBA for a Special Exception. The Board determined the regulations allow for an applicant to request a joint hearing with Planning and Zoning to expedite the process. George McCusker stated that he had been to the property and that Todd is willing to be the "test case".

Don stated that the Wonderwell property came up. Mike McCrory from the UVLSRPC was to draft a letter for Kevin Lee to sign regarding the need for Site Plan. The owner's had been in for a consultation with the Planning Board prior to their purchase of the property and they agreed to come back for a Site Plan Review. Don commended the owners of Wonderwell for the investment they are making into restoring that beautiful old building.

Leigh Callaway reminded the Selectmen were going to determine how best to address engaging residents in site plan compliance. Don recommended initiating the process through the building permit process. Legal counsel has warned to tread carefully on looking back. Don stated it has been suggested to him that the first enforcement should be from the people who sit on these boards.

George reported he has been going with Tom Duling to review building permit applications as the "coarse filter" and is hoping, as a start to show an effort that all three boards are going forward as a cohesive effort. Don stated the Selectmen need to shorten the letter that was drafted and work with the people that sit on the planning and zoning board to put this effort together.

Department updates:

Pete reported the handicap railings are done; trees have been cut and drainage done behind the historical building; the Cemetery was all set for Memorial Day; Mulching and tree removal work has been done.

Don commended the highway department for their work.

Don extended accolades to the Fire Department. They have put the rafts out; their floor has been painted and turned out nicely; members volunteered and assisted with the Veteran's Dinner Friday night.

Cemetery Trustee's are working on the fence and replaced the gate. Dale Milne, is now the Trustee Chairman. Fox Tree will be taking down some trees.

New Business:

Board reviewed tax lien execution report. \$124,000 in taxes was committed to lien.

The Board signed the first 2013 property tax bill.

Notification of Shoreland Permit Application for Dexter property on Stoney Brook Road by Onsite Construction. There is no action to be taken by the Selectmen at this time. Selectmen will look at next phase when applications are submitted. If proposed building impacts the shoreland setbacks, the permit will be referred to Zoning.

Correspondence:

Proposed Sullivan County Budget.

Notice of meeting for Fundamentals for Local Welfare on June 13th. The Selectmen will set up a meeting with Laura Patten at some point to be sure documentation and assistance guidelines are in order.

Exemption request that was denied on May 13th was signed.

Summary update for Capitol Alarm was signed.

Purchase order for Fox Tree for tree removal in the cemetery was signed. They will need to submit a Certificate of Insurance and sign a waiver if they do not have Workmen's Comp. Insurance.

Intent to Cut Timber approved:

Patten – Meadowbrook Road

Crowell – Route 114.

Building Permits approved:

Lepich – Stoney Brook Road. George reported he was on site; no problems.

Ingham – Shad Hill Road – replace existing shed with garage. George went with Tom, no concerns.

At & T – Oak Hill Tower – adds two antennae.

Miscellaneous Business:

George reported he has heard rumors that a house on Stryker Road on Star Lake Property was torn down and the contents may have been moved to the Hansen property and buried. He noted that Mr. Hansen is building the roads to the lots he subdivided and George is concerned materials may have been in the roadway. He has not investigated this further and wondered the best course of action to take. It was suggested to perhaps have Tom, Tim, Mike, or a Selectmen look into this.

Don will sign checks and be the “go to” Selectman for problems for the month of June. George is scheduled for July and Leigh will cover August.

The meeting adjourned at 9:25 p.m.

Submitted by,

Janet Roberts