

BOARD OF SELECTMEN

APRIL 14, 2014

MEMORIAL BUILDING

7:00 P.M.

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

Selectmen present: Don Hill, Leigh Callaway and George McCusker.

Others present: Bryan O'Day, Mike Lawlor, Pete Abair, Tom Duling, Bill Huntoon, Chief, Tim Julian, Justin Hastings, Ed Belfield, Jon Poston, Scott Gambino, Marie Patten, and Sergeant, Mike Beaulieu.

Called to order at 7:00 p.m.

Don read the Selectmen's Meeting Guidelines.

Town Hall Painting bids: Leigh asked Jon Poston to review the bids with the Selectmen. Three bids received and opened. A bid from Revered did not include his bid price, but did include the signed contract. Leigh reported he had gotten an e-mail from Revered on or about March 27th. He followed up with the contractors to make sure the bids included the required signed contact necessary for the moose plate grant applicant and be mailed to the town office. He believes his instructions may have been misunderstood. Leigh thought the bid may be lower than the other two. Jon reviewed both bids and agreed they are compatible. The Board discussed tabling a decision for the other bid to be reviewed. Leigh will forward the Revered bid to Jon to review. Jon is familiar and comfortable with any of the three bidders. Motion made by Don to continue deliberations for the painting bid to Wednesday, April 16th at 10:00 a.m. The hard copy of the bid will be available at that time and a copy will be e-mailed to Jon Poston. Motion was seconded by Leigh. George noted his concern regarding the e-mail submission by Revered. Don explained it was an error of omission. The Board voted unanimously to continue the meeting.

David Cahill, Police Chief for the Town of Sunapee, introduced himself as a candidate for the office of Sullivan County Sheriff, outlining the history of his career in law enforcement and plans if he is elected.

Minutes of March 24, 2014: Motion by Leigh, second by George to approve. Motion passed unanimously.

Police Department: Leigh reported Chief Tim has been offered a gift of a repeater for the Ford Taurus with a value of \$3,000.00. The donor wishes to remain anonymous. Motion made by Leigh to accept the \$3,000.00 donation, seconded by George and unanimously approved.

Tim Julian reported the new computers for the cruisers do not fit in the computer stands. He is working on a donation for those.

Leigh reports NH/VT would like \$750.00 to relinquish the Springfield.net domain page. Leigh recommends not to approve spending the \$750.00. The license is good for another year. In the meantime work will be in progress to move from .net to .org. Leigh will work with Certified Computers for this. In the meantime, work will proceed with Virtual Towns and Schools to develop a new website. The existing website design and launch was all done through the support of volunteers and has served the town well. The software is outdated and no longer supported. The Board extends thanks to Brandt Denniston and Barbara and Vasilios Georgitis of NH/VT Computers for all they did to establish a website for the town. Motion made by Leigh to let the .net domain expire next year and convert to .org. He will work with CCS to get this off the ground. Motion seconded by George and unanimously approved.

Contract/Timeline for Virtual Towns & Schools: Leigh reviewed his spreadsheet to compare cost per year for a two or three year contract. The fixed yearly price is \$1500.00. The price for design and development is \$3500. Annual cost is \$2667 for three years or \$3250 for two years. George wants to be sure the town is not locked in with a two or three year contract. Leigh reported the contract includes an escape clause. Leigh noted at some point decisions will need to be made as to website policies, what gets posted and who will be allowed to post. Motion by Leigh to accept the three-year contract for \$1167 per year for design and development, and \$1500 for annual support. Motion seconded by George and unanimously approved. Leigh would like to work out the details and get this underway as soon as possible. The Board hopes to go live with a new website roll-out by August.

Financing for Freightliner: Leigh reported the Board received a request from Sugar River Bank to submit a rate for financing of the new highway truck. Their rate is for 2.49% and includes a \$250.00 application fee. Lake Sunapee Bank will match the rate and waive application fee. The accounts of the town are maintained through LSB. Leigh moved to approve a three-year loan @ 2.49% with no processing fees from Lake Sunapee Bank. Motion seconded by George and unanimously approved.

PD for highway position: Leigh drafted a PD for the part-time position for highway department. Discussion: At this time, a CDL license is not required. Pete reported an airbrake endorsement is not needed to operate the new truck, and is not available with an operator's license. George noted his concern with the requirement of "on call 24/7 at the discretion of the Road Agent" and controversy of payment for "on call" time. The board agreed to delete that statement. The Board agreed to advertise the position locally (Shopper, Intertown Record, Listserve, and Website) ASAP. Motion by George to approve the PD with amendment, seconded by Leigh and unanimously approved. The Board hopes to begin interviews and fill the position by mid-May.

Invitation to Bid – Cleaning Municipal Spaces: Board reviewed the draft of the specifications. Motion by Leigh to advertise (Intertown Record, Shopper, Website, List Serve). Bids will be due no later than May 12th. Motion seconded by George and unanimously approved.

Due to the Memorial Day Holiday the meeting regularly scheduled for Monday, May 26th will be rescheduled to Tuesday, May 27th at 7:00 p.m.

Don noted he has a conflict with April 28th. The Board agreed to reschedule the meeting to Wednesday, April 30th @ 10:00 a.m. at the Town Office.

Noted that the Post Office public meeting is Wednesday, April 30th at 5:00 p.m. at the town hall (meetinghouse).

Bids for the Cleaning Municipal spaces will be opened on May 12th at 7:00 p.m. Interviews for the laborer's position will begin as soon as possible. Pete Abair will be involved in the interview process. Leigh suggested the part-time position wage be in the range of the former employee plus 3%.

Purchase Order Policy: Don noted he has reviewed several policies. Many have a purchase order policy as part of an overall purchasing and/or bid policy. NHMA has warned about strict conformance when there is a bid policy in place. Don suggested Leigh and George look at the purchase policy available online from the Town of Warner. Leigh suggests making sure a policy "pass muster" with town counsel. Further discussion tabled to Wednesday.

Divestment of Town-owned property: Leigh recommends divesting of two pieces of property taken by tax deed. The Theodore property (1.46 acres) on Bowman Road, and the Lee Property with mobile home (5.26 acres) on Old Grafton Road. He would like to "pull the trigger" to have the Town Clerk begin the process. Both must be offered back to the former owner at least 90 days before a chosen sale date because they have not been in the town's ownership for 3 years or more. Motion by Leigh to move forward with the divestment of those two properties, and to determine out based on the required timeline what the sale date should be. Motion seconded by George and unanimously approved.

Leigh noted there are 7 other pieces in Eastman that were either taken recently or have been on the town's books for some years. It is not quite as clear what the market value of these lots is. The largest value may be to an abutter or to the Eastman Community Association. Leigh noted ECA might have some requirements regarding tax sale. Discussion followed regarding perhaps reaching out to abutters or ECA to divest of these properties. Bill Huntoon noted that if sold to ECA there would be no tax dollars to Springfield. Mike Beaulieu noted costs of impact fees from Eastman. Leigh will look into what options are available. Motion made by Don, if an opportunity presents itself, to grant Leigh authority to investigate options with ECA. Motion seconded by George and unanimously approved.

Buildings and Grounds: Review of project list: Don moved to add repair of the septic system at the highway/fire complex to the project list and grant Leigh authority to move forward with the

project. Pete says the highway department can do the work. Motion seconded by Leigh and unanimously approved.

Motion by Leigh to move forward with installation of culvert and road crossing at the highway complex. Pete is able to do the work with town equipment. The project cannot begin until it has been reviewed by the Planning Board. It does not require a planning board hearing. Motion was passed unanimously.

Motion by Don to approve a purchase order for \$1,000 for enhancing security at the historical society, seconded by George and unanimously approved.

Cement steps outside town office and library. Leigh has spoken to Mike Dazet a stone mason from Grantham who has estimated \$1500 for repairing and sealing the steps at the town office and library. Leigh noted several options: 1. Do nothing; 2. granite steps; 3. repour steps; or product like Amstep. He has quotes of costs of products from Amstep. Jon Poston suggested LE Weed may sell pre-cast concrete steps. Bill Huntoon noted the pre-cast steps don't hold up. He stated Mike does a good job. Leigh noted Mike can't give a warranty because there are too many variables. Board agreed something needs to be done to correct the situation even as an interim measure with more permanent options investigated for the future.

Leigh noted library foyer entrance door doesn't close all the way. He will look to see if the springs in the hinges are adjustable and if not, he will get new hinges for Pete to replace.

Leigh has purchased two new light fixtures for the town hall. They will be installed after the painting is done.

A fence post at the recreation field will be replaced.

Bill Huntoon stated that he has a problem with the Board wanting to hire a third person on the road crew when the road agent is delving into the projects on the list. The Board noted they are refilling the vacant position. Last summer was very productive in getting projects taken care of. The part-time person spends a bulk of time in the summer mowing and trimming and cemeteries. Pete uses the person when he has projects that require more assistance.

Building protocols: Recently there was an issue with empty oil tanks at the town hall during the time the building was rented out over the weekend. Board agreed when there is a problem during the weekend or off hours, the Selectman "on call" i.e. the one who has the duty of signing checks that month should be the "go to" person.

Board discussed sending a letter to heating fuel companies to find a new vendor for heating. There have been several instances when Irving has had to be called for fuel. The letter will

request price, contractual agreements, and arrangements for emergency delivery service. Leigh will add this to the project list.

Board and Department Updates:

George shared the Upper Valley Planning Commission Transportation Advisory Committee's next ten year plan. The list has gone to the legislature and will now go to the senate and then back to the legislature. Route 114 is not on the list for any further projects unless there is another stimulus package. Nate Miller has been hired to replace Christine Frost. UVLSRPC is looking for a planner to take over the TAC.

The Transportation Advisory Program (TAP) has prepared a list of highways and bridges that are on the red list.

The Conservation Commission did not have a quorum. They are planning for Green up Day on May 3. There was discussion about the wetlands map. It was also reported there had been some stones taken from the boundary at the Wilmot/Springfield line. The Commission has purchased signs to mark town property. The Commission was pleased with the turn-out of the wetlands meeting. They were concerned they don't have funds to do this too often. George recommended they approach the Selectmen or Planning Board for assistance if they have other worthwhile events that need sponsoring.

Leigh reported the Cemetery Commission met reviewed their list of projects.

Don reported he attended a recent business meeting and annual elections of the Fire Department. The Chief and Deputy serve two-year terms. There were 5 or 6 other positions filled. They questioned the status of cleaning the building.

Don reported he attended the energy conference. The attendees were broken down by region. One person he spoke to mentioned piggy backing grants when there are similar projects in the region.

Frank Anderson has requested residents from the Sullivan County House of Corrections for three days to help with cemetery clean up this year. Concerns were addressed about the use of time of having three town employees there in addition to the inmates. They will need one person who can drive the loader to remove debris.

Correspondence:

Municipal recycling and composting conference 4/23/2014

Ribbon cutting ceremony for the Sullivan County Biomass plant in Unity 4/21/2014

Noted letter of appreciation to Mike Beaulieu from the Supervisors of the Checklist for his services on election night.

List of First Notice for tax lien is available in the Selectman's mailbox

Notification from Ramsey regarding cutting of trees near their residence on the lake.

Copy of letter to resident of Hogg Hill Road regarding driveway culvert.

Letter from Chauncey Baker, Sullivan County Registrar of Deeds Deputy regarding her plans to run for election for the office of Registrar.

Notice from Healthtrust regarding a random telephone survey that will be conducted with the assistance of UNH.

Miscellaneous Business:

An issue with a couple of employee W-2's for 2013 will need the assistance of an accountant to correct and file the necessary federal correction forms. Motion by Don to bring in Greg Colby to correct the payroll issues, seconded by Leigh and unanimously approved

A discrepancy in the calculation of the 3% increase resulted in an underpayment of about \$6.00 for a few employees. The problem will be corrected this week.

The stipend for the Health Office was inadvertently missed with the first quarter stipend payment of January 2013. The board approved the payment. This will result in an overpayment of that line item for 2014 and will be duly noted.

At 9:15 p.m. Motion by Don to move into non-public session per RSA 91:A re: benefits and compensation.

The motion was seconded by Leigh and unanimously approved.

The non-public session was adjourned at 9:45 p.m. The public session of this meeting will be continued to Wednesday, April 16 at 10:00 a.m.

Board of Selectmen

Wednesday, April 16, 2014

Memorial Building

10:00 a.m.

Selectmen Present: Don Hill, Leigh Callaway, George McCusker.

Others present: Tim Julian

Painting bids reviewed. Leigh forwarded Revered Painting bid to Jon Poston. Jon has verified the bids are compatible. Bids range from \$19,212; \$23,290 and \$28,600. Lowest bid is from Revered and is \$4,000 less than the next highest bid. Discussion followed regarding proceeding with the lowest bid. George noted his concern with the way the bid was submitted and feels it leaves room for speculation. Leigh stated Revered e-mailed him 2 weeks ago and is time stamped prior to Monday's date. Leigh followed up with request to mail the paperwork specifically with the town's contract signed. Mr. Revered has never done work for Leigh. The steeple project was awarded based on e-mailed bids, but Leigh did not look at them ahead of time, he printed them and put them in an envelope and left them at the town office. Leigh moved to accept the lowest bid (Revered). Motion seconded by Don. Leigh and Don voted in favor; George opposed. Leigh stated he has never hired the applicant personally.

Don reported the highway department will begin working four ten-hour days beginning Thursday, April 17th. George noted he is not in favor of the 4 day work week for all the reasons he has stated before. Don stated the personnel policy allows the departments to set hours. Motion by Leigh to approve the 4 day work week for the highway. Motion was seconded by Don. Leigh and Don voted in favor. George opposed.

Don checked on George's concerns regarding the constraints of the Selectman member on the Planning Board. That person has all the same rights and responsibilities as every other member, though they cannot serve as chairman.

Leigh and George have reviewed Warner's purchase policy. Requirements and exemptions were discussed. Leigh would like the policy to formalize the agreement to allow projects the Selectmen place on the list to begin without further approval. Purchase orders for expenses between \$750.00 and \$999.00 require the signature of one Selectman. Over that requires a quorum. Exceptions for things like routine maintenance, winter sand, or emergency vehicle repairs will be included in the policy. The Department Heads need to be filling these out prior to purchases. The Board is in agreement that items on the project list can be taken care of since those projects are only added in a public forum at a Selectman's meeting. Don will work on the draft and e-mail to the other two Selectman so they can review them prior to the next meeting.

Leigh wanted it noted for the record, that as a member of the Elkins Fish & Game Club and not in any town capacity, he is responding to a request from a resident who works with a group of children, to take them to the club to teach them about firearms safety. Chief Tim, as a private citizen, will also be volunteering. Tim noted that the children are members of a nationally recognized group and have their own insurance and not under any umbrella of the town.

The wetlands grant will expire shortly. There is money left since the town did not require legal review. Mike McCrory from the Upper Valley Lake Sunapee Planning Commission will be talking to the

Selectmen about enabling some kind of online mapping through use of the remaining funds. George suggested this be reviewed by the Planning Board at their meeting tomorrow night. Since the map completed by Rick Van De Pool has not been adopted by the Planning Board as an official map, the project would most likely involve the set up and guide as a resource but is not tied to any ordinance.

Now that the painting contract has been awarded, Leigh would like authorization to move forward with the application for the moose plate grant. The deadline for submission is April 25th. There is not enough time to wait for the next meeting. George noted his concern about the timing to get the project completed. Don moved to support the grant application, seconded by George and unanimously approved.

At 11:00 a.m. Leigh moved to enter into non-public session per RSA 91-A re: performance and compensation, seconded by Don and unanimously approved.

The Board entered back into public session after having voted to seal the non-public minutes.

With no further discussion the Board voted to adjourn at 11:40 a.m.

Submitted by,

Janet Roberts