

**BOARD OF SELECTMEN**

**NOVEMBER 25, 2013**

**MEMORIAL BUILDING**

**7:00 P.M.**

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

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

Others present: Ken Jacques, Bryan O'Day, Bill Huntoon, Tom Duling and Alli Wheeler.

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

Two sealed bids for the Dodge 2500 pickup were received. One for \$700.00 and one for \$800.00. Leigh moved to go with the highest bid of \$800.00 from George Barton in Andover. Motion seconded by Don and unanimously approved.

CIP: Ken Jacques presented the draft of the Capital Improvement Plan. The plan was submitted to the Planning Board on the 21<sup>st</sup>. Ken explained the committee's goal was to prepare a useful tool for the Planning Board, Board of Selectmen and Budget Committee to use. The committee worked with department heads in compiling information based on projected capital needs. Capital needs were defined as those having a cost of \$5,000 or more and a life expectancy of at least 3 years. None of the projections are "fixed in stone" and may be adjusted as conditions warrant. Next year, the oldest year would be moved to history and the plan would move one more year out. The plan compiles capital expenditures in one place to become part of the planning process. The committee looked at basic guidelines from the State and from other communities not necessarily all from NH.

Don noted the Planning Board's first look at the draft Thursday night was met with positive feedback. The Introduction clearly explains this is not an endorsement by the committee, but rather a list of what departments are looking at. Don noted the PB approved putting the draft on the website. Ken said he hopes the Planning Board will offer any editorial suggestions to the Committee and approve the plan at their December 19<sup>th</sup> meeting. In the meantime, he hopes the plan will be used as part of this year's budgeting process. Once the Planning Board approves the plan, the subcommittee will be dissolved. The Selectmen felt it made sense for department heads to be responsible for proposing updates to the plan every fall. Ken pointed out, when looking at the numbers and tallying totals by year, it is noticeable there has been some deferment of capital expenses, most likely from the impact of economic conditions. Ken feels the plan is satisfactory for assessing impact fees if a situation was to come before the town, but he did not feel there was going to be something the town was going to be face with anytime soon. If the State feel the plan does not meet needs, the plan could be updated during the next yearly process. Don noted the Selectboard should set up a reminder to department heads to upgrade their plans around September next year. Ken would be willing to chair the subcommittee in another year if he is still on the Planning Board. Selectmen thanked Ken for the presentation.

Public Comments: Bill Huntoon stated that if the Fire Department comes back in the near future looking for a 4WD truck to replace the one that is being sold because they say they can't make it to all the places with the new truck that they once did with the pickup truck, he hopes the Selectmen, as will he, look closely at that request. He feels they were not truthful when they talked about the mileage and the condition that the pickup was in.

Unfinished Business:

Tom Duling stated he has been to the former Lee trailer and feels that with some elbow grease and money someone could live there. He stated some of the rooms are messy and have a lot of stuff stored in them. The kitchen looks to be in pretty good condition. There are appliances. Windows are broken and have been replaced with plywood. Some "junk" is outside. The DES has on record there was a septic system design submitted but there is no record the system was ever inspected. DES cannot say if a system was installed or not. Leigh questioned whether the town would be prohibited from selling the property without an approved septic.

Personnel Manual: Leigh noted he made the minor changes that had been discussed at previous meetings. The manual is ready for signature. Don moved to approve the Personnel Manual, as amended, seconded by George and unanimously approved. The manual will be printed and given to all personnel to read and to sign that they have read and understood it. Don thanked Leigh for the "heavy lifting" on this project.

Computers: Leigh reported Microsoft will no longer be supporting the existing operating system as of April 2014. The 4 computers in the office and 1 in the Police Department will need to be replaced. Don asked if the hardware was adequate to install the new software. The existing computers may not have "horsepower" enough to support the new operating systems. Leigh stated he has a quote of \$870.00 ea. from Certified Computers. George questioned if the proposed computers would have enough extra capacity to serve over several years. Leigh will check with CCS. Equipment replacement included 5 computers, 1 monitor and up to 2 battery backups at a cost of \$7685.00. The Board discussed whether to encumber funds from this year but wait to pay for and install the computers next year. Leigh presented copies of a budget spreadsheet he prepared based on year to date expenditures. The Board agreed for transparency, they preferred not to encumber funds, but noted there appears to be funds available to purchase and upgrade equipment this year so as not to have to ask the taxpayers for money for this next year. Don moved to upgrade the computer work stations this year as opposed to encumbering funds for next year, due to upcoming changes in April, and to approve the purchase of 5 boxes, 1 monitor and required battery backups as presented. The motion was seconded and unanimously passed. George stated for the record, he wanted to emphasize how crucial the computer system is to the functions of the town. Leigh will check with CCS about operating system requirements and will notify the other two Selectmen so they can sign a purchase order. Office staff will work out a conversion schedule.

Town Farm Road speed limit- Discussion was tabled until there is further information available about which portion of Town Farm Road is being considered for a change.

Service contract for heating: Both Leigh and George have spoken to Mason. Mason wants to do the work. He does not have a “designated” business arrangement with anyone else for a backup but suggested perhaps going with the oil provider. George stated he has also spoken with Mason about having Ryan Peterson as backup. Mason was agreeable and would be willing to work with Ryan to show him the existing systems. George stated Mason has quite a bit of work on propane conversion estimates done, and should have numbers by next meeting. Don stated, if feasible, he hopes this will be a short payback. George said if a decision is made to do a propane conversation, a large amount of money can be saved by having the highway guys drain and remove the existing oil tanks. Bill Huntoon stated he felt the budget committee would want to compare costs involved to replace in kind. Bill questioned whether there is further information about pre-buy or locking into an oil rate now that the State allows it. Don stated he had called around for pre-buy pricing, but has not locked in.

Don stated that he is not comfortable with service we have gotten from Irving. George indicated he is comfortable with Mason as service provider and Ryan as backup. Don noted the Selectmen are not talking about getting an estimate or writing up a contract for “on call” service with Mason. He has treated the town fairly and they expect he will bill as services are provided. Motion made by George to approve Mason Wheeler (Springfield Plumbing and Heating) as our service provider for heating of all town buildings. He will do cleaning and maintenance as required. Motion seconded by Leigh and unanimously approved.

Tax deeding update: Don reported Mr. Pitts has paid the amount outstanding on 2010 taxes and is no longer subject to deeding at this time. Lefebvre: The State does not recommend a site visit by the Town and Board of Selectmen. Under the circumstances there is no standing for the town to enter on private property. The DES representative will make a site visit and report back to the town.

Timber Taxes: Discussed recommendation from the State to have someone to review timber harvests and make recommendation for uniformity in assessing yield taxes. The approach has always been to assess timber halfway between the high and low suggested State values. A matrix takes in quality of timber, access and size of cut. In the past Clayton Platt, Forester has gone out on some of the larger cuts. The State recommends having someone, not necessarily a certified forester, appraise all cuts. George wondered if the Town is allowed to require the “paper trail” from the mills. The Board agreed to table further discussion and look into what surrounding towns do.

#### Board and Department Updates:

Leigh reported that Bruce Allen perambulated the Wilmot Town Line with Wilmot representative(s) on Saturday. Bruce thinks someone may have moved the stone at the most Northeast Corner bound between Wilmot, Springfield and Grafton. He will investigate further.

George reported the Highway Department spent time sanding on the weekend. They have been cleaning ditches with the mounted leaf blower. George stated from what he has seen, it seems to work well, but he has heard some controversy about it.

Mike McCrory and Rick Van de Poll were at the Planning Board meeting with an update of the status of the wetlands project. Mike is in the process of writing a newsletter that will be going out to voters. There will be a public presentation of the status of the project at the December 19<sup>th</sup> Planning Board meeting. There was discussion whether the project would be ready in time for placing articles on the warrant for 2014 Town Meeting. The Planning Board appears to be considering this carefully and will be “calling the shots” about whether to proceed.

Reimbursement documents for the wetlands grant from NH Housing have been prepared by UVLSRPC for the period through August and are ready to be submitted to NHHA. The Board approved submission.

Invoice from Lou Caron for his consulting work on Sanborn Hill Road was approved by Kevin Lee, Planning Board Chairman. Selectmen are in agreement to pay Mr. Caron and send request for reimbursement to the law firm representing Mr. Lindquist, as noted by the Planning Board.

Don stated the Selectmen have been hearing what is “in the wind” about moving forward with removal of material off Sanborn Hill Road. Motion made by Don that the Selectmen will not be authorizing movement of material from the property on Sanborn Hill Road without Site Plan Review approval, as has been stated by the Springfield Planning Board. Motion was seconded by Leigh and unanimously approved. Bill Huntoon questioned how Van Webb was able to use material from the site. Don noted the approval was for a limited amount of material for a specific purpose and time. The request went through Planning at the time.

Mosaic Parcel Map MOU request: Don stated the purpose of a Mosaic Parcel Map is to share information between municipalities for investigative work and it is not intended to be available to the public. He does not see a problem with making the information available. Leigh noted concern if there might be additional work required of personnel. Discussion was tabled to find out more about what is involved.

Capitol Alarm: Recent review by Capital Alarm it was noted that some of the batteries in the panels need updating. The State requires annual testing and inspection of alarms, and emergency lighting which has not been done for some time. Purchase order approved for estimate of \$1,000 to do inspection of alarms, including fire extinguishers. Including this as part of annual contract with Capitol will be discussed.

**Signatures:**

Request by Southwest Community Services for \$625.00 for 2014. The Selectmen indicated they will try to place the request in the town’s budget.

Request from Cynthia Anderson for Tax Collector’s abatement to adjust the tax bill for Barry Collins for the period of the tax year that the Town owned the property. Motion made by Don to approve the request, seconded by Leigh and unanimously approved.

Request from Kearsarge Lake Protective Association for reimbursement of \$233.000 for this year's lake hosting and a request to include \$500.00 in 2014 budget for same. There was also mention in the letter regarding KLPA retaining the balance of funds appropriated which was unclear. Don will speak to Daphne Klein for clarification before the Selectmen make a decision.

Intent to Cut Timber – Dan Thorne; Aarons Ledge Property – access from Deep Snow Drive. Selectmen signed Intent but would like this to be discussed with Pete Abair first. If he is ok with it they are ok to let it go.

Miscellaneous Business:

Leigh noted he sent a draft announcing the need for a volunteer for the Municipal Budget Committee. The Board agreed to post on list serve.

Don reminded those in attendance of the meeting tomorrow night with Selectmen, Planning and Zoning Boards and other interested parties to work out timeline and plan for home occupation, and home business compliance.

George McCusker stated he feels it is too late for the front steps of the Memorial Building to be repaired. He would like to postpone the work planned by Todd Longley and table addressing the issue until spring. He has been given some recommendation for repair and has spoken to Pete Abair about it. Motion made by Leigh, in view of the steps not being completed, it is too late in the season to have the work done this year. Motion seconded by Don and unanimously approved. Bill Huntoon noted contractors in the State are required to stand behind their work for a year and noted concern that this repair did not hold up for a year.

George questioned if there was any information about disposition of the old rescue vehicle. He has spoken to Mason about it and he may be interested in bidding. George recommended sending requests for bid if don't hear back from Pete Lacaillade soon.

The meeting adjourned at 9:15 p.m.

Submitted by,

Janet Roberts