

BOARD OF SELECTMEN

DECEMBER 28, 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: Judi and Ed Shank, Pete and Sue Abair, Cody Patten, Mike Lawlor, John Anderson, Phil Lebrecht, Erik Rollins, and Whit Smith.

Don called the last Selectboard meeting of 2016 to order at 7:00 p.m.

Appointments: Judi Shank, of 457 Hogg Hill Road would like to request a “Beware of Children” sign. There are 9 children between her house and near the area of 383 Hogg Hill. The speed limit in the area is 25 MPH. There is a lot of thru traffic on that road, and cars travel at a high rate of speed. The crest of the hill makes visibility difficult. She is concerned for the safety of the children bike riding or walking to and from neighboring residences. Don noted Mrs. Shank’s request is reasonable. The Board will seek input and a recommendation from the Chief of Police. Leigh stated if the Shanks see something that is happening, or a pattern of concern, they should contact the Police Department.

Zoning Permit Updates: summarized below: (copy of report attached).

Whit Smith reported a building permit for a chicken coop for Patten’s at 3144 Main Street was approved via the e-mail protocol.

He is aware of the Notice of Violation that was sent to Tunis LLC. An application for an Administrative Appeal was received at the office today. The ZBS Chair will recuse herself from the hearing process, but has asked Board members about scheduling a meeting for January 17th.

A second visit was made to the Brooks Weathers wood processing location. Things were very still and the sound level was about 45 db. With a few vehicles passing by the sound level was 65-80 db. He will forward his finding to the Planning Board.

Whit has an appointment with Mr. and Mrs. Martin on Hogg Hill Road on Friday to follow up with the letter that was sent to them.

He is still working on the definition of a structure for the Planning Board’s review tomorrow night.

Mark Brunelle has been in contact regarding the application for an after-the fact permit for the deck and front stoop on Bowman Road. Whit has reviewed the property. There is a 10 x 12 deck on the rear of the house, and a 3 x 5 set of steps on the front. The house is 33’ from the lot line, as per the approval granted by the ZBA. There are seasonal wetlands on the property, but

they are not infringed on by the structures. Mark estimates the value of the structures to be estimated at \$1500. Motion by Tamara to accept the estimate as reasonable. The fee for the ATF application is \$150.00. Motion seconded by Leigh and unanimously approved. The fee must be collected before the application will be signed and released. Whit will be in touch with Mr. Brunelle.

The Board reviewed a written response, dated December 14, 2015, from Deb Roberts in response to a Notice of Violation. The Board agreed the response still does not address the facts, or satisfy the requirements. Leigh moved to forward the matter to legal counsel for the next step in enforcement. Motion seconded by Tamara and unanimously approved. Whit noted, for the record he noted this matter could easily be resolved with payment of the fee, which has been conveyed to her both verbally and in writing. The Board requested Janet forward the matter to legal counsel.

Mascoma Valley Snow Traveler representative Phil Lebrecht reported the club has not made any headway with the Police Department in the damage to the gates at Aaron's Ledge, McGraw, and Mike Sklar (?) properties. These gates are property of the snowmobile club, and were not installed on town roads but on private property. There is a written statement from a property owner with names of people who drove across the property and damaged the gate and admitted to doing so. Phil has spoken to the Grafton Chief who indicated that the paperwork was all handed to him and that Springfield PD was no longer involved in the case. The club would like resolution. Four more gates have lost locks, and trucks have been driving on snowmobile bridges on private land in the area of the Gile Forest. Leigh reported the Board had received a complaint from someone from out of town about riding motorcycles on the Class VI roads in the Gile, but the gates were locked. Leigh reviewed with the Division of Forest and Lands. Locking the gates on Class VI roads is contrary to state law.

Erick Rollins reported he requested for the gate at Jones Road to be unlocked, but it hadn't yet. Snowmobile trails are to be open as of December 15th. Having the gate locked and closed still is a hazard. Erik will be in touch with one of the Selectmen if he finds the gate is still locked.

Minutes:

Minutes of December 12, 2016: Leigh moved to accept as written, seconded by Tamara and unanimously approved.

Board and Department Updates:

Tamara reported the Library Trustees understand why the Selectmen did not support putting the \$38,500 they are seeking for interior renovations to the library in the operating budget, but they are not happy the Selectmen are not entertaining it as a warrant article. They would like a chance to pursue how the voter's feel about the request. Don noted the Selectmen held a budget discussion with the town boards and this plan was not part of the discussion. Two weeks later they learned of the request for interior renovations. Leigh noted the Selectmen are on record of not supporting the interior renovations, at the moment, but they whole-heartedly support the

library. The Trustees have the option of presenting their request to the Budget Committee on their own.

The Planning Board has a work session scheduled for tomorrow night, Thursday, December 29, to review proposed changes to the zoning ordinance.

Jill Hastings has been offered and accepted the part-time position as the Deputy Administrative Assistant. She will begin work on January 3, 2017.

Board reviewed remaining funds in the operating budget. They had agreed to encumber funds to finish the project in the Protectworth Room, and to replace the server and the printer from the 2016 budget if the general fund was adequate. Leigh reported that Pete Abair also had the guardrail at McDaniel’s Marsh inspected that was damaged by an accident recently. The whole guardrail needs replacement as the posts are rotted. The guardrail does not meet current safety guidelines, and this is a matter of public safety.

Tamara reported that the Library would like to encumber their consulting line. She had explained to them without a contract that might not be an option. The Board agreed, and noted that the consulting line could be appropriated again in their 2017 budget. There is also unspent funds in the cataloging line, and since that project is tied to wages, and is not yet completed, the Selectmen agreed that should be re-appropriated.

Leigh noted the administrative printer is having some issues, and it is at the end of its lifespan. Repairs are not cost effective. He also noted at the last meeting he had been opposed to the motion to purchase a server versus leasing. After thinking about it, he realized that he had been wrong, and the Board did the right thing by agreeing to a purchase.

Amounts to encumber as follows:	Protectworth Room Cabinetry:	\$18,157.50
	Springfield Plumbing & Heating:	\$ 2,000.00
	Certified Computer Solutions:	\$ 9,783.00
	CWS Fence & Guardrail	<u>\$ 4,375.00</u>
		\$34,315.73

Motion by Leigh to encumber \$34,315.73 from the 2016 operating budget for unfinished or contracted projects to be done in early 2017. Motion seconded by Tamara and unanimously approved.

Leigh announced that the Kearsarge Regional School District Deliberative Session is Saturday, January 7, at 9:00 a.m. at the Kearsarge Regional High School.

Budget Update:

Tamara reported the budget committee would like to entertain starting work up behind the highway garage, doing the work piecemeal. Some don’t see the point of building more sand storage in an area that could be used as parking, especially since the building is also the

emergency shelter. Leigh stated he would like to have more information on the bottom line of the budget before he makes a decision about funding a sand shed this year. If the issue is limited parking as pertaining to the emergency shelter, then the ballfield could be opened for additional parking.

Fire Truck: Preliminary numbers for a tanker replacement are about \$240,000. The Board discussed options for funding, fund balance or a portion of, and borrowing. Leigh noted, there will be no other debt service as the highway truck will be paid for mid-summer 2017. The fund balance looks strong but is right in the middle of the Department of Revenue's recommendations. Don noted he supports the truck, but he feels that water treatment is the key for maintenance. The needs to be a line in building and grounds for water treatment for the water in the storage tank that is used to fill the trucks. Leigh moved to add a line and appropriate \$3,000. The motion was seconded by Tamara and unanimously approved.

After reviewing estimates of payments and costs to finance, Leigh moved to support between \$200,000 and \$240,000 for the tanker replacement, and recommend a 3 year loan. Motion seconded by Tamara and unanimously approved.

Leigh requested a vote to add the library granite step replacement to the project list for 2018. The steps were just repaired late fall. Motion by Leigh, seconded by Don and unanimously approved to add to the project list.

Leigh moved to add to the non-recurring project line in the budget, the cost to replace the garage door mechanisms at both the highway garage and fire department. Motion seconded by Don and unanimously approved.

The Board discussed updating alarms in the Protectworth Room to accommodate the changes that have been made.

The Board reviewed recommendations from Assessor, George Hildum, regarding a request from Jim Yager for pro-ration of property taxes on property he acquired during 2016. Don moved to accept the recommendation, and deny the request. Motion seconded by Leigh and unanimously approved.

The Board signed a first notice letter to the owner at 378 Stoney Brook Road regarding a shed built without a permit.

The service contract for Certified Computer Solutions was approved and signed.

Leigh added the change regarding employee references to the employee manual. The update was approved and the revised manual was signed.

Leigh reported marketing representatives from Fairpoint want to come to speak about what internet services they can offer to residents. The Board noted that a lot of people are unhappy

with Fairpoint services. This would be an opportunity for public input. The Board proposed inviting them to the January 23 meeting at 7:00 p.m. A confirmation will be posted.

Miscellaneous Business:

Whit Smith thanked Janet Roberts for all the help he has been given as zoning coordinator.
[The Selectmen made me include this.]

The meeting adjourned at 8:45 p.m.

Submitted by,

Janet Roberts

DRAFT

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

Applications for Permits –

1. Mark Brunelle, 152 Bowman Rd (location of property). Application for a permit (after the fact) to build a 10' x 12' deck on the rear of a recently constructed single-family house with stairs leading up to the deck; and a small 3' x 5' steps/deck attached to the front of the single-family house to allow access to the front door. Neither structure appears to be under roof. Construction of the rear deck and front stairs have been completed. Applicant estimates the value of the rear deck to be \$1200 and the value to the front steps to be \$300.

Note regarding side yard setback requirement: the house itself is purported to be 33' from each side boundary of the lot; Applicant applied for and received a special exception allowing for dimensional relief from the 35' side yard setback based on this being a so-called "non-conforming" lot. The stairs for the rear deck do not extend past the side of the house and therefore are no closer than the side of the house to the north side boundary of the lot.

There is no rear or front setback encroachment. Permit application is complete with drawings. No wetlands buffer issue. Structure less than 35' tall. Zoning Coordinator has discussed the application with Mr. Brunelle; Zoning Coordinator has visited and viewed the site. Recommend APPROVAL, subject to receipt of appropriate fee for "after the fact" application for zoning permit – to be set by the Board of Selectmen.

Applications for Permits – Pending.

2. 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. Notice of Violation signed by Selectmen and sent to the Applicants.

Applicants have responded to the Notice of Violation in an email with written letter attached thereto (reviewed December 21, 2016). The same was forwarded to the BOS and the Administrator for consideration at the 12/28/2016 meeting of the BOS. Applicants were advised accordingly.

Applications for Permits – Approved by e-mail protocol.

3. Alison & Darrin Patten, 3144 Main Street; Application to build a 14' x 14' chicken coop. Permit application is complete with drawings. No setback encroachment. No wetlands buffer issue. Structure less than 35' tall. Zoning Coordinator has visited and viewed the site; discussed

plans with the applicant. APPROVAL granted by e-mail response from Hill Callaway and Butcher. Approval noted and delivered to applicant.

Other Matters.

A. Reviewed Notice of Violation letter that was sent by the BOS to Christine Austin.

B. At the request of the Town Planning Board, Zoning Coordinator has made second (2nd) visit to location on Rte 4A where Brooks Weathers is expanding a firewood processing operation. Zoning Coordinator took ambient sound measurements (decibel readings) at the back of the clearing and at the front of the clearing approximately 5:45 pm on December 28, 2016. Sound pressure levels measured in db ranged from 45 db with no traffic on Rte 4A in front of the property to 65-80 with 3-4 vehicles (no tractor trailers) travelling by in the vicinity.

C. Follow-up with Mr./Mrs. Martin regarding 12' x 20' shed constructed without zoning permit. Mr. Martin advised the Zoning Coordinator (by email) that he was out of town on business, but would be back during the year-end holiday.

D. Zoning Coordinator completed working draft proposed revision for the definition of "structure" in the Zoning Ordinance. This matter was discussed at the last Planning Board meeting and will be discussed at the "workshop" meeting scheduled for Thursday, December 29, 2016.

<< RWS 12/28/2016 >>