

BOARD OF SELECTMEN

MARCH 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 present: Bryan O'Day, Pete Abair, George McCusker, Mike Lawlor, Tim Julian and Tom Duling.

The meeting was called to order at 7:00 p.m.

Minutes of March 14, 2016: Typos noted and corrected: Page 2 the word grand changed to grant; arrived changed to derived; and "They note ~~he~~ area is ranked to the area is ranked." Motion by Leigh to approve as corrected, seconded by Don and unanimously approved.

Position descriptions: Planning and Zoning Compliance position – Leigh reported he is waiting for the Planning Board and Zoning Board to weigh in.

Bookkeeper/Office Assistant: Updated draft copies were handed out. Board members will review with office staff to fine tune for the next Selectmen's meeting.

New Business: Records retention committee: Leigh reviewed information relative to e-mails and e-mail backups. E-mail correspondence between board members is used preparatory to meetings. Any complaints from residents or other pertinent information should be printed and a hard copy kept.

The Board reviewed RSA 33-A: 3 relative to retention and disposition of municipal records. The RSA requires a committee to approve records to be disposed of. Leigh moved to appoint a Selectman, the Selectman's assistant, Police Chief, Town Clerk/Tax Collector and Deputy. Membership will be reviewed annually. The motion was seconded by Tamara and unanimously approved.

Leigh discussed perambulations of town lines, which by law, should be done every 7 years. The Board agreed to enlist assistance from a surveyor in areas of trouble spots. Some town lines have been done a few years ago and others have not. Motion by Don to hire assistance for up to 5 hours in the event that assistance is needed to complete the project. Motion seconded by Leigh and unanimously approved.

Board and Department Updates:

Cemetery: Two positions were on the ballot for election. Richard Petrin received 4 write-in votes. The Board was in favor of Richard Petrin's write in. George McCusker is interested in serving on the Commission. The Board voted in favor of appointing George to the 2 year term.

Planning Board: Leigh reported David Fidler was present for a consultation for annexation to an existing lot. Wonderwell provided a status update. The Planning Board noted the plans for changes to the building, but stressed that Wonderwell still needs to address parking, lighting, and signage. A Site Plan Review Hearing was held for Durgin and Crowell for a proposed pellet plant. They are scheduled to go to Zoning on April 5th.

Highway: Leigh reported the Freightliner is back in service after having a broken mounting bracket repaired. Pete stated the mounting bracket was not braced properly. Pete is in the process of working with Freightliner and Fairfield to swap out the existing 11' plow with a lighter 10' plow.

Old Home Day: Don reported the Old Home Day Committee has requested having a more visible link on the town's website. They would like a link with better visibility that is easier to navigate. Don moved to approve an expenditure of up to \$100, if needed, for the website vendor to add a link for Old Home Day. Motion seconded by Leigh and unanimously approved.

Non-recurring projects: Secured storage in the meeting room was reviewed. A plan will need to be drawn in order to send out RFP's. The Board approved spending up to \$500 if necessary, for a design plan of what is needed.

Leigh reported he has sent an e-mail to the original builder of the skate park regarding repairs.

Repairing the historical society floor, and refinishing the church pews are also on the list. Work on the church pews has been estimated between \$3,000 and \$5,000 and will be put out to bid. Leigh will work on drafting an RFP.

Painting of the Historical Society funds were encumbered from last year to this year. Bill Huntoon bid on the project and agreed to do it this year for the same price. The Board agreed that a deadline needs to be put on the project. Tamara will contact Bill.

Repairs are needed for the library steps. Leigh will give Tamara contact information. The Selectmen will look at estimates and share that information with the Trustees.

Janet shared information regarding Business Management's Payroll system. Other vendors will be contacted.

Leigh questioned if the Board wished to proceed with contacting CLD Engineering to complete review of the area up behind the highway shed. Test pits will be needed to determine what could be done with the area and to design the access road. Don noted this has been an ongoing discussion with space needs for a salt shed, storage, and parking for the emergency services building. An engineering study is needed to see what is feasible. Leigh stressed there is no "agenda" to put the sand shed back there. Other possibilities and accessibility need to be addressed. Don moved to proceed with the engineering study, seconded by Tamara and unanimously approved.

Signatures:

Chiarella, J – Nichols Hill. Three building permits approved and signed for a shed extension on the existing barn, an extension of the house entryway, and building a new wood shed. Tom Duling reported he did not see any problems.

Selectmen signed signature forms for Selectmen changes for the bank.

The annual agreement for use of the Sunapee Transfer Station was approved and signed. The annual fee to Springfield is \$102,756, with quarterly payments of \$25,689 for 2016.

The Department of Revenue Appropriations Voted report was signed.

Correspondence: Notification from Clean Solutions regarding the requirement for annual inspection of the septic at the Highway Garage.

Tim Julian reported he spoke with the resident of 60 Eastman Access. He was told there are “no squatters”. The campers are unoccupied, and there are plans to clean up the property.

The Board entered into non-public session per RSA 91: A-3 - Personnel.

At 8:32 p.m. the Board entered back into public session. All three members voted to seal the non-public minutes.

The meeting adjourned at 8:32 p.m.

Submitted by,

Janet Roberts
Administrative Assistant