

## **BOARD OF SELECTMEN**

**MAY 13, 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: Peter Abair, Mike Lawlor, Bill Huntoon, Bryan O'Day, Ed Belfield, Tom Duling and Jon Poston.

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

### Opening Bids:

Bids for town hall steeple/belfry restoration (Job Task One) and windowsill repair (Job Task Two), and painting of the exterior doors and trim at the Town Office (Job Task Three) were opened.

Job Task Three: Painting at Town Office. Don stated it had come up in the course of discussion if the highway department would be a viable option in terms of time and profession for this project. He recollects the Selectmen felt this should be done with professionals in terms of scope of work. George and Leigh agreed. Five bids were received ranging from \$620.00 to \$1650.00. Bill Huntoon stated that one of the doors out back is rusted and is not paintable. His bid includes \$350 - \$400 for a door and weather stripping for a couple of the library doors. George McCusker stated if highway department isn't doing the painting, he recommends going with Bill Huntoon's bid. Leigh stated Bill has a full solution and answered the scope of work but "went the extra mile" in noticing there was a problem and a solution. Motion made by George to approve bid from Bill Huntoon, seconded by Leigh and unanimously approved.

Job Task Two: Five bids received ranging from \$1450.00 to \$6000. George moved to award the bid to Bill Huntoon, seconded by Leigh and unanimously approved.

Job Task One: Steeple Project. George McCusker asked to invite Jon Poston and Billy Huntoon to the table to look at the bids since they are both builders and are aware of the scope of the project. Five bids were received ranging from \$13,400 to \$28,000. Leigh reported Foster's Painting has done about 70 steeples. He checked their website for references. They were highly recommended by a reference from Dan Wolfe. Leigh did not find references for any others. Leigh reported he met with Bill Jonah and his son of Lake Sunapee Painting and they actually got out on the steeple and looked around. They said the copper roofing up there looks to be in beautiful shape. Jon Poston stated comparatively both bidders have described the same project and have met the scope of work. Jon recommended talking to the successful bidder to determine roofing requirements and a plan to address rain and snow from blowing in the louvers. Mike Lawlor questioned what would happen if the project is not finished by August 30<sup>th</sup>. Selectmen discussed whether there should be a contract or some sort of penalty clause. Jon stated if it were

going to be included it should have been part of the bid. He would not recommend it. Weather conditions could be a factor, but he felt a contractor was going to come in and get this job done. Don noted that Mike's point was well taken and may be something they want to include in the future. The Board asked Jon if he would be agreeable to being the Clerk of the Works for this project, and as Clerk of the Works if he would be comfortable speaking to the contractor to determine if the estimate for roofing could be eliminated. Jon stated he would.

Motion made by George McCusker to accept the bid of Foster's Professional Painting LLC. Motion was seconded by Leigh and unanimously approved.

Selectmen thanked Jon and Bill for assisting them.

All involved felt that Lake Sunapee Painting's bid was very competitive. They thought perhaps the difference in cost was due to the need for a lift. The Board would like to send out letters to the bidders informing them of the outcome of the process and indicating that they expect to have opportunities for further painting work next year.

Unfinished Project List:

Board members reviewed the May 9, 2013 version of the project list.

Some projects from the list have been completed. Others are in process or have low priority/time/money status.

George McCusker reported the Garden Club would like to do some seeding and build some beds near the marquee. Bryan has agreed to donate some landscape timbers. They may need some topsoil. Sue Chiarella is to give him a list of their needs and he will see what the town can provide. Selectmen agreed their efforts are noticeable and the community is responding. They held a successful pie and plant sale this weekend.

Bill Huntoon reported he has heard rumors that Barry Collins is moving back in his house and questioned what the status of the deed was. Don reported that some time after the town took the property for non-payment of taxes, the mortgage was sold. There have been at least 2 companies that have contacted the town regarding paying the taxes, but no payment has been received. The concern has been only someone with a vested interest can pay the bill at this point. The mortgage companies have not provided any proof of ownership or followed through on any other communication. As far as the Selectmen are concerned, the Town owns the property.

Leigh reported that he has done a large map that shows the properties the town owns. The Selectmen agreed to defer further discussion to another meeting and Don and George will review the map.

The regular meeting scheduled for Monday, May 27<sup>th</sup> will be rescheduled to Tuesday, May 28<sup>th</sup> @ 7:00 p.m. due to the Memorial Day Holiday.

Pete Abair stated he has had a request from Star Lake for logging access on the Class VI portion of Shad Hill Road, across from where Van Webb logged for the Town last year, as well as the Class VI portion that goes up to Star Lake property. He is to meet with the logger tomorrow. Pete will address his concern. The logger and landowner will need to sign an agreement for logging on a Class VI Roads.

The Recreation Department has solicited donations for sponsorship of events at Old Home Day. Motion made by George, seconded by Leigh, to accept the amount of \$1,125.00 on behalf of Old Home Day. Motion unanimously approved.

George reported the Zoning Board voted to appoint B. Manning to fill the vacant seat, and Karen Cook was appointed as an alternate. George stated B. has indicated he won't run again, but is an excellent choice to fill out the one-year term. The Board held a good meeting and discussed policies and procedures. He and Justin Hastings, Bryan O'Day, and Susan Chiarella, attended an all-day

Zoning and Planning Conference in Manchester on May 11<sup>th</sup>, sponsored by the OEP.

The Zoning Board will hold a meeting on June 4<sup>th</sup> to review policies and procedures.

Upper Valley Lake Sunapee Regional Planning Commission Transportation Advisory Committee: George reported the TAC completed an 82 million dollar ten year plan. 22 million designated for a bridge project in Dover, constructing a diamond-shaped cloverleaf at Exit 18, a small project in Claremont, and renovations to Glen Road in Lebanon.

The State DOT will soon begin construction on Route 114 beginning from where they left off last year to Bowman Road.

Leigh reported he has enrolled in a GIS course which should be helpful once the mapping is available from the wetlands project. Part of the requirement for the deliverable for the contracted wetlands scientist is a GIS overlay. The Board discussed at some point fitting the kindergarten meeting room with equipment to be able to do GIS presentations.

Board reviewed application for exemption for Camp Coniston for a house they acquired in 2011. Selectmen felt they need to review further whether the use that existed as of 4/1/2013 meets the purpose for which the house is intended. They would like an opportunity to discuss the request further with the assessor, George Hildum. Don tabled the discussion until they are able to follow-up.

Elderly exemption application was reviewed. Income and assets appeared to be over the town limit. Motion made by Leigh to deny request, seconded by George and unanimously approved.

Board reviewed drafts of Ethics and Credit Card Policies. Several policies have been repeatedly been recommended by the audit firm, Poldzik and Sanderson and have been ongoing deficiencies noted in their annual management reports. Don tabled the discussion, and requested that each

board member review the drafts in careful detail and come up with any changes or suggested language to adopt at the May 28<sup>th</sup> meeting.

The Board discussed including these as part of the new personnel manual, but decided they should be stand-alone policies. George McCusker questioned if the town can require that an ethics policy be a required and signed document and who is required to sign it? Don suggested contacting LGC to address the legal standing.

#### Signatures:

Final settlement information from the insurance company adjuster regarding damages to the meetinghouse in the December 2012 incident. Final total was \$15,121.65. The town is responsible for \$1,000 deductible. The insurance company paid the restoration company directly. The Town paid Capitol Alarm. The insurance company will reimburse the town for other associated costs. The Board approved the release.

#### Building permits:

Request from Todd Longley for a garage replacement/addition. Tom Duling reported Todd proposes a larger garage at the same location of his existing garage. The edge of his pond is 159' to the proposed location. George McCusker reported that he had spoken with Todd about the need for a Site Plan Review. Board discussed the business use of the property and in order to process the building permit this needs to be brought before the Planning Board based on George's report. The Board agreed that while they approve of the structure in principle, this has to go through the process. The Board discussed developing something in writing that outlines the process. Don recommended Todd go before the Planning Board this week for a consultation in order to prepare for requirements for a June Site Plan Review hearing. George reported that Todd is agreeable to the process as he wants to do this the right way. Don noted this is the process the Selectmen have set out to correct with the Planning Board.

David & Patricia Brooks for new house construction at 6 Crestbrook Place in Eastman. There are no wetlands. Permit approved.

Scott & Debbie Kimball – for new garage at 3877 Main Street. Tom Duling reported property line setbacks are met. A permanent stream is about 175' away. There is also an intermittent stream on the property. Leigh had done a computerized map showing the property location. Permit was approved.

Purchase orders for the computer updates and crisis resolution were approved and signed.

Intent to Cut approved for: Matarazzo; D'Amico; Seyfried.

Current Use applications approved for: Abair – Hazzard Road; Lawlor – Route 4A.

Timber Taxes levied for: Pariseau; D'Amico; Shields; Tuohy; RH Webb Forest Preserve, Matarazzo and Sacks.

Approval for facility use: Gould; Hastings.

Miscellaneous Business:

The Board reviewed the cut assessment matrix from the forester for Star Lake Farms. Their rating is at 33% versus the 50% the town typically uses. The Board recommended sending the town forester to review the matrix. Motion made by Don to send the town forester to inspect the recent timber activity, seconded by Leigh and unanimously approved.

Cynthia Anderson submitted first quarter tax revenue and auto registration revenue reports for the Board to review.

At 10:05 p.m. Motion by Don to enter into non-public session Per RSA 91:A- Security. Motion seconded by Leigh and approved with two in favor, one (George) opposed. George stated he did not see why this had to be done in non-public session.

At 10:30 p.m. the Board voted unanimously to seal the non-public minutes and entered back into public session and adjourned the meeting.

Submitted by,

Janet Roberts