

**BOARD OF SELECTMEN**

**JULY 9, 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: Chairman, Don Hill; Leigh Callaway and George McCusker.

Others present: John Trachy, Bruce Allen, Bryan O'Day, Bill Huntoon, Pete Abair, Tom Duling, Justin Hastings, Tim Julian, Mike Lawlor, Bob Ruel, Ed Belfield, and Art Bobruff.

The Selectmen held a non-public session Per RSA 91:A3 – Personnel at 6:45 p.m. At 6:58 p.m. a vote was taken by Don Hill and Leigh Callaway (George had all ready left the room) to seal the non-public minutes and adjourn the non-public session.

Don called the meeting to order at 7:00 p.m.

Don noted as a point of order item 8 on the agenda for a non-public session under RSA 91:A-3, personnel was split into two sessions for convenience. In the interest of openness and transparency he is letting the public know the Selectmen entered into non-public session at 6:45 p.m. The Right to Know Law was not violated as this Selectmen's meeting had been noticed. If there had been more time, new notices might have been sent.

Don asked if there were any public comments. There were none forthcoming.

Cruiser Lease: Tim reported the cruiser is ready to be picked up and sent for detailing and installation of radios. The Selectmen signed the lease agreement later in the meeting.

Wetlands Project Proposals: Leigh asked Bruce Allen and Bob Ruel to review the proposals with the Board. Leigh reported at the Selectmen's meeting two weeks ago the Selectmen agreed to get more proposals for the wetlands mapping project. Six wetland's scientists were contacted, and Leigh notified Pierre Bedard that the Selectmen were opening the process and suggested he could redo his bid or submit something new since his proposal had previously been made public. Out of the 6 contacts, there were 3 people, including Pierre that submitted bids. Leigh noted concern that the process needs to turn around quickly so there is adequate time for field work and submitting applications to DES in time for next year's budgeting process.

The Board, with the help of Bruce and Bob reviewed the proposals from Pierre Bedard, Jeff Evans, and Right Angle Engineering. All three proposals proposed two phases of the project and gave a total amount "not to exceed". Jeff Evans was the lowest proposal. Concern was noted he may not have addressed all the same issues as the other two bidders, (edited to add the total proposal amounts which were not specifically addressed at the meeting: Jeff Evans \$3,200; Pierre Bedard \$5,900; Right Angle Engineering \$10,360). Don noted that this process to him verified that Pierre's bid was "not the strongest dollar" and increases the comfort zone with what

Pierre proposed. Bill Huntoon suggested calling Jeff Evans to ask about his estimate. Don asked if Bruce would be willing to call Mr. Evans. The site of a sand shed is not spelled out in his bid, but it is implied because he includes the permitting process. If Mr. Evans answers in a way that Bruce feels comfortable with, the Selectmen are agreeable to Bruce's recommendation. Don made a motion to ask Bruce Allen to make a phone call to make sure the third proposal is comparing "apples to apples"; if Bruce is comfortable, go with recommending the low bid. Motion was seconded by George and unanimously approved.

Leigh felt he wanted to make sure it is clear that the Selectmen wish to go with the lowest proposal. Don withdrew his motion.

Leigh then moved to ask Bruce Allen to make a phone call to Mr. Evans, and then select the proposal that is the lowest cost that Bruce is comfortable with. The motion was seconded by Don and unanimously approved.

Minutes of June 24, 2013: Motion by Leigh Callaway to approve as written, seconded by George McCusker and unanimously approved.

Employee Manual Draft: Leigh Callaway suggested the Board not sit and review the draft line by line. He has looked at the draft in detail and feels that Municipal Resources Inc. (MRI) did an excellent job in bringing the existing policy up to date and including current case law and labor standards. The agreement with MRI was the draft would be reviewed and the Selectmen would contact them in a couple of weeks. Leigh suggested the policy needs more review by the Selectmen but the boiler plate language has been addressed. He recommended accepting the language and letting MRI invoice the town. The Board would then spend more time reviewing the policy and accepting the changes before signing it out. The Board discussed whether to hold break-out session(s) to review the policy or do a small portion at a time. The Board agreed that Leigh would break the document into quarters and e-mail one quarter to the other two Selectmen for their review and input before their next meeting. Motion made by Leigh to approve MRI's draft and allow them to proceed to invoice the town. Motion seconded by Don and unanimously approved.

Project List: Don noted the first meeting of every month, the Board is committed to reviewing the project list. Leigh reported on highlighted items from the list.

Project #

1: Mooseplate Grant Application: Should be hearing something next month.

5: Emergency Management Ordinance: Leigh still researching.

11: Beach Sand: Application has been submitted. Just notified by DES they need another \$180.00. Check has been sent.

105: Highway Roof Study: Loose end, no one wants to "own" getting an engineering study off the ground. Not started yet, but should be started before budget time.

116: Furnaces at highway/fire: Irving has not been there yet.

145: Flagpole @ Historical: Pole is to be painted this week

210: Meetinghouse sills: Bill Huntoon has been contracted.

247: Garden Club request: George has spoken to Pete. He is all set when he knows what the Garden club would like.

270: Paint Skatepark: Pete had planned to do this week, weather permitting. Don suggested he hold off now until after Old Home Day since the conditions are too damp to ensure the paint is dry enough before OHD.

365: Painting Town office building: Bill Huntoon has been contracted.

375: Fixing marquee and touching up signs on front lawn: Janet reported vendor quoted \$480 to repair marquee. He can no longer get the plastic rails for the letters. No quote was received for touchup of the sign on the front lawn.

Bill Huntoon stated it had been suggested to him from a heating person in business for a long time that a possible problem with the burners at the fire/highway is because they are pulling hot air through them all the time and if they drew cool air from the floor it might help with heating and life of fireboxes. He suggested talking to Mason about this. George stated Mason claims an air handler would solve condensation problems. Bryan O'Day stated a lot of the condensation is due to what happens and what the building is used for. Cold, wet and snow covered vehicles come in and out of there, causing condensation issues. Discussion followed regarding heat loss, condensation, and air handling. Leigh suggested that an engineering study may address these issues.

#### Board and Department Updates:

Don had nothing to report.

Leigh stated he had been contacted by the UVLSRPC regarding their study of identifying internet accessibility in town. He suggested it would best be handled by the Planning Board, perhaps as a subcommittee and asked Don to have it put on the Planning Board's agenda.

George reported the Zoning Board had a good meeting. Bryan O'Day was another test case and applied to amend his Special Exception to update the other businesses that he operates that were not on his original plans and to get approval for a proposed addition to his building. He had previously amended his Site Plan with the Planning Board. The approval process went well. The Board voted John Trachy as an alternate. George reported it was an interesting meeting. He was impressed with how smoothly the process was handled. He felt Bryan was treated fairly and he now has his permits and approval. The Board discussed normal business hours of operation, but exceptions for emergency work were noted due to the nature of the businesses that Bryan operates. The Board discussed hazardous materials and disposal.

Hawkins – Abatement Request: Selectmen reviewed the findings and recommendation made by George Hildum, Assessor. Abatement denied.

Don questioned if there had been further contact regarding the ribbons and trees on Stoney Brook Road. Pete Abair stated he believes the tree in question had fallen down. The highway department cleaned it up and also took down other trees. He is not aware of why there are additional ribbons. A letter of response to the Stoney Brook Road residents was drafted by Leigh. The Board signed the letter, and it will be scanned and e-mailed.

Leigh reported he had been contacted by Steve Klein with an inquiry from a resident, who wishes to remain unnamed, and would perhaps like to make a gift of stock to the library or scholarship program. Leigh contacted counsel at LGC. He has shared his findings with Steve Klein. The Selectmen have no standing with gifts to the Library. It is between the individual and the library trustees. The Library is not subject to federal income taxes. Art Bobruff, Library Trustee, noted the library is not a 501 (c) 3 organization so the concern was the tax deduction benefits to a benefactor. Art noted the Trustee's will work out how to deal with this and will advise the benefactor to find out what benefits can be claimed in making such a gift.

Correspondence:

Notice from legal counsel regarding rate increases.

Copy of request to FairPoint from George Hildum for additional information regarding poles and conduit.

Cruiser Lease with Ford Motor Credit – signed. Bill Huntoon questioned what was happening with the old cruiser? Tim stated he will be contacting a gentleman he knows who buys Crown Vic's.

Signatures:

Tax Collector abatement approved for a data entry error for Pariseau.

Intent to Cut – Supplemental Intent filed for Munholand on George Hill Road. Pete questioned the amount of chips being hauled from there. Janet reported the State Forest Ranger, Doug Miner, visited the site last week. He had copies of the first intent to cut and the supplemental request. He was comfortable with the process. There do not appear to be any wetland violations, they are doing some clear cutting and cleaning up from prior logging, as well as leaving stands of hardwood. Mr. Miner will be back in a week or two to follow up.

Yield Tax Assessments reviewed and signed for Szmyt and Miles.

Building Permits:

Kestner – Carport – George Hill Road - approved

Lizotte – Chicken house – Hogg Hill Road – approved

Bednar – Temporary storage unit. Board discussed there are no provisions for time limits on temporary buildings. Mike Lawlor question how long “temporary” was? Don stated the permit says 6 months. He feels comfortable Mr. Bednar would not be making this a permanent fixture. Tom noted Mr. Bednar is having renovation work done on his home and needs a temporary place for storage. He hopes to have the unit removed within 6 months. It was noted the definition of structures in the zoning ordinance notes temporary or permanent and storage units are listed.

The Hazard Mitigation Plan Update for 2013 has been approved by FEMA and is available at the town office.

A question was raised as to why the town isn't responsible for replacement of driveway culverts after the owner installs the initial culvert. Discussion followed regarding it had not been town policy to replace. Brad had looked into state laws regarding this in the past. Bill Huntoon stated the town used to replace culverts. He suggested the town needs to decide if they should replace culverts or not and they need to be consistent.

The Selectmen discussed the driveway culvert on Stoney Brook Road. A letter had been sent to the resident. Pete said the resident told him he had a culvert, he just had to get it installed. Pete indicated he did not have a problem with the culvert last winter. Pete says he makes sure that driveway culverts are cleaned so they don't back up and washout. This situation also involves run-off down the driveway. Don asked Pete if he would be comfortable contacting the homeowner again. Pete he is to let the Selectmen them know if the Board needs to send a follow up letter.

The Board then voted to move into phase II of the non-public session per RSA 91:A-3.

At 9:20 p.m. the Board voted to seal the non-public minutes and the meeting adjourned.

Submitted by,

Janet Roberts