

**BOARD OF SELECTMEN**

**July 25, 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: Zoning Coordinator, Whit Smith; Librarian, Jennifer Carson; Library Trustee, Joyce Guinther; Road Agent, Pete Abair; Mike Lawlor and Bryan O'Day.

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

Bids for the Protectworth Room Cabinet Project were opened. Three bids were received, ranging from \$10,584 to \$30,500. Due to the disparity in quotes, the Board wanted to spend more time reviewing the information. They agreed to continue the meeting to Thursday, July 28<sup>th</sup> at 1:00 p.m. to do so.

**Scheduled appointment:**

Jennifer Carson reported the library raised just over \$1,000 from their recent fundraiser. After careful research, they have decided to go with Apollo for cataloging software. This is a web-based program and seems to be very user-friendly. Patrons will be able to see books in stock, books that are borrowed, place hold on books, and make a "wish list" of books to read. New numbers will be issued to all patrons. The software should be received by the end of this week. Cataloging will take place soon. They will be hiring help with the cataloging.

The Trustees recently approved the purchase of three new computers for public use and one for the librarian. Apple computers with monitors, new keyboards, and a wired mouse for each. The Selectmen extended appreciation for the presentation and look forward to the new cataloging system.

**Building Permits:** Whit reported he and Tom visited the site of an application for an 8'x 8' gazebo at 265 Four Corner's Road. The specifics in regards to setbacks have been reviewed. Setback distances are given in the narrative description but not included on the sketch. Whit left the application at the resident's home and asked them to add the info to the sketch. He recommended the Selectmen sign the application once it is returned so as not to delay the process further. Leigh moved to approve and sign the application pending the receipt of the required information. Motion seconded by Tamara and unanimously approved.

Whit indicated he is trying to come up with a process that will enable building permits to be processed more quickly. He reported he and Roger Landry have traveled most all the town roads. His e-mail is up and running at [Permits@springfieldnh.org](mailto:Permits@springfieldnh.org). He will be working on coming up with an office schedule. Roger Landry has been helpful with information and suggestions on plans and forms.

Minutes of July 11, 2016: Two spelling corrections were made. Leigh moved to approve with corrections; seconded by Tamara and unanimously approved.

Old Business:

A Safety Committee Meeting will be held on Tuesday, August 9, 2016 at 6:30 p.m. at the Fire Station. Don noted it has been quite some time since safety inspection has been done on town buildings. The Board agreed to walk through the town office building at their continued session on Thursday, the 25<sup>th</sup>.

Don reported E-911 mapping and house numbering is an ongoing concern and will be discussed at the Safety meeting and continue to be on the agenda.

The Planning Board has agreed the Arc GIS wetlands map should be added to the website. Leigh moved and all agreed to include a link on the website. Don indicated the link should be on a "landing page" and all other applicable places.

Project List:

Skate Park: Leigh reported Frank Sparrow has taken a look at the skate park. Frank indicated the equipment is in pretty good shape. He will replace screws and make necessary repairs. His estimate is \$2,625. Leigh moved to spend up to \$3,000 on the skate park. Further costs would need pre-approval. Motion seconded by Tamara and unanimously approved.

Church Pews: Nathan Willey has submitted a price of \$2,000 to sand and paint the black trim on the backs and handrails of the pews. Leigh will oversee the work. Tamara moved to accept the bid, seconded by Don and unanimously approved.

Flagpole replacement: Tamara presented more information regarding replacement of the flagpole at the town office.

A request received from the Historical Society to replace the signs on the front of the museum to be installed after the painting is done this summer. Pete Mauer submitted a price of \$364.00 to replace the larger sign, and \$148.00 for the smaller one. Leigh moved to approve the sign replacement and delegate the oversight of the sign design and installation to the Historical Society. Don seconded the motion. Don and Leigh voted in favor, Tamara abstained.

Position Description(s): The Board reviewed the Position Description for the Administrative Assistant. A suggestion was made to amend the language to cover other duties that may arise or be assigned. A Deputy Administrative Assistant would mirror, as directed, the AA PD. Leigh will correct the language and draft a PD for the Deputy.

Audit Questionnaire: The Board completed the Fraud Risk Questionnaire required by the auditors.

Water quality tests from July 12 at the beach came back within normal limits.

The letter drafted to Deborah Roberts was approved and signed.

A report was received at the office regarding unethical dumping of septic in a portable toilet. The Board reviewed and signed a form letter. They requested the letter be hand-delivered by the Police Department.

**Board and Department Updates:**

**Cemetery:** Tamara reported the Cemetery Trustee's next meeting is August 9<sup>th</sup>. She will see what the plans are for stone cleaning.

**Planning Board:** Don stated a discussion was held with Mr. Carbone regarding his house that is straddling two lots. The Planning Board suggested the two lots should be merged. Mr. Carbone would like to be able to keep the existing 2 access points to the lake he has currently. The Planning Board suggested he contact the State regarding this issue.

Don reported the joint Site Plan and Special Exception Hearing for Ben and Gae Kezar went well. Gae did a great job with the Site Plan, locating the buildings and their use and proposed buildings and use, leaving no confusion about the intent. The sugaring operation is agricultural, requiring no land-use approval. The site plan shows existing and proposed buildings and their use. A Special Exception was granted for the saw mill. The hobby of sewing doll clothes is permitted as a home occupation. Hours of operation and limits to the size of a saw mill were include in the approval.

**Fire Department;** Don reported house numbering continues to be a concern for responders.

Leigh extended "Kudos" to Jack Hedges who recently responded to an EMS call and saved a life using the Town's defibrillator.

**Highway:** Paving on Stoney Brook and Bowman Road (1.5" overlay) has been completed. A little extra was able to be done on Bowman, extending to Four Corners; as well as extending from Stoney Brook Road to the I-89 underpass.

**Correspondence:** Notice from NL Hospital that ambulance costs for 2017 will be \$30,135, slightly less than 2016.

Certificate of Achievement for Tim Julian for recent participation in a safety course.

**Signatures:** Intent to Cut approved for Star Lake. Hauling will take place on Star Lake and Stryker Roads.

At 8:45 p.m. The Board agreed to continue this meeting to Thursday, July 28 at 1:00 p.m. to work on comparison of cabinet bids, do a final approval of AA and Deputy AA Position Descriptions, safety walk around of the Town Office Building and anything else that comes up of an emergency nature.

**BOARD OF SELECTMEN      CONTINUED MEETING      JULY 28, 2016**

**MEMORIAL BUILDING**

**1:00 P.M.**

Selectmen present: Don Hill, Chairman; Leigh Callaway and Tamara Butcher.

The meeting was called to order at 1:05.

The details of the three bids for the cabinets in the Protectworth Room were reviewed. Apline Build Works \$30,500; Lake Sunapee Construction \$28,000 for birch plywood; \$25,000 for hardwood; and Cold Pond Craftsmen for \$10,584. The Board addressed concern for the one bid being so much lower than the other two and decided to consider it an outlier.

Leigh noted \$5,000 had been allocated in the non-recurring project line of the operating budget for this project. The amount was determined by a very rough guesstimate at budget time. The Board discussed whether to proceed with the project or put it on hold for next year. Don suggested there is a great deal of pride in the Protectworth Meeting Room, and it is a prime meeting space. Addressing the need to improve the aesthetics of the room and establish secure storage has continued to be put off ever since the kindergarten left. There is a need for more storage space, the work needs to be done. He felt the costs are in-line with industry standards for a moderate kitchen makeover. There is a great deal of cabinetry work to be done here. It also makes sense to install the window while construction is taking place. The Board reviewed the existing operating budget for places where additional funds might be available. They agreed the flagpole could be tabled for this year if need be. The Skate Park, steps at the library, and overhangs at the highway garage are safety issues and need to be taken care of this year. The church pews are in the budget and are scheduled to be done.

Following a conservative review of the operating budget, members agreed it appears funds are available to complete the project this year. Leigh moved to accept the bid from Lake Sunapee Construction for \$25,000, seconded by Tamara and unanimously approved. Leigh will contract LSC.

Position Descriptions: Leigh reviewed the changes that had been made to the AA position description and handed out a draft for the position description for a Deputy Administrative Assistant. The deputy PD essentially refers back to the Administrative Assistants PD. Leigh moved to accept version 5 of the Administrative Assistant's Position Description. Motion seconded by Tamara and unanimously approved. Board also in agreement to accept the Deputy AA PD.

Leigh reported it is been on his" radar" regarding use of Class VI roads and gates. He sent a request to NHMA legal counsel for some information. Legal counsel responded and would like to discuss her thoughts over the phone. Leigh suggested the Board adjourn early and try to fit in a phone consultation.

E-911 numbering and mapping issues were discussed. It was agreed a “boots on the ground” person working part-time for few hours a week, would be helpful in reviewing compliance, gathering and coordinating data with the State of NH Bureau of Emergency Management, and EMS on these issues. There is a viable candidate based on applications received for the Zoning Coordinator position and Don will see if the person is interested. The Board suggested \$15.00 per hour, and will be paid out of the consulting line of the budget (4130-156).

Leigh reported he signed Ben Kezar’s building permit while Ben was at the office earlier today.

Election-day training will be held in Grantham on Tuesday, August 2.

Due to time constraints, Members agreed to table the walk around of the Town Office Building to begin before their meeting next week, Monday, August 8<sup>th</sup> at 6:30 p.m.

At 2:20 p.m. the Meeting adjourned for a legal consultation.

Submitted by,

Janet Roberts,  
Administrative Assistant