

BOARD OF SELECTMEN

MARCH 27, 2017

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: Leigh Callaway, Tamara Butcher, Richard 'Dick' Hendl.

Others: Mike Lawlor, Peter Abair, Josh McGraw, and Whit Smith.

Leigh called the meeting to order at 7:00 p.m. He then moved to enter into non-public session, per RSA 91-A:3 – Personnel. Motion seconded by Tamara and unanimously approved. The Selectmen left the room and met in the Selectmen's office. At 7:05 p.m. the Board voted unanimously to seal the non-public minutes and enter back into public session.

Leigh welcomed newly elected board member Dick Hendl. Dick extended a thank you to Don Hill for his leadership and long contribution to the Town as a Selectman. Leigh seconded. The Board extended unanimous appreciation for everything Don has done.

Elections: Dick Hendl nominated Leigh Callaway as Chairman, seconded by Tamara and approved. Leigh nominated Tamara as Vice-Chair, seconded by Dick and approved.

The Board reviewed the Class VI Road Waiver agreement, (version 6) drafted by Leigh, incorporating recommended changes as suggested by Town Counsel. Leigh noted he has spoken to Josh about the proposed changes to be clear there is no misunderstanding or requirement to the town that would require Josh to maintain the Class VI road. Josh noted for Selectmen's awareness, he was told by the previous owner of the property they had never been able to find a vote to classify as a Class VI road in town records. Leigh noted the Selectmen are going through this waiver process, so it is clear to landowners of road status prior to the issuance of a zoning permit. The intent for this waiver is for the language to become "boilerplate" for all new Class VI road waivers, when building on a Class VI Road. Motion by Tamara to move version 6 to town counsel to review, seconded by Dick Hendl, and unanimously approved.

REPORT from ZONING COORDINATOR: (follows)

For the Board of Selectmen meeting Monday night, March 27, 2017, the following is a summary of permit applications and Zoning Coordinator activity.

Applications for Permits – To Be Considered: NONE

Applications for Permits – RECEIVED, Acted Upon; APPROVED

1. Michael Hansen, 163 Hansen Road (location of property). Install/build a garage building.

Revised site plan approved by Planning Board. Zoning Permit APPROVED.

2. Earlene Vetere, Main Street. Extend roof from horse barn/shed, supported by 6x6 pressure treated posts. APPROVED pending receipt of fee.

Applications for Permits – RECEIVED, but PENDING Further Action

3. Attiya Mirza, agent for UPLA5AC, 378 Stoney Brook Rd; Application for permit to build a 4' x 8' structure. Zoning Coordinator visited site and discussed with Applicant. Report forwarded to BOS.

4. David Brooks – 7 Brookridge Road, Eastman. Zoning Permit Application for solar panel array – pedestal mounted. Application pending completion of merger of two parcels.

5. Mr./Mrs. Martin regarding 12' x 20' shed constructed without zoning permit – 566 Hogg Hill Rd. Applicant has stated he is waiting for snow to melt so that he can locate property pins and appropriately “stake” the area where the shed will be located. No further contact since last BOS meeting.

Other Matters.

A. Attended Planning Board meeting: hearing and consideration of Hansen application for Revised Site Plan Approval. See #1 above.

B. Inquiry from Lowes Contract Services regarding sale and installation of fence.

C. Mr. Rifkin – Camp Sunapee

D. Josh McGraw Waiver

<< RWS 3/26/2017 >>

SUPPLEMENTAL REPORT:

In preparation for the Board of Selectmen meeting Monday night, March 27, 2017, I am providing the following additional summary to brief the Board of Selectmen on a permit application.

Applications for Permits – Ready for Consideration:

- A. Lynne Bridges, 59 Sanborn Hill Rd; Application for Permit to build 10' x 10' deck attached to back of house. Permit application is complete with drawings. Building location adequately staked on the ground. No setback encroachment. No wetlands buffer issue. Structure is less than

35' tall. Zoning Coordinator has visited and viewed the site; discussed plans with the applicant. Recommend APPROVAL.

B. David Brooks – 7 Brookridge Road, Eastman. Zoning Permit Application for solar panel array – pedestal mounted. Applicant has purchased adjacent lot and lots have now been merged. Application for merger of the two lots approved by the Town Planning Board and recorded with Sullivan County Registry. Permit application is complete with drawings. Installation location adequately identified. No setback encroachment. No wetlands buffer issue. Structure is less than 35' tall. Zoning Coordinator has visited and viewed the site; discussed plans with the applicant. Recommend APPROVAL.

Per Whit's recommendation the Selectmen approved and signed zoning permit for Lynne Bridges and David Brooks.

Whit explained the e-mail protocol the Selectmen approved and have been using. When a zoning permit comes before him that is straight-forward, without issues, he individually e-mails all three Selectmen. If, individually all three respond to him in the affirmative, the application is approved and processed. This enables simple applications to be expedited without delay and the need to wait for a scheduled Selectboard meeting. If he does not receive three approvals, the application gets brought to the public meeting for discussion.

Whit reported the Zoning Board approved a Special Exception for Edmunds property located on Woodcrest. The current owner would like to sell the land. The parties in interest have been advised they must do something within a year or the Special Exception "dissolves" and the process would have to start over. The property is currently being marketed. Janet reported a copy of the Shoreland Application to the State has been received and is available at the office.

Department Liaisons-Contacts: Board reviewed and chose contact/liaison assignments for town boards and committees, (copy attached).

Leigh and Whit reported, for the record, it has been the policy of the Selectboard on those boards where a Selectperson serves as an Ex-Officio member (Planning Board), if the ex-officio member is not going to be available at a particular meeting, they may appoint one of the other Selectboard members to stand in their absence for purposes of a quorum and voting on an issue. Leigh noted this procedure/policy has been reviewed with New Hampshire Municipal Association legal counsel.

Minutes: Tamara moved to approve the March 13, 2017 minutes as written, seconded by Leigh. Tamara and Leigh voted in favor. Dick abstained as he was not a member of the Board at that time.

Project list: Leigh reviewed the project/unfinished business list. He noted before a project can be on the list, it needs to be approved by the Board. A project on the list can be moved forward by the liaison if the project is less than \$700.00. If more than that, the Selectboard must approve

and complete a purchase order. Inspection of the emergency lighting for town buildings, installing used metal shelving in the downstairs storage closet, and fixing the window at the library were all added to the list.

Leigh questioned purchase and installation of an overhead projector for the Protectworth Room. He used a tabletop projector and his computer for budget presentations. There are times when a projector would be helpful to other town boards. Concern was addressed with how frequently a projector would be used. The one downstairs gets used for movie night, but was not used very frequently when meetings were held there. The Board agreed to table the projector for now and evaluate later in the year. In the meantime, estimated costs will be investigated.

Leigh noted he would like to make a concerted effort to divest the town of tax-deeded properties, particularly lots in Eastman. The 3 year waiting period was discussed.

The chain-link fence around the playground at the Library is in need of repair or replacement. Discussion followed regarding replacement of fencing or moving the playground across the street. The playground is used by patrons and families visiting the library.

Fairpoint: Board agreed to schedule a meeting with Fairpoint Representatives regarding what they have to offer the town, and will begin their April 10th meeting at 6:00 p.m. for that purpose.

Paving Contracts: Pete reported he has received 2 quotes for paving a section of George Hill Road from Pike and CMI. CMI price per ton is .25 higher. Their bid is less as they have estimated 200 ton versus 1300. CMI does not do their own sweeping and traffic control. Pike does. After review, motion by Tamara to accept Pike's bid, seconded by Leigh, and unanimously approved.

New Business:

Report from DRA Timber Appraiser, Rick Evans regarding possible timber trespass onto town-owned land at the Grafton/Springfield Line. Mr. Evans suggested having Clayton Platt review the property. Mr. Evans is available to assist the town with the appropriate steps to take if trespass has taken place. Motion by Leigh to ask Clayton to take a look. Motion seconded by Tamara. The Board would like Clayton to give some idea of what his costs will be. Motion passed unanimously.

The Board reviewed a letter from Woodland Care Forest Management regarding abatement of timber tax assessment for Hayes due to upgrades on the Class VI road off Deer Hill, as well as building the log landing. The request was received after the yield tax assessment had been calculated and approved by the Board of Selectmen on March 13th. The yield tax bill was held for further review. Rick Evans, Timber Appraiser for the Department of Revenue, reviewed the request. He stated landing costs are not typically used to reduce assessments. The request does not provide enough information specific to timber harvested relative to Class VI Road improvements. Leigh will speak to Pete about the road. Leigh made a motion to bill the timber

yield tax as assessed on March 13th, unless Pete has other information regarding the Class VI road. The Motion was seconded by Dick and unanimously approved.

Tamara stated she would like the Board to consider changing Selectboard meeting times to start at 4:00 p.m. The goal would be to wrap up the meeting by 6 pm, instead of having meetings that go into the evening. All agreed meetings that go later than 8 pm Tamara noted she has researched some other towns, and some start late afternoon, and some are held in the mornings. After discussion, Tamara made a motion to begin the Selectboard meetings at 4:00 p.m. The motion was seconded by Dick and unanimously approved. Public comments will be scheduled for 5:30 p.m. The Board has already scheduled to begin at 6 pm on April 10th to meet with Fairpoint. The 4 pm start time will begin on April 24th.

Board and Department Updates:

Planning Board – Leigh reported an amended Site Plan was approved for Michael Hansen. Don Hill had been appointed as an Alternate member of the Planning Board. An amended Site Plan Hearing was held for Wonderwell.

Correspondence: There was miscellaneous correspondence which will be left in the “red box” in the office for the Board to review.

Signatures:

Sunapee Transfer Station – Agreement for Use approved and signed.

Virtual Towns and Schools (VTS) – Contract addendum approved and signed for website update.

Purchase Order signed for chipper rental.

Pike – Paving Contract signed

Zoning Permits signed for Brooks and Bridges

Timber Yield Assessment approved and signed for Star Lake.

Miscellaneous Business:

Leigh noted Primex will be holding a Webinar regarding Playground Safety on Wednesday afternoon.

NHMA will be hosting new official workshops. There is one scheduled for April 19th in Grantham.

Check signing schedule: April – Dick; May - Tamara,

Submitted by,

Janet Roberts,
Administrative Assistant

SELECTBOARD

DEPARTMENT LIAISON- CONTACTS 2017

LEIGH CALLAWAY – CHAIRMAN

**COMPUTERS/INTERNET
PERSONNEL ADMINISTRATION
PLANNING BOARD
STREETS AND HIGHWAYS**

TAMARA BUTCHER – VICE CHAIRMAN

**BUDGET COMMITTEE
CEMETERY TRUSTEES
FIRE AND RESCUE
RECREATION COMMITTEE
ZONING BOARD**

DICK HENDL

**BUILDING AND GROUNDS
CONSERVATION COMMISSION
EMERGENCY MANAGEMENT/SAFETY
LIBRARY
POLICE**