

APPROVED

**Board of Selectmen
6 June 2011
Minutes**

6:07 pm – Acting Chair Rachel Hatch called the meeting to order. Present were Selectmen Rachel Hatch, Ralph Lavin, Town Administrator Tim Warren and Clerk Lois Dionne. Chairman Guarino arrived at 6:10 pm. Also present were Nate Abbott and Roger and Elena Ball.

After attendance, everyone stood for the “Pledge of Allegiance”.

6:08 pm – Acting Chair Hatch opened the public hearing that was a requirement prior to holding a special town meeting. Selectman Hatch explained that the Selectmen are trying to correct a warrant article they had brought forward at Town Meeting in March regarding a CDFA loan to retrofit the Academy building to make it more energy efficient. She said the Selectmen, Town Counsel and DRA had all reviewed the warrant article, which passed unanimously at Town Meeting, but they all missed that a 2/3-majority ballot vote was required because it is a loan, so the vote is not valid. Selectman Hatch said that rather than postpone the project for another year, they are going to hold a special town meeting on June 21st at 7:00 pm. There will be a chance for public comments, and then the polls will be open for an hour to vote on the article, which must pass by a 2/3-majority vote.

Selectman Hatch said we had received four bids for the energy plan, two for insulating the shell of the building, and two for the repair of the windows. She said she had met and done a walk-through of the building with John Dickey and Steve Bedard, and felt they had come up with a better idea of how to get the insulation portion of the project done without having to put sheetrock over the original board and batten. Rachel said they would like to have a meeting consisting of herself, John Dickey, Steve Bedard, a couple of members of the energy committee and all four bidders.

6:10 pm – Chairman Guarino arrived, and Selectman Hatch turned the meeting over to him.

Town Administrator Warren said he had asked DRA if, because people might be on vacation, we get only a few people at the town meeting, is it just a 2/3- majority ballot vote of the people who show up. The answer was “yes”; there is no minimum number of people who have to show up.

Nate Abbott felt he should take responsibility for the error in drafting the article because the energy committee had drafted the article, and he was the only member of the energy committee who had attended the CDFA conference on the loan, and they presented template warrant articles. He said when the energy committee drafted the article he couldn't attend that meeting, and someone else had drafted the article.

Chairman Guarino said he had been concerned about the cost of the special town meeting, but Tim had said the cost would be approximately \$600, so because of the amount of energy savings the project would bring, it didn't seem right to hold it up for another winter.

Nate Abbott said the projected annual savings from all the improvements is around \$7,500 per year. He said one of the bids has a performance reward. Nate said the payback time for the project is about six years.

6:18 pm – Chairman Guarino closed the public hearing.

Police Chief O'Brien

Janitorial Service – One bid has been received, and one more is being submitted this week for the janitorial service at the safety building.

6:28 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(a) - Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Hatch seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

6:45 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Hatch seconded. Motion passed 3-0.

Other Business

Free Audit – Last week Selectman Hatch asked Tim to contact MRI about the free audit they offered the Town through LGC. Tim reported that he had arranged for an audit for June 23rd.

Corners Fire Station – After researching the deed for the land for the old corners fire station, Tim felt there is a possibility that the Town doesn't own the land the building sits on; he forwarded the information to Town Counsel for review.

Stewardship Agreement – Before we receive the final LCHIP Grant payment for the cupola, the Town agreed to sign a six-year stewardship agreement with LCHIP. Selectman Hatch presented a copy of that agreement for Chairman Guarino’s signature. She said there is some paperwork she has to complete; once that is completed, upon submission of that paperwork and the signed agreement, we will receive final payment of the grant. The agreement was signed and notarized.

Railings – Lower Roof – Academy Building – Selectman Hatch informed the Board that, sometime in the future, she planned to ask them to approve getting an estimate to have railings installed on the lower roof of the Academy Building; there used to be some there.

There was a brief discussion, and Chairman Guarino felt because the railings hold back snow in the winter, and because of the membrane used on the roof, it is not a good idea at this time. There was also discussion of the repair of the “globe” window in the building. Selectman Hatch will speak with the bidders for the window repair to find out what would be involved.

Employee Evaluations – Selectman Hatch asked Tim why there hadn’t been any employee evaluations done. Some are past due, and she wants them kept up.

Mandatory Recycling – The Selectmen discussed the Recycling Committee’s recommendation that the Town initiate mandatory recycling in August.

7:00 – Public Input

Selectmen’s Meetings – Roger and Elena Ball have attended the last few Selectmen’s meetings. Mrs. Ball said it has been a great experience and eye opening to understand how the Board of Selectmen works, and the magnitude of things that they deal with.

Other Business

Mandatory Recycling – Discussion continued on mandatory recycling. The Selectmen all agreed that, if they do decide to go with mandatory recycling, August would be too soon for it to be implemented. There was considerable discussion on the need to come up with policies and to address the traffic flow for ease and the safety of the residents at the facility before any changes are made. It was stated that there is a plan in place for a new driveway and traffic plan, but was not budgeted for this year.

Recycling Award – Selectman Hatch stated that the Town had gotten an award at the NRRA annual awards luncheon today. We won the award for using more of their recycling services than any other town with 1,000 to 5,000 residents. The award was presented to Recycling Manager Justin Leavitt.

Compactor – Recycling Center – Tim reported that the housing on the main valve that operates the arm in the compactor needs to be replaced. The estimate for the repair is \$1,500. He said there is a possibility that it won't correct the problem, and if not, the repair company said we could get a reconditioned unit for \$16,000. Tim was told to get the compactor fixed.

Job Descriptions – Recycling Center – Selectman Hatch had asked Tim to get samples of job descriptions for employees at the recycling center. Tonight, Tim had samples that Rachel will review, and then work with Justin to update the job descriptions for recycling center employees.

Lights – Fire Station – Selectman Lavin said he had spoken with Chief Hempel about the motion detection lights in the fire department at the safety building. He said there is a switch that can override the monitoring switch. He said there are also times when the employees are not at the station, because they are out on a call or doing other work that needs to be done.

Clothes – Recycling Center – Selectman Lavin said he had been asked what is done with clothes that are taken to the recycling center for disposal. He was told they go in the "Planet Aid" container.

Water Conditioner – Safety Building – Culligan Water's tech is going to contact Bob this week to see what he needs for them to be able to drain the backwash from the water treatment system into the floor drain. The system should be installed shortly after that.

Zone Valves – Furnace System – Tim confirmed with TML that they would be putting shut-off valves so they can close the valves and replace them without draining the system. They hope to start work at the end of the week.

Auction – Town Properties – The Auctioneering company we want to use when we auction the town-owned properties in August is coming in a week from tomorrow to go over the auction properties with Tim and Cindy. He said the company takes 10% of the sale price, but they also take care of all the advertising and notifications.

There was a brief discussion of requiring a minimum bid. Tim will discuss this with the auction company.

Management Programs – Last week Tim had informed the Selectmen of a seminar on management training that the recycling manager could attend. Selectman Hatch had asked for a week to see if there were other courses available before registering. Tonight Selectman Hatch informed the board that she had found free management-training seminars Justin could attend. Tim will discuss them with Justin.

4th of July Permits – We received a letter from the 4th of July Association requesting parade permits, permission to use the Academy grounds on the 4th, approval for posting Crystal Lake Road “No Parking” for the fireworks on July 2nd and the appropriation voted at town meeting.

Code Issue – Tim said the code enforcement officer would like to meet with the Selectmen to discuss a code issue that was brought to his attention. After a brief discussion, it was decided to hold a non-public session with Bob on Friday, June 10th at 11:30 a.m.

Intent to Cut – Tim stated that there had been an intent-to-cut filed for property between Hattie Smith Road and Middle Route that was formerly owned by the town. The property had been purchased at auction by Mr. Isleib, which he subsequently sold. At the time the Town sold the property they put several restrictions on it pertaining to logging; you have to stay 100’ away from wetlands, brooks, etc.; it limits the amount of space for logging. Tim said the logger, hired by the current owner, had been in to the office. He said the intent was to cut 100,000 board feet, which they can’t get. Tim said they went through documentation from when Mr. Isleib owned the property, and it indicated that some kind of a management plan was needed. He said the logger and current owner had come up with a management plan that was to cut anything over ten inches around and chest level. Upon hearing the logger’s name, Selectman Lavin recused himself from the discussion on the basis that he might have future dealings with the logger.

Tim said a copy of the intent-to-cut had been forwarded to the Conservation Commission, who will discuss it at their meeting next Tuesday, and they will try to schedule a site walk. Tim said the logger said he was going to measure out 100’, and then he is going to cut. Tim said the intent has been signed, but doesn’t have to be given to the logger for thirty days. After a brief discussion, it was felt the intent should be held until the conservation commission has had a chance to discuss it.

Approval of Minutes – The Selectmen reviewed the minutes of last week’s meeting.

MOTION – Selectman Lavin moved to approve the minutes of June 1, 2011 as amended. Selectman Hatch seconded. Motion passed 3-0.

8:05 pm – Recess

8:07 pm – Back in Session

8:08 pm – Selectman Lavin moved to enter into Non-Public Session per RSA 91-A:3, II(a) - Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Hatch seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

8:39 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Hatch seconded. Motion passed 3-0.

MOTION – Selectman Hatch moved to permanently seal the minutes of the above non-public session. Selectman Lavin seconded. Motion passed 3-0.

8:40 pm – Selectman Hatch moved to enter into Non-Public Session per RSA 91-A:3, II(c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person unless such person requests an open meeting; however, this cannot be used to protect a person who is a member of your Board, Committee or Subcommittee. Selectman Lavin seconded. Motion passed 3-0.

The Selectmen discussed a land-use board issue.

8:49 pm – Selectman Lavin moved to come out of Non-Public Session. Selectman Hatch seconded. Motion passed 3-0.

8:49 pm – MOTION – Selectman Hatch moved to adjourn the meeting. Selectman Lavin seconded. Motion passed 3-0.

Respectfully submitted,

Lois Dionne
Recording Clerk

