

APPROVED JUN 8 1998

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
MAY 28, 1998**

PRESENT: Chairman Carol Smith, Selectmen Timothy J. Seeger and Town Administrator Kelley A. Collins

CALLED TO ORDER: Chairman Smith called the meeting to order at 6:05 p.m.

6:05 p.m. MEET WITH FIRE CHIEF, ASST. CHIEF EDMUNDS AND CAPTAIN LOVERING

Personnel Forms: The Town Administrator made the Fire Chief aware that some fire department member's personnel files are missing either IRS form I9 (proof of citizenship) or W4 (withholding form). It would be helpful if the Chief would distribute these forms for current employees and make sure the office receives documents for any new hires.

Gift of tractor trailer box car from Monadnock Paper. The Town Administrator researched RSA 31:19 which covers receipt of gifts, legacies and devises and notes that a public hearing is not required. The Selectmen were given the authority to accept gifts on behalf of the Town at a Town Meeting, until rescinded. Chairman Carol Smith made a motion to accept the gift, to the Town, of the 40' storage trailer to be used by the fire department as a smoke house, for training purposes. Selectman Tim Seeger seconded. Motion passed unanimously. The Town Administrator will send a letter of thanks to Monadnock Paper Mills, Inc.

Right to Know Law (RSA 91-A:3): A general discussion took place regarding the requirements of the Right To Know Law, as it pertains to both fire department meetings and the Rescue Squad Meetings. In particular, Non-Public Sessions for the purposes of hiring public employees, were discussed. The Fire Chief and Asst. Chief were given a copy of a synopsis of the pertinent RSA. Captain Lovering already had a copy.

Ambulance Service Billing: Captain Lovering has spoken to a representative from Peterborough Ambulance regarding the possibility of billing for ambulance service. The Town Administrator offered her services to Captain Lovering to assist in gathering information. Some discussion took place regarding the fact that only insurance companies would be billed and anyone without insurance would not be billed. In addition, whatever an insurance company paid as usual and customary would be accepted. All parties present agree that they do not want to create any hardship on any resident.

6:28 p.m. NON-PUBLIC SESSION UNDER RSA 91-A:3, II (b)

Chairman Carol Smith made a motion to go in to Non-Public Session under RSA 91-A:3, II (b) the hiring of a public employee at 6:28 p.m. Selectman Tim Seeger seconded. Roll Call Vote: Selectmen Seeger - yes; Chairman Smith - yes.

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Selectmen generally discussed the hiring of an ambulance squad member.

Selectman Timothy Seeger made a motion to leave Non-Public Session and seal the minutes at 6:50 p.m. and Chairman Smith seconded. Roll Call Vote: Chairman Smith - yes; Selectman Seeger - yes.

6:55 p.m. GENERAL BUSINESS

Gregg Lake Association letter of concern. The Selectmen reviewed the letter of concern that was hand-delivered to the office this week, regarding the replacing of culverts on Gregg Lake Road. Some discussion took place regarding the Town's environmental responsibility vs. their responsibility to make Gregg Lake Road safe and passable all winter. The Town Administrator took the liberty of drafting a letter of response to the Gregg Lake Association, which the Selectmen reviewed and signed.

Verbal Complaint from a resident on Elm Avenue: The Town Administrator and Chairman Carol Smith have both received verbal complaints from a resident on Elm Avenue regarding the recent ditching operations and the improvement to existing drainage swales. Chairman Smith has visually inspected the site and the Town Administrator has spoken to the Road Agent on at least two separate occasions regarding this work. While the Board members are sympathetic to the resident's complaints the Road Agent assures the Town Administrator that nothing NEW has been done in this area. The ditching (removal of leaves and other debris from the side of the road) is required prior to the grinding and paving operations and is done to all roads in Town at least once every three years. In addition, the Road Agents assures the Board that the swales are not new to this site and that the drainage problem in this area is due to the location of the house and not anything he has actively done. The Road Agent believes that once the road is paved and sloped gently away from this resident's property that drainage will actually be improved in this area. The Selectmen would like the Town Administrator to write to the affected resident and make her aware of the Road Agent's assurances and ask for her patience at least until the paving project is complete.

Excavation Activity Tax: The Town Administrator made the Selectmen aware that a representative from the Department of Revenue Administration has stopped in to see what our status is with regards to compliance. According to our survey we had, at one time, nine gravel/sand pit operations and only two have filed the required form and fee. Letters will go out this week regarding compliance to the other seven sites. It is possible that some of these sites are no longer active and may have been naturally reclaimed.

Schedule for Improvements to Little Town Hall upstairs: The Town Administrator discussed the timetable for these improvements (lift, furnace and insulation) with Chmn.

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Smith who has taken Philip Dwight's position on this committee. Chmn. Smith will get in touch with the other committee members to discuss setting a date for a meeting.

7:30 - 8:00 MEET WITH TRUSTEES OF TRUST FUNDS

The Selectmen met with Bob Edwards and Dottie Penny reference a replacement for Trustee, Ann Dwight. Mrs. Dwight has resigned due to her move out of town. Mr. Edwards and Mrs. Penny provided Selectmen with a written list of candidates who may be interested in this position. No one has approached any of these candidates. General discussion took place regarding what the remaining Trustees are looking for, namely someone to assist them with researching some of the old wills and documents. The Selectmen came up with a couple more names and it was decided that the remaining two Trustees would contact some of these people and come back to the Selectmen with two or three that they feel they could recommend for appointment.

**8:00 p.m. MEET WITH WATER & SEWER COMMISSIONERS, CHARIAMAN
OF PLANNING BOARD AND CHARIMAN OF ZONING BOARD OF
ADJUSTMENT REFERENCE A PERSONNEL ISSUE**

Selectmen met with Chairmen of Planning Board and Zoning Board of Adjustment as well as with Mr. Pratt from the Water and Sewer Commission regarding Barbara Elia's recent notice of her intent to retire on August 13, 1998. Mr. Pratt explained that the Water and Sewer Commission was lucky enough to obtain the services of Eric Tenney, on a part time basis and they have recently purchased a Gateway 2000 computer for use at the W & S plant. It is the Commission's intention to take over water and sewer billing, leaving collection with the tax collector, W & S will also be taking care of distribution of accounts payable funds, as well as producing minutes of their meetings. The payroll function will rest with the Selectmen's Office. This time accounts for roughly 1/2 of Mrs. Elia's 22 hours per week. The Town Administrator pointed out that there were additional hours and money budgeted for part time hours in her office and it is her intention to add these to that position. The job description for this position will therefore reflect clerical support to Building, Code Enforcement, Planning Board and Zoning Board of Adjustment, as well as work in the Selectmen's Office. The Chairman of the Zoning Board, Mr. Tom Davis, asked that the record reflect his concerns regarding the hours for this position. His specific concern is that we would be effectively moving a portion of the responsibilities for this position to the Water and Sewer Department but keeping the hours the same. Chairman Smith noted that we have less manpower hours in the Selectmen's Office now than we have for some time and it is the Board's intention to bring these hours back up to an effective number. The job descriptions, as presented by the Town Administrator, were accepted by the Selectmen. The position will be advertised in the NH Sunday News, Concord Monitor, Keene Sentinel and Monadnock Ledger. In addition, it will be posted in 2-3 public places within the community. Closing for resumes shall be noon on June 25, 1998. The Town Administrator will conduct the initial interview and bring her recommendations to the Selectmen.

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8:45 GENERAL BUSINESS continued

Written request for reduction of speed limit and signage on Turner Hill Road

The Selectmen reviewed and discussed a written request for a reduction of the speed limit on the steep hill on Turner Hill Road. In addition, this letter requests blind hill top signs. The Town Administrator has spoken to both the Police Chief and the Road Agent regarding these requests. The Police Chief referred to RSA 265:63 Alteration of (Speed) Limits, noting that the statute only allows reduction to 25 miles per hour. While the Town could post lower, the Chief recommends against this because it would be unenforceable. The Road Agent sees no difficulty with posting two "blind hill top" signs. The Selectmen generally discussed the recent increase in requests for specialized road signs. While the Board is sympathetic to the concerns of residents in certain neighborhoods they are also in favor of requesting that the concerned residents help offset the cost of special markings. Therefore, the Selectmen would like to offer these residents the "blind hill top" signs. They would like the Town Administrator to make the offer of the signs to this resident and request that they pay for said signs and posts. The Town Highway Department will order the signs, and provide the labor of putting them up and maintaining them.

Verbal request for "livestock crossing" sign on Smith Road

The Town Administrator made the Board of Selectmen aware of a verbal request from a resident on Smith Road. This resident will be keeping llamas and pigs and owns both sides of the road on Smith Road. She is requesting "Livestock Crossing" signs be posted. The Selectmen generally discussed this request and would like the Town Administrator to make the same offer to this resident as to the resident on Turner Hill Road. The Board will have the Highway Department order the appropriate sign, and supply the labor for putting the signs up and maintaining them and will ask the resident to pay for the signs.

Request for abatement of 1997 property taxes

The Board of Selectmen reviewed two requests for abatement of 1997 property taxes. Both are being denied.

Review and accept minutes of May 18, 1998 meeting

The Selectmen reviewed and accepted the minutes of the May 18, 1998 meeting, as presented by the Town Administrator.

APPROVAL AND SIGNATURES:

Property Tax Abatement

Selectmen approved and signed an abatement for property taxes in the amount of \$545.13. This parcel should have been in current use and was taxed at ad valorem value, in error.

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Department of Revenue Administration Questionnaire

Selectmen reviewed and signed a questionnaire from DRA regarding current municipal levels of tax exemptions.

STATUS OF EMPLOYMENT OFFER TO RECREATION COORDINATOR

Town Administrator, Kelley Collins, made the Selectmen aware that there has been a slight hold-up on the background investigation for the candidate for this position. The State changed the laws regarding background investigations and local police departments can no longer conduct these, for employment purposes, through their local dispatch. There is now a \$10 fee required. The applicant may sign the appropriate State release and the Town can forward with \$10, which can take as long as 4 weeks, or the applicant can drive to the Department of Safety on Hazen Drive in Concord, pay \$10 and sign a release and obtain the information on the spot. Our candidate has opted for the quicker process and the Board will be notified as soon as this is complete.

ASSESSING WORKSHOP

The Town Administrator made the Board aware that she will be out of the office on Wednesday, June 17, 1998 for an "Assessing for the Non-Assessor" Workshop in Concord. In addition, she made the Board aware that she is on the Government Finance Officer's Association Newsletter Committee, which will require some time on a quarterly basis.

9:48 p.m. NON-PUBLIC SESSION UNDER RSA 91-A:3, II (c)

Chairman C. Smith made a motion to go in to Non-Public Session under RSA 91-A:3, II (c) to discuss "a matter which may affect the reputation of someone other than a member of the body or agency itself." Selectman Seeger seconded at 9:48 p.m. Roll Call Vote: Selectman Smith - yes; Selectman Seeger - yes.

Selectmen generally discussed a matter of delinquent taxes.

Selectman Seeger made a motion to leave Non-Public Session at 10:04 p.m., Selectman Smith seconded. Roll Call Vote: Selectman Smith - yes; Selectman Seeger - yes.

LUTHERAN SERVICES GIRLS' SHELTER

The Selectmen generally discussed the escalation of police responses to the Girls' Shelter over the last month or so. The Selectmen are particularly concerned with the violence of some of these calls. In an effort to address this matter before anyone gets hurt the Selectmen would like the Town Administrator to invite the Police Chief, the responsible party at Lutheran Services, a representative of the State regarding their placement procedures, and the director of the facility to a meeting on Monday, July 13, 1998 at 7:00 p.m.

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BENNINGTON LANDFILL EXCAVATION

The Selectmen would like the Town Administrator to send a memo to the Town of Bennington reference their serious concerns over the amount of material that Francestown continues to excavate even before formal tracking and accountability procedures are in place. The Board is concerned that we still do not have a finite measurement of material available.

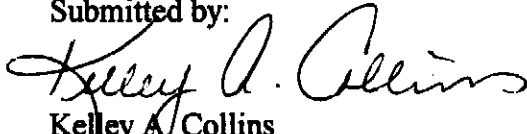
BUILDING PERMIT REVIEW

The Selectmen would like to see a copy of any building permits issued.

ADJOURNED

There being no further business, the Selectman adjourned at 10:30 p.m.

Submitted by:


Kelley A. Collins
Town Administrator