

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
July 20, 1998**

6:00 p.m. MEETING CALLED TO ORDER

PRESENT: Chairman Carol Smith, Selectmen Timothy Seeger and Denise Dargie and Town Administrator, Kelley Collins

6:00 – 6:15 p.m. OPEN & AWARD FUEL OIL BID

The Town Administrator read the Public Notice of the fuel oil bid. Chairman Smith opened the following bids:

- Johnson & Dix: \$.55/gallon = \$ 6050 – performance bond available upon request
- J.B. Vaillancourt \$.585/gallon = \$6435 – in the process of obtaining a performance bond
- Rymes Heating Oils \$.5975/gallon = \$6572.50 performance bond available
- Allen & Mathewson: Option 1: \$.15/gallon above Sprague Energy's daily posted price
Option 2: \$.649/gallon paid in full on July 31st – no performance bond

Selectmen voted unanimously to award the fuel oil bid to Johnson & Dix. The Town Administrator will send out a letter of award and thank you letters to all other bidders.

6:35 – 7:15 p.m. REVIEW CDBG FINAL DRAFT OF GRANT APPLICATION WITH BOB BERNSTEIN

Mr. Bernstein presented three copies of a "final draft" of the application. The deadline for submission of the application is July 27, 1998. Mr. Bernstein has an appointment to meet with a CDBG representative at 2:00 p.m. on Wednesday, July 22, 1998. Selectmen Tim Seeger is very disappointed and upset with this "final draft" document. He feels that he made it very clear at the public hearing on June 22, 1998 that he would not sign a document that was not complete. Chmn. Smith agrees this is like signing a contract that isn't complete. Mr. Bernstein notes that the document is still being compiled and things could change right up until the submission date. For example the parking issue. There is still an effort being made to acquire the property behind Aiken House. This could change the parking issue, considerably. Mr. Bernstein asked the Board their feelings on the changes that they requested and that he has made including the mention that no further town funds will be required. The Board is satisfied with these inclusions. The Board is still not willing to sign a document that is not complete in text. Mr. Bernstein asked the Board when they will be available again to sign. The Chairman noted that she is leaving on Thursday, June 23, 1998 in the morning for an out-of-town trip. Mr. Bernstein feels he can have the document edited and fully compiled by 6:00 p.m. on Wednesday, July 22, 1998. **MOTION:** Selectman Tim Seeger made a motion to apply for a CDBG grant in the amount of \$350,000 for the renovation of Aiken House and to authorize Chairman Smith to sign the compiled & fully completed CDBG grant application on or before Wednesday, July 22, 1998. Seconded by Selectman Denise Dargie. **VOTE:** All three Selectmen voted in the affirmative.

APPROVED AUG 3 1998

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7:15 - 7:30 p.m. MEET WITH RECREATION COORDINATOR, SHELLY GARDNER FOR AN UPDATE

The Recreation Coordinator asked the Selectmen if they want to appoint a Recreation Commission. The Board discussed this briefly and agree that they do want a Recreation Commission but that the Recreation Coordinator does not answer to the Commission or to The Friends of Recreation. The Recreation Coordinator is a liaison between these groups and the Board of Selectmen. Ms. Gardner's recommendations for the Recreation Commission are: Kathy Ruoff, Jean Nanacelli, Craig Seavey, Sam Harding, Lois Essex, as full members. Alternate members will be Brenda Schaeffer and Janet McEwan. Selectman Seeger made a motion to appoint these candidates to the Recreation Commission and to authorize the Town Clerk (or Deputy Town Clerk) to administer the oath of office. Selectman Denise Dargie seconded. Motion passed unanimously. The Town Administrator will prepare the appropriate documentation for the Town Clerk.

7:30 - 7:40 p.m. MEET WITH MARION NOBLE FROM ANTRIM NEXT - C.A.R.E.S. GROUP (formerly the Clean & Green Committee) AT HER REQUEST

Mrs. Noble (and Mr. Winchester) made the Selectmen aware that she and Cynthia Crockett are the co-chairmen of the C.A.R.E.S. group. Another member of the group, Spencer Garrett, contacted the State of NH Department of Transportation and obtained information on the Adopt-A-Highway program. The C.A.R.E.S. group will be adopting and cleaning a section of Route 202 from the "Welcome to Antrim" sign to Pleasant Street in August. Further discussion took place regarding making notice of meetings and minutes available to the Selectmen as well as future programs such as, tree sponsorship, the government's lilac program and working with Antioch to tie the school to this program and to community based education.

7:40 p.m. GENERAL BUSINESS

- **Accept the minutes of the June 29 and July 13, 1998 Selectmen's Meetings**
The Selectmen voted unanimously to accept the minutes of the June 29, 1998 and July 13, 1998 meetings as printed.

- **Discuss process for herbicide application at Town Beach for destruction of weeds**

Chairman Smith noted that she thought this project was originally slated as a volunteer effort for the conservation commission. The Town Administrator stated that she would like to call a couple of the companies that are certified to do this in NH and get some further information on both herbicide application and manual pulling of the weeds. It appears that we probably do not have the funds to do any complicated herbicide application. The Town Administrator suggests that we ask the Recreation Coordinator (or her designee), a representative from the Gregg Lake Association, and a representative from the Conservation Commission to serve as a study committee on the weed problem at the lake. The Selectmen agree that they would get a more rounded prospective this way.

- **Discuss formal permission for Asst. Chief Bethel to finish propane installation on second floor of fire station**

The Selectmen gave permission for Assistant Chief Bethel to finish the propane installation on the second floor of the fire station and connect it to the existing propane tank. The Selectmen do not want any other work done though. They do not want the fire station totally converted to propane.

- **Review and discuss first half 1998 financial statements**

The entire board has not had an opportunity to carefully review the statements. If they have any questions after review they will see the Town Administrator.

- **Review and discuss implementation of a universal time sheet for employees**

The Town Administrator presented the Selectmen with a "draft" of an employee time sheet. It is her intention to distribute this draft to Department Heads and solicit their comments and revisions. The Town Administrator believes that this form will assist us in complying with the fair labor standards act (FLSA). The Town Administrator will also be drafting a standardized absenteeism form.

- **Review and discuss Barbara Elia's resignation from positions of: Deputy Treasurer, Alternate on Planning Board and Alternate on Zoning Board**

The Selectmen discussed the suitability of the new hire filling all these roles. After careful consideration the Board of Selectmen will appoint Kathleen Boyer the Deputy Treasurer so there is someone available to sign checks in the event the Treasurer is out of town or unavailable. The Selectmen are not inclined, at this time, to appoint Ms. Boyer as an alternate on the Planning Board or Zoning Board of Adjustment. If these Boards are having problems attaining a quorum then the Chair of each Board should correspond with those members that are not attending and not calling and ask them to attend or resign their commission so that a more active member can be found. The Selectmen would like the Town Administrator to memo both the Planning Board and Zoning Board with their decision on this matter.

- **Bennington is unavailable on 8/12 for meeting is 8/19 at 7:00 a.m. suitable – where?**

The Town Administrator made the Selectmen aware that August 12th is not convenient for the Bennington Board their alternate date is August 19th. The Selectmen feel that August 19, 1998 at 7:00 a.m. at the Antrim Town Hall is fine and Attorney Mayer will be invited.

- **Review the June tally sheet of excavations at tri-town landfill**

The Selectmen reviewed the tally sheets of excavated material removed from the landfill for June 1998.

- **Review and discuss Mr. Harford's follow up letter re: Brimstone Corner Road**

The Selectmen reviewed Mr. Harford's letter but will not discuss its merits until they can meet with the Road Agent (August 3, 1998)

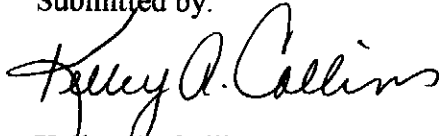
SIGN: Bracebridge Quitclaim deed – The Town Administrator brought to the Board's attention the fact that in 1995 a previous board executed a deed to transfer tax dedeed property to the Bracebridges. This deed was never recorded with the Hillsborough County Registry of Deeds. The Bracebridges now want to merge this piece of property

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with an abutting piece of property they also own. The Town Administrator prepared another deed dated this date to transfer this property so it can be properly recorded with the Registry. Once this takes place the Bracebridges can apply for a lot merger. The Selectmen executed the deed.

Intent to Cut – Topping – The Board of Selectmen executed the Topping intent to cut.

Submitted by:



Kelley A. Collins
Town Administrator

/kac