

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
August 17, 1998**

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

6:00 p.m. MEETING CALLED TO ORDER – Chairman Smith called the meeting to order at 6:00 p.m.

6:00 – 6:30 p.m. MEET WITH A.R.T.S. MANAGER, BILL LANG

- **Trees on town owned lot behind Mr. Lang's residence** – The Town Administrator notes that either Mr. Lang can make a bid on the town owned land and if he is successful in getting the land he can cut any trees he wants on his own property, or we can check and see how our liability insurance feels about us giving permission to Mr. Lang to cut trees on town land. **NOTE:** Mr. Lang was kind enough to provide us with a copy of a portion of a survey he had done on the referenced property.
- **Review and discuss options for repairing the fencing at A.R.T.S.** – The Selectmen discussed removing 5 – 6 sections of fencing at the Recycling Center. The fence is damaged by snow – load from plowing operations. Rather than continuing to fix the fence Bill Lang, the Road Agent and the Town Administrator agree that there would be no harm in removing several sections of fencing.

NON-PUBLIC SESSION UNDER RSA 91-A:3, II (c) Matters which may adversely affect a person's reputation.

Chairman Smith made a motion to go in to Non-Public Session at 6:20 p.m. to discuss a couple of personnel matters with the A.R.T.S. manager, Bill Lang. Selectman Tim Seeger seconded. **Roll Call Vote:** Chairman Smith – yes; Selectman Seeger – yes; Selectman Dargie – yes.

Town Administrator Kelley Collins had questions regarding whether an injury noted on a time sheet should be filed as a worker's compensation claim. Mr. Lang noted that the employee injured did not do it on duty nor at the facility and therefore the injury is not work related.

Selectmen reviewed a written complaint regarding a resident's experience at the A.R.T.S. facility. Selectmen discussed this with the A.R.T.S. manager. Town Administrator will send a letter of apology to resident.

Chairman Smith made a motion to leave Non-Public Session at 6:34 p.m. Selectmen Seeger seconded. **Roll Call Vote:** Chairman Smith – yes; Selectman Seeger – yes; Selectman Dargie – yes.

- **Discuss uniforms for employees of A.R.T.S.** – Bill Lang asked the Selectmen the status of uniforms for himself and other employees. Chairman Smith noted that there was \$500/employee budgeted plus money for steel toes boots. The Board wants Mr. Lang to just hire the same uniform service that the Highway Department uses and make their drop offs with the Highway Department if necessary. Bill Lang stated that he may prefer to just buy uniforms and have his wife launder them. The Board reminded Mr. Lang to make this offer to both his wife and Art Breyer.
- **Disposition of tin and steel cans** - Bill Lang asked the Town Administrator the status of pick ups for tin and steel cans, the dumpster is half full again. The Town Administrator has met with Susy Mansfield from Northeast Resources Recovery Association (NRRA) but they have not gotten back to us yet on alternatives. We may have to start throwing them away or ask Naughton if they will take them as part of a scrap metal load.

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6:30 – 7:00 p.m. MEET WITH FIRE CHIEF, MIKE BEAUCHAMP

- **Discuss removal & documentation for registering underground fuel tank** – The Fire Chief, Mike Beauchamp returned a partially completed form. He filled out what he could. Some discussion took place regarding removal of tank being budgeted for 1999, placement of a 550 gallon oil tank outside (to be cut with kerosene), the fact that the Fire Chief absolutely does not want an oil tank inside the building, etc. The Town Administrator is concerned because the State of NH has made it clear that as long as an underground tank meets all other requirements (including registration with the State) they will not go after Towns first, nor necessarily #2 fuel oil during the winter, etc.
- **Discuss fire department member to Joint Loss Management Committee** – The Town Administrator really needs a labor member from the Fire Department to even out Management to Labor numbers. Chief Beauchamp suggested Jeff Wright to serve on this committee.
- **Discuss complaint ref: hydrant use** – The Town Administrator made the Selectmen and the Fire Department aware that we received a phone call today reference a load of white clothes that were ruined during the fire department's muster on August 16, 1998. Asst. Chief Bethel asked if we should quit training or quit using hydrants entirely. The Selectmen and Town Administrator feel it is important that the department feel confident to train with the equipment they will be using during an actual fire but suggest that in the case of something like the muster a small article in the paper or a public notice might be good public relations. Asst. Chief Edmunds suggested that the person re-wash the clothes with "Iron Out" and see if that does the trick.
- **Reel truck** – Fire Chief Beauchamp made the Selectmen aware that the reel truck continues to need repairs and the parts are getting harder and harder to find. In addition we have a 1979 Pumper that is gasoline which also creates a problem as most of these vehicles are now diesel. The Fire Department's capital improvement plan did not call for replacement of the reel truck until 2004 and the recommendation would be to purchase a 1,000 gallon tanker.
- **Safety Issues at Fire Station and Town Hall** – Chief Beauchamp also wants the Board to be aware that we need to put an emergency fire escape on the fire station in order to be able to use the second floor. In addition, he notes that public buildings that are going to have more than 49 people in them need to be either sprinkled or have a fire alarm. The Town Administrator is willing to look in to a fire alarm system for the Town Hall if the Fire Department will do the same for their station.
- **Liability/Worker's Compensation Coverage for the Ladies' Auxiliary** – Chief Beauchamp would like the Town Administrator to look in to whether the Ladies' Auxiliary is covered under the Town's insurance policies. In addition, there was some discussion about the fire department being covered under worker's compensation insurance in blocks of 10 people. This is currently broken down by 40 firefighters (not counting officers present tonight) and 10 on the rescue squad. The Town Administrator will look in to all these issues.

7:30 – 8:05 p.m. MEET WITH SHELLY GARDNER, RECREATION COORDINATOR

- **General discussion of status of Antrim's recreation programs** – Ms. Gardner thinks the programs generally are looking good except for the general vandalism. The swimming lessons are almost over, soccer sign ups are next week, the Recreation Center has a schedule, the Recreation Commission is all sworn in except for one member who has been on vacation. Friends of Recreation and Antrim Next Recreation & Leisure have become one organization, which is still known as Friends of Recreation.

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- **Clearly delineate the role of the Recreation Commission** – The Recreation Commission has asked that their role be more clearly defined. The Selectmen asked Shelly if she feels comfortable with defining this for them as she sees it evolving. Shelly has no problem making a recommendation to the Board.
- **B-I-N-G-O** – Ms. Gardner has been looking into the possibility of conducting bingo at the recreation center. She feels she has an advantage because her brother happens to be the Gambling Commissioner for the State of New Hampshire. She is clear that certain permits would have to be obtained, that it could only be sponsored by a non-profit organization, etc. Further discussion took place regarding checking with our insurance company regarding exposure.
- **Beach Restrooms Open Hours** – Ms. Gardner has had a request that the public restrooms be left open until the beach actually closes at 9:00 p.m. rather than having the lifeguards close them when they go off duty at 5:30 p.m. The Town Administrator is not comfortable with this suggestion in view of the kind of vandalism the Town has been experiencing. In addition, it is our understanding that the lifeguards are responsible for cleaning the bathrooms and locking them – who is going to clean them and be otherwise responsible when there is no one left on-duty? The Selectmen agree and prefer to continue closing the restrooms when the lifeguards leave.
- **Volunteer Coaches Liability** – The Recreation Coordinator notes there has been some concern expressed about volunteer coach's liability. The Town Administrator notes that the liability issue stays the same for the whole Recreation Program. The Town is only liable if it is negligent. ALL Recreation Programs are "at your own risk" unless the Town is negligent. This holds true for the coaches as well.
- **Recreation Coordinator's Hours** – The Town Administrator is concerned that this position was originally budgeted for 20 hours per week. If we continue to have the Recreation Coordinator work 40 hours we could under the NH Labor Laws become responsible to offer benefits accorded to other full time employees. Ms. Gardner noted that the job has been all-consuming but she feels confident that now that the Recreation Commission is in place and the Friends of Recreation will be supplemented by the Antrim Next group there should be adequate assistance to allow her to ease back on hours. This will also be necessary because she starts school again this week.

8:05 p.m. MEET WITH RESIDENT STEVEN MATTIL REF: STATUS OF PROPERTY

Mr. Mattil is awaiting completion of the probate process. He has been told that it should be through probate by August 22, 1998. The mortgage company is all lined up but they still have to complete an updated appraisal (should be done in the next week to ten days). Selectman Seeger is very concerned this process has gone on for eight months. The Town Administrator suggests that Mr. Mattil be ready to present the Selectmen with a copy of a recorded deed and a copy of either a signed mortgage or a letter of commitment from the mortgage company on or before September 14, 1998 at 7:00 p.m.

7:45 p.m. GENERAL BUSINESS

- **Discuss further action on Mr. Whiting's deadline for compliance to zoning** – The Selectmen reviewed the paperwork and the general issues and instructed the Town Administrator to contact an Attorney to see how best to proceed.
- **Review and discuss Mr. Hersey's request to abate \$2400 against penalties & interest for Freeport Development lots** – The Selectmen reviewed Mr. Hersey's request as the agent for

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the Trustees for Freeport Development. Some discussion took place regarding the fact that the Board routinely denies these requests for private residents and while they know the interest accumulation is high it is meant to be a deterrent from not paying taxes. Chairman Carol Smith made a motion to deny Mr. Hersey's request, Selectman Seeger seconded. Motion passed unanimously

- **Review and discuss Mr. Genest's inquiry into who he can contact regarding contamination of his well at 85 Old Pound Road.** – The Selectmen discussed Mr. Genest's question and whether it is his contention that the contamination is from the Town's winter salting operations. Generally, the Board does not think this is the case because they believe that his portion of Old Pond Road is dirt and therefore salt is not used. The Board notes that he can use any private water testing company or the State of New Hampshire Water Supply & Pollution Control has bottles that you can pick up, fill, and then drive them back for testing.
- **Review the engineer's scope of work for Gregg Lake Dam repairs** – The Selectmen reviewed the scope of work prepared by our engineers. The Town Administrator pointed out that while it does not appear to be really complicated work our Highway Department really doesn't have the equipment to do it.
- **Appoint Sherry Miller as deputy treasurer and discuss her response to ambulance calls while working** – Selectman Tim Seeger made a motion to appoint Sherry Miller as Deputy Town Treasurer and to authorize the Town Clerk to administer the oath of office. Selectman Denise Dargie seconded. Motion passed unanimously.

The Town Administrator would like to allow Sherry Miller to respond to rescue calls while on duty at the Town Hall. Some discussion took place regarding whether she will be paid at the Land Use/Selectmen's Secretary rate or the rescue member's rate. The Town Administrator feels strongly that as long as the number and duration of the calls are reasonable we should continue to pay her at the secretarial rate. The Town does not have a lot of people available during the day (most people work elsewhere) and if the employee is going to lose a considerable amount of pay to respond this would be a disincentive. The Selectmen agree in principal to supporting the response to ambulance calls but they would like this carefully monitored.

- **The Camp Chenoa celebration and bridge dedication (8/16/98) was canceled** – Selectman Seeger was unaware that the celebration had been canceled and he did go to the bridge for the dedication. The Town Administrator apologized for not notifying him at home before the weekend.
- **A.R.T.S. Committee – Marion Noble is interested in serving on this committee** – The Town Administrator made the Selectmen aware that so far, Mrs. Noble is the only one to express interest in serving on the A.R.T.S. Committee. Mrs. Noble's co-chair Cynthia Crockett is unable to assist us on this committee. The Town Administrator will give it a couple of more weeks before beginning to actively solicit members for this committee.
- **Complaint regarding trees on Contoocook Avenue** – The Town Administrator made the Selectmen aware that she received a complaint from Mr. Foster regarding trees overhanging Contoocook Avenue and the fact that the trees are growing up in the ditches. Mr. Foster feels that these trees need to be removed – roots and all. This information has already been passed on to the Road Agent. Mr. Foster also had some personnel complaints which the Town Administrator requested he forward in writing to the Board.

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- **Accept the minutes of the August 3, 1998 with correction to include results of legal requests for proposal** – The Town Administrator had prepared an addendum to the August 3, 1998 meeting minutes as she inadvertently left out the results of the opening of the requests for proposal (RFP) for legal services to the Town. Chairman Smith had several minor additions and corrections. Chairman Smith made a motion to accept the minutes of the August 3, 1998 meeting as corrected. Selectman Seeger seconded. Motion passed unanimously.
- **Schedule for Selectmen to cover lunch hour during elections and come back at night to count ballots** – The Town Administrator reminded the Selectmen that they usually come in during elections to cover lunch, dinner breaks and to count ballots. Selectman Seeger is not available at all on September 8, 1998, he will be out of Town. Chairman Smith will be here around 11:00 a.m. and will be available to cover dinner and will stay to count ballots. Selectman Denise Dargie will be available at 6:00 p.m. and will stay to count ballots.
- **Review and discuss abatements, if any, for sand and gravel pits** – The Town Administrator reviewed the new assessments for sand/gravel pits with the Board of Selectmen. She made the Board aware that several taxpayers would see a significant increase in their property assessments due to this new law. There was some discussion about abating some part of the assessment for owner's who historically provided sand primarily to the Town. The Selectmen are willing to consider an abatement for Smith Harriman but the state law precludes this until he complies with the other parts of the law (filing an activity application). There was also discussion about abating some portion of the Drs. McKinlay's assessment but although the pit is no longer active it has not been reclaimed and the McKinlay's did not donate the sand to the Town. The Town actually plowed a portion of their property for them as a barter. The Selectmen unanimously agreed not to abate any of the sand/gravel assessments at this time.
- **Barbara Black from Antrim School would like to display a map of Antrim showing locations of local business in the Town Hall (map is approx 10'long)** – The Town Administrator made the Board aware that we have received a request to display a map of the Town created by Great Brook School children. This map was created for the Antrim Next program and Ms. Black felt that it should be prominently displayed in town. Chairman Smith and the Town Administrator toured the building and found a couple of places where the map could be displayed. The Selectmen gave their permission for these two places, they do not want any other displays disturbed and they would like a time limit for display to the end of the year.
- **Prepare a written summary of topics to cover at Wednesday's meeting of tri-towns regarding landfill/excavation agreement** – The Town Administrator asked the Board if they would like her to prepare a written summary of questions and concerns for this meeting. The Selectmen think that would be helpful. The Administrator will provide coffee and donuts for this meeting.
- **Review numbers on MS-4 Revised Revenue form for Dept. of Revenue Administration** – The Town Administrator provided a copy of the MS-4 for the Board's review. She also noted that the revised revenue report is only about \$150 different than the originally budgeted revenues.
- **Status of W9s and certificates of insurance** – The Town Administrator made the Board aware that her office is attempting to update the W9s and the Certificates of Insurance. She notes that our worker's compensation carrier does audit these documents and our rate is affected. In addition, if we fail to obtain a W9 or to send out the appropriate 1099 at year end

APPROVED AUG 31 1998

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- we could be sanctioned by the IRS. There are several water & sewer department vendors that we do not have this information for and this does affect our rating.

SIGN: MS-1 Extension Request Form – The Selectmen signed the extension request form. The Town Administrator made the Board aware that the MS1 is due on September 1, 1998 and requires the Board's signatures. The next Board meeting is on August 31, 1998 so an extension may be in order.

Abatement of Taxes \$8.81 – The Selectmen approved a minor abatement of taxes.

ADJOURNMENT – There being no further business to come before the Board the meeting was adjourned at 10:15 p.m.

Submitted by:


Kelley A. Collins
Town Administrator

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