

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
November 9, 1998**

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

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

6:00 – 6:30 p.m. MEET WITH BOB VARNUM, ROAD AGENT

- **Water problem on West Street** – The Road Agent made Selectmen aware that he has been approached by a resident, who would like to remain anonymous, regarding a potential water problem on West Street. It appears that there is a sizeable beaver dam on the private property of Lester & Giffin Russell. The Road Agent did explain to the resident that there is nothing the Town can do to remove beavers or a beaver dam from private property. We can however, courteously notify the Russell's that if the water backs up enough to cause damage to public land or roads they could be held accountable. The Selectmen agreed to let the Russell's know that there could be a liability issue if the water problem causes a public problem.

- **Budget** – The Road Agent has been working on his budget and sees no major increases. He does need to replace one dump body @ \$3200 and is considering recommending a tow behind street sweeper @ \$9000. If the Road Agent is given the same funding as last year for road work he believes he can finish Elm Avenue, shim and overlay Goodell Road and pave the portion of Pierce Lake Road that was ground up last year.

- **Plows & Sanders** – The Road Agent made the Board aware that all the plows and sanders are ready to go for the winter season.

- **Landfill Issues** – The Road Agent notified the Selectmen that the lock on the gate at the Tri-Town Landfill is a combination lock not a key lock. The Board is now concerned that the combination will be widely distributed rather than a limited number of keys being placed in circulation. The Board would like the Town Administrator to talk to Attorney Mayer as soon as possible regarding this issue. The Selectmen are not interested in meeting on these issues again since the other two Towns do not appear willing to cooperate even on items that they have agreed to previously. The Road Agent also made the Board aware that Smith Harriman may be interested in selling his site on Elm Avenue near Hillside. This could prove to be a site of additional materials for the Town, as well as a place to stockpile future material. The Board would like the Town Administrator to get the names and ballpark figures from a couple of engineering firms that specialize in minerals and excavateable materials for assessments of Antrim's share of Tri-Town Landfill materials and value of Smith Harriman's site. The Board will also invite Mr. Harriman to their meeting on November 23, 1998.

- **Culvert at the top of Elm Avenue** – Selectman Tim Seeger asked the Road Agent about the elevation of the culvert at the top of Elm Avenue and whether there is anything we can do to even it out. The Road Agent noted that to even it out we would have to

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bring in a lot of fill material. The Road Agent also agrees that it could be a safety issue but that it has been like that for a very long time and he is not sure if it can be improved significantly.

7:00 p.m. – MEET WITH POLICE CHIEF, BRIAN BROWN

- **Review and discuss letter of complaint regarding the Police Department from Ms. Shelley (Doris) Nelkens** – Chief Brown attended for a few minutes and was called away for a motor vehicle accident. The Board will continue with this subject when he has cleared from the call.

- **7:40 – 8:22 p.m. Non-Public Session under RSA 91-A:3,II – a to discuss a personnel matter (complaint above)**

Chairman Carol Smith made a motion to go in to Non-Public Session under RSA 91-A:3,II – a to discuss a personnel matter at 7:40 p.m. Selectman Tim Seeger seconded. Roll Call Vote: Chairman Smith – yes; Selectman Tim Seeger – yes; Selectman Denise Dargie – yes.

The Selectmen discussed a written complaint regarding several employees with the Police Chief and the Town Administrator. The Board instructed the Police Chief to continue with the appropriate investigations and instructed the Town Administrator to send Ms. Nelkens a letter regarding her complaint.

Chmn. Smith made a motion to leave Non-Public Session and seal the minutes at 8:22 p.m. Selectman Seeger seconded. Roll Call Vote: Chairman Smith – yes; Selectman Seeger – yes; Selectman Dargie – yes.

- **New Police Officer** – The Police Chief made the Board aware that Nick Weeks has completed the medical exam. He will take the psychological test on Tuesday and the physical agility test on Friday. Mr. Weeks is currently scheduled to begin work in Antrim on November 30, 1998, pending the satisfactory completion of the necessary testing.

- **Antrim Girl's Shelter** – It has been brought to the Chief's attention that the Sheriff's may be responding to the Antrim Girl's Shelter instead of the Antrim Police Department. The Chief is concerned that the Shelter staff not have to wait an overly long period of time for a Sheriff when the local police department is not even notified.

- **Year 2000 compatibility** – The Town Administrator asked the Police Chief if they have begun to look into the equipment that may need attention before the year 2000. The Chief noted that he and Officer Hautanen had a discussion just today about the video camera and the 35-mm cameras. In addition, the Town Administrator suggested getting a letter from Ford stating that the police cruisers are Y2K compatible.

9:50 – 11:03 P.M. NON-PUBLIC SESSION UNDER RSA 91-A:3,II –a TO MEET WITH THE TOWN ADMINISTRATOR, KELLEY COLLINS, TO DISCUSS HER PROBATIONARY EMPLOYMENT EVALUATION

Chairman Smith made a motion to go in to Non-Public Session under RSA 91-A:3, II – a to discuss the Town Administrator's six-month employment evaluation at 9:50 p.m.

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Selectmen Seeger seconded. Roll Call Vote: Chairman Smith – yes; Selectman Seeger – yes; Selectman Dargie – yes.

The Selectmen reviewed and discussed the Town Administrator’s six-month probationary employment evaluation, as presented to her in writing. The evaluation will become a permanent part of the Town Administrator’s personnel file.

Chairman Smith made a motion to leave Non-Public Session and seal the minutes at 11:03 p.m. Selectman Seeger seconded. Roll Call Vote: Chairman Smith – yes; Selectman Seeger – yes; Selectman Dargie – yes.

7:30 P.M. – GENERAL BUSINESS

- **Review and discuss John Vance’s (Monadnock Business Venture MBV) willingness to meet with a representative of the Board to discuss the issues surrounding Tax Increment Financing Districts (TIF)** – The Selectmen generally discussed Mr. Vance’s continuing willingness to assist. The Board is somewhat troubled by Selectman Seeger’s statement that the Planning Board has agreed to budget \$1,200 for Monadnock Business Ventures for the 1999 budget. They believe, as does the Town Administrator, that this money would be better spent toward the Master Plan which has not been revised since 1985. The Board agrees that Mr. Vance is trying to be helpful but they do not believe that there is time to adequately research and implement a TIF for the March 1999 Town Meeting. The Town Administrator will still attend the workshop offered at the New Hampshire Municipal Association’s Annual Conference regarding TIFs.

- **Review & discuss Attorney Mayer’s November 3, 1998 letter** – The Selectmen reviewed and discussed Attorney Mayer’s letter as part of their discussion regarding the Tri-Town Landfill with the Road Agent.

- **Discuss hiring a company to come in and clean the windows of Town Hall** – The Town Administrator would like permission to hire a company to clean the windows, inside and outside at Town Hall. The Town Administrator noted that this work is included in the contract with our current cleaning company, but after two separate phone calls she has been unable to get this work done. Since the weather has turned cold it is really time that we put the storm windows down but the Town Administrator would prefer to have the windows cleaned at least once this year prior to lowering the storms. The Selectmen agreed to allow the Town Administrator to obtain prices and they will decide when they see the cost.

- **Review and discuss proposal for extending roof line at A.R.T.S. building** – As instructed by the Selectmen at the November 2, 1998 meeting the Town Administrator called three local contractors to bid on extending the roof line at the A.R.T.S. building. Two of the contractors did call and state that they were unable to bid on a project if it had to be completed before year-end. The one contractor that did

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submit a quote is Steve Schacht and his projected cost is \$985.75. The Selectmen agreed to hire Mr. Schacht as long as the work can be done this year. The Town Administrator will notify the contractor tomorrow.

Review and accept the minutes of the October 26, and November 2, 1998

meetings – The Board of Selectmen agreed unanimously to approve the minutes of the October 26, and November 2, 1998 meetings, as printed.

- **Review and discuss the options on the telephone system to replace failed system.** The Town Administrator ran through the chain of events that have taken place since the Merlin telephone system failed last Tuesday. Since the cost to repair the system at that time was \$450 for a used control panel with only a 90 day warranty and since there is no way to make the Merlin phone system year 2000 compatible the Town Administrator obtained prices on two new systems. One system was priced at \$3,000 and one system at \$3,200. The Board agreed to go with the \$3,200 system which is a Nortel System from MCT (Merrimack County Telephone). This system is year 2000 compatible and will be installed and fully functioning by noon on Tuesday. The Selectmen reviewed the option of an automated attendant and agreed that this would free up some of the Town Administrator’s time.

- **Cancellation of November 16, 1998 Selectmen’s Meeting** – Selectman Tim Seeger is unavailable on November 16, 1998. The Board opted to cancel the November 16, 1998 meeting since there are no appointments on their calendar. The Town Administrator will have the appropriate notice posted.

- **Appointment of a Grant Administrator** – The Town Administrator made the Selectmen aware that she spoke to Tim Murphy, Executive Director of Southwest Regional Planning Commission (SWRPC), about acting as the grant administrator for the Community Development Block Grant (CDBG) for the renovation of Aiken House. The SWRPC is reviewing the project now to see if they are interested in serving in this capacity. The Town Administrator will put this item on the agenda as soon as she has something further to report.

ITEMS TO BE SIGNED:

The Selectmen authorized and signed the following documents:

(3) copies of the documentation for the CDBG for the renovations of Aiken House – The Board of Selectmen agreed unanimously to accept Community Development Block Grant Funds and to that end to execute the contract with the Office of State Planning. **(1) Veteran’s Tax Credit Form and (1) abatement in the amount of \$100 for veteran’s tax credit**

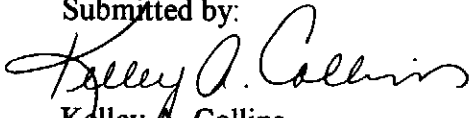
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ADJOURNMENT

There being no further business to come before the Board of Selectmen the meeting was adjourned at 11:15 p.m.

Submitted by:


Kelley A. Collins
Town Administrator

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