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**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
December 14, 1998**

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

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

5:58 – 6:24 p.m. NON-PUBLIC SESSION UNDER RSA 91-A:3,II REGARDING CONFIDENTIAL LEGAL ADVICE

Chairman Carol Smith made a motion to go in to Non-Public Session under RSA 91-A:3, II regarding confidential legal advice from their Attorney regarding a tax deed issue.

Selectman Tim Seeger seconded. Roll Call Vote: Chairman Cote-Smith – yes; Selectman Dargie – yes; Selectman Seeger – yes.

Discussion took place regarding the ramifications of a tax deed and legal advice from the Town's attorney regarding reversing said deed. No decision was made in Non-Public Session.

Selectman Tim Seeger made a motion to leave Non-Public Session at 6:24 p.m.

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

6:30 p.m. MEETING WITH STEVEN MATTIL RE: PROPERTY TAX ISSUE

Mr. Stephen Mattil and his brother, William Mattil, the heirs of William and Mary Mattil addressed the Board regarding the Town's recent tax deeding of their parents' property. William Mattil instructed the Selectmen that he has never been properly notified of their intent to take the property by tax deed. If the Town continues in this capricious manner Mr. William Mattil will turn the matter over to his attorney in Henniker, Robert Howard. The Selectmen noted that his brother, Stephen, has been telling the Selectmen for close to two years that he was keeping William apprised of the situation. The Town has waited for the 1994 and 1995 taxes and finally gave an ultimatum for payment of these taxes on November 16, 1998. The Selectmen noted that they now have received a letter from the Mortgage Company agreeing to cut a check directly to the Town on December 21, 1998. The Town has never been given a copy of either the probate documents or the will and would need both in order to reverse the tax deed. The Selectmen instructed the Town Administrator to prepare a deed from the Town to William & Stephen Mattil. The Selectmen will sign the deed and Mr. Mattil can pick it up Tuesday morning between 8:00 and 8:30 a.m.

7:00 P.M. – MEET WITH ROAD AGENT RE: 1999 HIGHWAY BUDGET

The Selectmen and the Road Agent reviewed and discussed the Road Agent's budget as submitted on November 23, 1998. The Selectmen approved the purchase of a dump body from 1998 funds and are tentatively supporting the purchase of a pull behind street

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sweeper from Capital Reserve Funds for 1999. Generally, the Highway Department's operating budget will stay the same in 1999 as 1998.

8:00 P.M. -- MEET WITH BILL LANG RE: 1999 ANTRIM RECYCLING & TRANSFER STATION (A.R.T.S) BUDGET

Mr. Lang met with the Selectmen regarding the A.R.T.S. 1999 budget. Mr. Lang did not present a written budget and suggested that perhaps it is time for the Board to start looking for someone else to run A.R.T.S. Considerable discussion took place regarding the drop in market prices for recyclables and the increase in price of solid waste removal. The Town Administrator is very concerned regarding the potential increase in these cost for 1999. The Town Administrator will attempt to put together a 1999 budget for A.R.T.S. for the Selectmen's review on Monday, December 21, 1998.

GENERAL BUSINESS

- **Review and discuss Aiken Barn Trust's letter recommending members to an Aiken Project Advisory Committee**

The Selectmen have no problems with the people being recommended to serve on this Advisory Committee but they are concerned that the number on the committee be kept down. Therefore, the Selectmen would like to see one member each from: Aiken Barn Trust, Grapevine, Historical Society and Tuttle Library. This will eliminate a permanent member from the Board of Selectmen, the second member from the Grapevine and an at-large member. The Selectmen requested that the Town Administrator provide this committee with the written requirements for posting notices of their meetings, and preparation of meeting minutes. The minutes will then be submitted to the Selectmen's Office for review after each meeting. The Board would also like to meet with Mr. Bernstein regarding the unique relationship between the Committee, the Office of State Planning, SW Region Planning Commission and their office at 6:30 p.m. on Monday, December 21, 1998.

- **Review and discuss letter from Todd Fleming from the Office of State Planning (OSP) re: their requirement that we follow the competitive negotiation procurement process outlined in CDBG Implementation Guide. OSP will not allow movement of the \$6,500 from construction to administration.**

The Selectmen are concerned with this denial of a revision so early in the process. In addition, this will add some additional time since the Town Administrator will be tied up with the budget, year-end, audit and town report for the next couple of months. The bid process will require document preparation and interviews by the Selectmen. The Board is also concerned because neither Bob Bernstein nor Mr. McMasters from SW Region Planning Commission made them aware that this could be a problem. They assumed that the Office of State Planning would grant the revision. The Board is now very concerned regarding the scope of the amendment required to change the building addition to somehow include the Aiken Barn.

- **Review and discuss Board's December 7, 1998 decision re: Harriman abatement.** The Selectmen reviewed and discussed their action at the December 7, 1998 meeting and moved to reconsider the abatement. The matter was temporarily tabled.

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- **Review and discuss remittals for health, life, short & long term disability insurance, specifically the maximum on the s-t-d insurance.**

The Chairman of the Board signed the remittals for renewals on the health, life, dental and long-term disability insurance. The Town Administrator pointed out that the short-term disability insurance benefit is 66 2/3% of gross wages with a weekly maximum of \$250 a week. She is concerned that this would not provide a living wage in the event of a short-term disability. She notes that all permanent full-time employees make more than this maximum per week. The Town Administrator has taken the liberty of obtaining a price on increasing the maximum weekly benefit on the short-term disability from \$250/week to \$450/week. This is still less than some employees but creates a better situation for disabled employees. In the past disabled employees have continued to draw full pay for months of a disability and this insurance may help us revise that practice. The Board of Selectmen agreed unanimously to approve the increased maximum benefit.

- **Review & adopt Joint Loss Management Committee's written safety program.**
The Selectmen have reviewed the written safety program before, and unanimously voted to adopt the written safety program as recommended from the Joint Loss Management Committee.

- **Review and discuss Mr. Noble's requesting improvement of Pierce Lake Road from Blair's (Miss Mulhall's old homestead) to the foot of the hill where the mailboxes are located.**

The Board of Selectmen discussed Mr. Noble's letter with the Road Agent prior to his budget discussion this evening. The Road Agent agrees that that portion of Pierce Lake Road is particularly bad. He believes the best course of action is to return that portion of the road to gravel for at least a year with the goal of paving it sometime in the next couple of years. The Road Agent will call Mr. Noble and discuss this alternative and the Town Administrator will send a follow-up letter.

- **Review and discuss Mr. Mangieri's letter to the Town Administrator.**

The Selectmen reviewed Mr. Mangieri's letter and asked the Town Administrator to correspond with Mr. Mangieri, as necessary.

- **Review and discuss the preliminary estimate for replacement of bridge #183/071 Depot Street over the Contoocook River Overflow (Antrim & Bennington)**

The Town Administrator made the Selectmen aware that she has received a preliminary cost estimate to replace the Antrim/Bennington bridge and will make this estimate available to the Town of Bennington. It does not appear that we will be ready to seriously pursue this replacement until the March 2000 Town Meeting.

- **Review Annual Self Assessment Report form for Municipal Wastewater Treatment Facility (forward to Water and Sewer Department)**

The Selectmen would like this document forwarded to the Water and Sewer Department for completion.

- **Review and accept the minutes of the December 7, 1998 meeting**

The Board of Selectmen unanimously approved the minutes of the December 7, 1998 meeting, as printed.

- **Review and discuss computer purchase**

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The Town Administrator is still waiting for one or two additional prices for the replacement of hardware in preparation for the Year 2000 compliance requirements. She will report to the Selectmen on December 21, 1998.

• **Review and discuss cleaning Town Hall building**

The Town Administrator put out Requests for Proposals for cleaning the town hall with a deadline of November 2, 1998. None of the companies contacted returned a proposal. The Town Administrator then contacted an additional company Pride Services and received a proposal for their service. Some discussion took place regarding hiring a person as a part time employee to do both the weekly cleaning as well as custodial duties such as minor carpentry, window repairs, setting up voting booths, etc. The Selectmen agreed to have the Town Administrator write a job description for their review.

• **Discuss holiday hours of operation**

The Town Administrator reminded the Selectmen that the office will be closed on Thursday and Friday, December 24, and 25, 1998 and she will be taking a vacation day on Wednesday, December 23, 1998. In addition, the office will be closed on Thursday, December 31, 1998 and Friday, January 1, 1999 in celebration of New Year's.

ITEMS TO BE SIGNED:

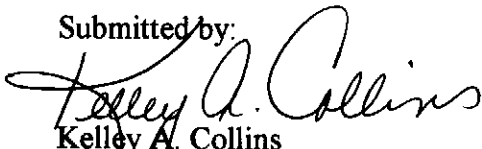
(1) Set of Health Insurance Policy remittals; (1) Abatement request for Szelog; (1) Yield Tax Warrant, (1) Abatement for Oertly.

The Board of Selectmen reviewed and signed the documents listed.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:35 p.m.

Submitted by:


Kelley A. Collins
Town Administrator