

APPROVED JAN 4 1999

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

6:00 p.m. MEETING CALLED TO ORDER – Chairman Carol Cote-Smith called the meeting to order at 6:12 p.m.

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

7:00 P.M. – MEET WITH REPRESENTATIVES FROM THE ZONING BOARD TO DISCUSS 1999 BUDGET

The Town Administrator distributed a copy of the Zoning Board's 1999 budget request. It was noted that there is no change in the requested budget for 1999 from the approved budget for 1998. Some discussion took place regarding 1998 expenditures to date.

8:00 P.M. – MEET WITH PARKS & RECREATION REPRESENTATIVES TO DISCUSS THEIR 1999 BUDGET

The Selectmen met with the Recreation Coordinator, Shelly Gardner, the Chairman of the Recreation Commission, Sam Harding and the Vice Chairman of the Recreation Commission Craig Seavey. The 1999 budget request was reviewed line item by line item. The requested budget represents an increase from \$21,850 to \$33,014. This includes the full year salary for a Rec Coordinator (hired summer 1998), two additional weeks of lifeguard coverage, an additional porta-pottie at the Town Beach, tennis court sealing, fence repairs, etc.

GENERAL BUSINESS

• **Review & discuss amended Tri-Town Landfill excavation agreement**

The Selectmen reviewed and discussed both the excavation agreement and the outcome of the meeting on December 17, 1998 with representatives from Frankestown and Bennington. The Board still has some concerns regarding enforcement issues but feel that this agreement is the best the Town can do right now.

• **Review and discuss NHMA's Property Liability Trust's Loss Prevention Survey of Town buildings – develop a plan for compliance**

The Selectmen briefly reviewed the survey of Town buildings. At the Town Administrator's recommendation the Selectmen toured the upstairs of the building to review wiring and general cleanliness of the Upper Hall. Discussion ensued over winterizing the upstairs since heat will not be installed this winter.

• **Review & discuss computer acquisition for Town Offices**

The Selectmen reviewed the four proposals for upgrade of hardware for Year 2000 compatibility. After some discussion the Selectmen authorized the Town Administrator to spend up to \$6,600 on hardware to be purchased in 1998. In addition, a system will be purchased for the fire department and billed to them.

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- **Review & discuss timetable for bid process for CDBG Administrator**

The Town Administrator asked the Selectmen if they have a timetable in mind for putting the administration out-to-bid. The Selectmen feel that the budget is the current priority and will be for the next month or so. The Selectmen made the Town Administrator aware that Bob Bernstein would like to be on the bid list for administrator and they would like SW Region Planning Commission placed on the list as well.

- **Review & discuss job description for Transfer Station Manager**

The Town Administrator presented the Selectmen with two generic job descriptions for Transfer Station Manager. Some discussion regarding the title took place with a decision of A.R.T.S. Director. The Selectmen feel this job should be full-time with one part time helper as opposed to the current three part-time employees. The Town Administrator shall present a job description and draft employment advertisement on Monday.

- **Review and accept the minutes of the December 21, 1998 minutes**

The Selectmen unanimously accepted the minutes of the December 21, 1998 meeting, as printed.

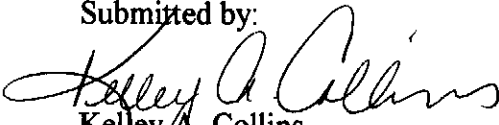
ITEMS TO BE SIGNED:

The Selectmen signed an "Intent to Cut"

ADJOURNMENT

There being no further business to come before the Selectmen the meeting adjourned at 9:20 p.m.

Submitted by:


Kelley A. Collins
Town Administrator

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