

APPROVED JAN 25 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
January 4, 1999**

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

PRESENT: Chairman Carol Cote-Smith, Selectmen Tim Seeger and Denise Dargie

6:00 – 7:00 p.m. See General Business below

7:00 P.M. – MEET WITH WATER & SEWER COMMISSIONERS

• **Discuss 1999 Water & Sewer Budget**

The Selectmen met with Water & Sewer Commissioners, Fernando Barsanti, Christopher Rawnsley and Ben Pratt, as well as Eric Tenney who assisted with preparation of the 1999 budget. General discussion took place regarding the manner in which the Town of Bennington pays for their water & sewer services. Generally, the Town of Bennington pays between \$20,000 - \$25,000.

• **Review & Discussion of Safety Inspection**

The Commissioners have reviewed the results of the Safety Inspection and are willing to address the items contained therein. The Commissioners will provide the Town Administrator with written comments on the items listed.

• **Review & Discuss process for notification of water or sewer emergency**

The Town Administrator asked the Commissioners the policy or procedure involved in reporting an emergency at the Water & Sewer Department. She noted that the Town Hall received a call at approximately 12:50 p.m. today regarding a water main break. The Town Administrator called Dispatch to have them page Jim Cruthers beeper. Dispatch noted that they did not have this number and Mr. Cruthers and/or Eric Tenney were ultimately notified after Dispatch was asked to notify the Highway Department due to icing. It was the Police Chief who located Mr. Tenney. The Town Administrator is concerned that she may not have used the appropriate procedure and asked if Eric Tenney also has a pager. The Commissioners were under the impression that Dispatch does indeed have the pager number and they noted that issuing Mr. Tenney a pager might not be a bad idea. The Commissioners will look in to this situation a little further.

Selectmen's request that the employee's recreational vehicle be removed from W&S

The Commissioners acknowledged the Selectmen's request that the recreational vehicle being stored at the W & S Department be removed by January 15, 1999. The Commissioners noted that the RV has been there with the full knowledge of the Commissioners for about eight years. They stated that Jim Cruthers lived in the RV at the plant during the sludge project in 1996, much to the advantage of the Town. The Selectmen made the Commissioners aware that the Town does have some liability exposure for as long as that RV remains on town property. In addition, the Board is concerned that they are unable to provide storage space to all employees who may have a recreational vehicle, boat, trailer, etc. Commissioner Pratt asked if they could get a slight time extension. The Board of Selectmen and the W & S Commissioners unanimously

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agreed that Mr. Cruthers will provide the Selectmen's Office with a copy of his certificate of insurance on the RV, as well as a copy of a letter from the insurance company that they know where the vehicle is parked and still extend full coverage. The Town Administrator will also have a release prepared for Mr. Cruthers signature. These three items will be completed by the January 15, 1999 deadline. The RV will then be removed sometime this Spring.

- **Health Insurance Coverage for W& S employee**

The Board of Selectmen and Commissioners discussed the recent change from a Blue Cross Blue Shield indemnity plan to BlueChoice. The majority of Town employees and all new hires have been on the BlueChoice plan for a year. Three employees, including one W&S employee were allowed to stay on the indemnity plan, at a higher premium rate for 1998. The Town Administrator explained, in some detail, the three option plans under which services can be accessed in BlueChoice. The Commissioners are concerned that their employee's out-of-pocket expenses could be significant for a pre-existing condition. The Commissioners will follow up on this matter with their employee.

GENERAL BUSINESS

- **Review & discuss Police Chief's request to use \$900 of 1998 budget to upgrade his computer for Year 2000 compatibility (includes funds to replace modem)**

The Town Administrator made the Selectmen aware of the Police Chief's wish to upgrade his existing computer for Y2K compatibility and replace a modem that is no longer working. The Chief noted that there are funds available in his 1998 budget for this purpose. The Selectmen approved the \$900 expense as outlined above.

- **Discuss Place in the Woods request that Antrim Selectmen write to the State of NH for a sign that states "Traffic Turning"**

The Police Chief made the Town Administrator aware of a request from the owners of Place in the Woods for a sign on Route 202 stating "Traffic Turning and Entering", especially from the Northbound direction. Since this is a state road they approached NH Department of Transportation. The DOT noted that they would install such a sign but only if the Board of Selectmen send a letter requesting said sign. The Selectmen do not have a problem making this recommendation because the line of sight is somewhat obstructed in this area. However, the Selectmen require a letter of request from the resident(s) before they will prepare the letter to the State. The Town Administrator will notify the Police Chief of their decision.

- **Review & discuss disposition of Merlin phone system**

The Town Administrator made the Board aware that she made a list of the surplus Merlin phones and faxed it, as requested, to ARCOMM our Merlin service company. ARCOMM is not interested in our surplus phones. The Town Administrator suggested offering them to A-Value Systems in Keene to let them use them to assist a non-profit company who may need them. A-Value Systems was extremely helpful when our telephone system crashed a couple of months ago. The Selectmen have no problem with

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our trying to give this to a non-profit organization. The handsets are not useful as telephones without the computer brain, which is the part that is not functional.

- **Review and discuss advantages to logging the property behind the Town Highway Garage and A.R.T.S. building**

The Road Agent asked the Town Administrator to talk to the Selectmen about the possibility of logging the area behind the Antrim Recycling and Transfer Station (A.R.T.S.) while there is already a logger working in the area. This would give the Road Agent additional space for the storage of culverts, sanders, etc. Some discussion took place regarding this request. The Selectmen took this recommendation under advisement.

- **Discuss resident's complaint regarding plowing of side walks on the post office side of Main Street**

The Town Administrator made the Selectmen aware that two residents stopped in her office today to let her know that the side walks on the post office side (east) of Main Street have not been plowed and it is a safety issue for people walking to the post office or the bank. The Selectmen noted that due to the elevation of these sidewalks and the lack of a side walk plow, the east side of Main Street's side walks have never been plowed. The Town Hall side of Main Street sidewalks are maintained.

- **Review & discuss Mr. Galbraith's complaint regarding the Town plowing-in his tenants**

Mr. Galbraith stopped to see the Town Administrator after the first snow storm to express his displeasure that the Town has plowed his tenants in. Mr. Galbraith went out of his way to obtain permission from the Telephone Company to allow his tenants somewhere to park and then the Town plows them in. The Town Administrator noted that she explained what she found when she came to work at 8:00 a.m. and that a certain amount of snow will certainly pile up behind these vehicles if the Town plows straight back from their property line. The Selectmen are certainly willing to listen to Mr. Galbraith's comments but they are unsure of what they can do to solve this problem.

- **Review & discuss Brookline New Hampshire Selectmen's letter regarding the education funding issue**

The Selectmen would like the Town Administrator to respond to the Brookline Selectmen's request for information on their behalf. The Board is not interested, at this time, in joining any further committees until they obtain more information on the status of the education funding issue.

- **Review SAU Agenda**

The Town Administrator made the Selectmen aware of the most recent agenda

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- **Review & discuss NH Department of Environmental Services letter regarding Chicago Cutlery's application to construct manufacturing building**

The Selectmen reviewed the letter of notification of the NH DES regarding the construction of a manufacturing building. The Selectmen believe that the Town's Planning Board adequately expressed and investigated any local planning concerns with Frameworks.

- **Review Monadnock Business Venture's letter justifying request for \$1200 in 1999 budget**

The Selectmen reviewed and discussed the letter addressed to Selectmen Tim Seeger requesting support for a budgeted \$1,200 for Monadnock Business Ventures assistance to the Town. The Selectmen made no final decision on whether to support this expenditure or not.

- **Review and accept the minutes of the December 28, 1998 Selectmen's meeting.**

The Selectmen reviewed and unanimously accepted the minutes of the December 28, 1998 Selectmen's meeting.

- **Discuss an employee's request to take one week of vacation in pay.**

The Town Administrator made the Selectmen aware that there is a Town employee who is requesting permission to take one week of vacation time in pay. The employee did take a week off in 1998 and intends to do the same in 1999 so some vacation is being used for rest and relaxation (R&R). He is in the process of buying land for a home and the cash would be helpful. In addition, he is carrying this week forward partly since the department was short-handed for a few of months at the end of the year. It certainly could have created a hardship if another employee needed to use up vacation time. The Selectmen generally think that employees need the time off for R & R but they are willing to make exceptions on a case by case basis. Since some vacation has been used and will be used in the future the Selectmen approve payment of one week vacation to Brian Giammarino.

The Selectmen signed the following items:

(1) Warrant for Yield Taxes for Rosansky in the amount of \$186.29, (1) notification to add or remove signers for the NH Public Deposit Investment Pool, (2) Abatements for Harriman in the amounts of \$127.22 and \$106.02, (1) Intent to Cut /Berry

PUBLIC HEARING ON 1999 BUDGET

The Selectmen discussed the fact that historically they have held two budget worksessions, one in January and one in February. They noted that they get a good turnout for the January one and a poor turnout for the February one. After considerable discussion the Board decided to hold one budget worksession on Monday, February 8, 1999 at 7:00 p.m. with a posted snow-date of Wednesday, February 10, 1999 at 7:00 p.m. The Town Administrator will see that the appropriate notices are posted.

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1999 HOLIDAYS

The Selectmen's Meeting scheduled for Monday, January 18, 1999 is canceled for Civil Right's Day. The meeting scheduled for Monday, February 15, 1999 is canceled for President's Day.

Non-Public Session under RSA 91-A:3,II, as necessary.

Selectman Carol Cote-Smith made a motion to go in to Non-Public Session at 8:50 p.m. under RSA 91A:3, II – c, a matter which if discussed in public may adversely affect the reputation of a person other than a member of this body or agency. Selectmen Seeger seconded. Roll Call Vote: Chairman Cote-Smith – yes; Selectman Seeger – yes, Selectman Dargie – yes.

The Selectmen discussed a delinquent tax matter in which a contractual payment agreement has been reached. The Selectmen tabled a decision on this matter until Monday, January 11, 1999.

Selectman Seeger made a motion at 9:10 p.m. to leave Non-Public Session. Chairman Cote-Smith seconded. Roll Call Vote: Chairman Cote-Smith – yes, Selectman Seeger – yes, Selectman Dargie – yes.

JOB DESCRIPTION FOR BUILDING AGENT

The Town Administrator and the Selectmen reviewed a draft job description for the position of Building Agent. This position will replace the sub-contractor position of cleaning Town Hall as well as, minor repairs and maintenance of said building. The Selectmen made several revisions to the job description and unanimously adopted it. The Town Administrator will place a help wanted ad in two issues of *The Villager* and *The Messenger* and one issue of *The Peterborough Transcript*. In addition, the notice will be posted around town. Job descriptions and employment applications are available at Town Hall and the deadline for returning applications is 2:30 p.m. on Tuesday, January 19, 1999.

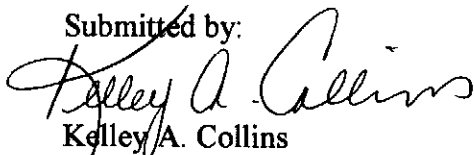
PLANNING BOARD MEETING

Selectman Seeger asked the Town Administrator to call the person in charge of Operation Santa and make arrangements to have the tables and remaining gifts removed prior to Thursday night's planning board meeting.

ADJOURNMENT

There being no further information to come before the Board of Selectmen this meeting was adjourned at 9:20 p.m.

Submitted by:



Kelley A. Collins

Town Administrator

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