

APPROVED MAR - 1 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
January 25, 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 and Town Administrator, Kelley Collins

The Selectmen have set aside this entire meeting for the purpose of a 1999 budget worksession. The draft warrant will be reviewed, as well.

The Selectmen reviewed the budget line item by line item. The following items were revised: **EXECUTIVE:** After serious consideration the Selectmen agreed to ask the Town to increase their pay by \$250 each per year. This will be a warrant article. **TOWN CLERK & ELECTION:** This will be a warrant article question. The Town Administrator noted that the Town Clerk/Tax Collector does not get a raise every year so if you count a 3% cost of living for last year and this year, this is a reasonable request. The Town Administrator also noted that the Town Clerk/Tax Collector's salary could be amended on the floor of town meeting if someone else were elected. **FINANCIAL ADMINISTRATION:** There will be a warrant article to increase the Treasurer's pay \$300 annually. **PLANNING BOARD:** Considerable discussion took place regarding what the Planning Board's thoughts may have been when they prepared their budget. This budget was not submitted when they met with the Selectmen and the Board has questions about a few line items. The Selectmen would like the Town Administrator to memo the Planning Board with their changes and solicit questions, or comments. The Selectmen discussed Monadnock Business Ventures request for funding in the amount of \$1200 for 1999. The Town Administrator recommended against this expenditure for a few reasons. She does not recommend pursuing any additional Economic Development until the Master Plan is complete. In addition, we have the Aiken Project, the upstairs of Town Hall and a pending Plan NH application already on our plates for this year. While Mr. Vance is helpful and supportive there may be other resources that would be free including freeing up the Town Administrator clerically to focus more on these issues. Selectman Seeger supports funding in the amount of \$600 for MBV. He would like to give them something because he believes this work is important and the Planning Board is either not inclined or does not have the resources to do this work. Chmn. Cote-Smith is also not in favor of funding MBV she sites the fact that you shouldn't volunteer to do something and then send a bill. She also does not feel that Economic Development is the Planning Board's sole purpose and agrees with the Town Administrator that there are enough pending projects for the time being without the direction of a Master Plan. Selectman Dargie stated that she has to agree with Selectmen Seeger. Selectman Seeger made a motion to fund MBV in the amount of \$600, Selectman Dargie seconded. Motion passed with Chairman Cote-Smith voting no. **GOVERNMENT BLDGS:** Selectmen discussed, at some length, the fire department's request for \$15,000 to build a second means of egress from the upstairs of the fire station and put flooring upstairs. The Board

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has questions regarding the cost of each, how much is materials for each, etc. Chmn. Cote-Smith also noted that the Board never received anything in writing from the Rescue Squad. After some discussion, the Selectmen would like to meet with the Fire Chief, Assistant Chief and Rescue Captain on Monday, February 1, 1999 at 6:30 p.m.

POLICE DEPARTMENT: The Town Administrator suggested adding \$500 to salaries for the week of vacation we recently paid one of our police employees. The Town Administrator also suggested increasing the Special Duty Pay from \$500 to \$3000. She feels this will more accurately reflect what we may spend for Special Duties. This line will have offsetting revenue. **FIRE DEPARTMENT:** The Selectmen want the \$2300 for software added to the fire department's budget. **HIGHWAY:** The Road Agent had asked the Town Administrator to add \$3,000 or \$4,000 for sand due to the extreme weather we have had already this year. **PARKS AND RECREATION:** The Selectmen have questions on the payroll. They note that the expended amount for 1998 was only \$7,122 and it should not cost an additional \$2,440 to stay open two additional weeks. The Town Administrator will contact the Recreation Coordinator and get a clarification of lifeguard hours. Selectmen increased the septic from \$1450 to \$1950 to include the \$600 for pumping out the tank of the Beach Restrooms. The Selectmen will do a final review of the budget for the Public Hearing on February 8, 1999 at their February 1, 1999 meeting. The Town Administrator will keep their agenda clear other than the appointments already made and emergencies.

- **Review and discuss status of underground tank at fire station** - The Town Administrator made the Selectmen aware that they should revise this underground tank removal estimate up from \$2,500 to \$4,000. This will allow the Town to pay the fine (\$500) and conduct the water tests (\$365 each) that the State Department of Environmental Services will require.
- **Review and discuss compensation of Treasurer** - The Town Administrator made The Selectmen aware that Michele Rabideau is not going to run again. It would be very helpful to the Town Administrator if she doesn't have to train a new Treasurer this year. The Treasurer noted that the pay for this position was cut the year she ran for the job and she was not notified prior to filing to run for the position. She has said that she would consider running again if the Board would consider raising the pay. The Town Administrator suggested a warrant article to increase this pay \$300 annually from \$700 to \$1000. She will continue to get \$200 annually from the Water and Sewer Department. The Selectmen approved this suggestion.
- **9:41 - 10: 15 p.m. NON-PUBLIC SESSION TO REVIEW AND DISCUSS EMPLOYMENT AGREEMENT WITH THE TOWN ADMINISTRATOR PER RSA 91-A:3, II - a**
Selectmen Tim Seeger made a motion to go in to Non-Public Session under RSA 91-A:3, II - a to discuss a personnel issue. Chairman Cote-Smith seconded at 9:41 p.m. Roll Call Vote: Chairman Cote-Smith - yes; Selectman Dargie - yes; Selectman Seeger - yes.

As agreed when the Town Administrator was hired the Selectmen would like to conclude these contract negotiations within her first year of hire. The Selectmen and Town

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Administrator reviewed the two drafts of an employment agreement. The Selectmen voted unanimously to approve the contract with the specified revisions. The Town Administrator agreed to execute said document with specified revisions. Chairman Cote-Smith made a motion to leave Non-Public Session at 10:20 p.m. Selectmen Seeger seconded. Roll Call Vote: Chairman Cote-Smith – yes; Selectman Dargie – yes; Selectman Seeger – yes.

GENERAL BUSINESS

- **Review memo from Aiken Project Advisory Committee contact, Dave Penny, regarding their request for a meeting with Selectmen and the reverting to original project plan**

The Town Administrator pointed out that the Committee will not plan any future meetings until they have a meeting with the Selectmen. The Selectmen are willing to meet with the Aiken Project Advisory Committee after their budget work on February 1, 1999 at 8:30 p.m. The Town Administrator will send a memo to the four members of the Advisory Committee.

- **Review & discuss Antrim Arts & Business Council minutes and appointment of an Economic Development Advisory Council**

The Town Administrator reminded the Selectmen that they have a request still pending to appoint an Economic Development Advisory Committee. The Board received some suggested possible members from AABC member, David Essex, at their October 19, 1998 meeting. The Board discussed this, generally, and asked the Town Administrator to bring them Mr. Essex’s original list next week.

- **Review, discuss process for selection of a Building Agent**

The Town Administrator made the Board aware that there were four responses to the advertisement for a Building Agent. She asked whether she should interview and hire or if the Board feels they need to interview. The Board discussed this briefly and decided that the Town Administrator will conduct an initial interview and bring her recommendations to the Board. In addition, the Town Administrator made the Selectmen aware that she has been approached by Monadnock Work Source regarding the interest of one of their clients. She has already interviewed both their client for the position and the project director regarding their program.

- **Review, discuss and approve “Public Notice to Antrim Residents” regarding sand/salt use**

The Selectmen reviewed the Public Notice and agreed that this should be published as soon as possible.

Trustee of Trust Fund Issues

The Town Administrator made the Selectmen aware that she had received a couple of inquiries from the Trustees. The first one is in reference to Spencer Garrett’s pay for serving for October, November and December of 1998. The Town Administrator notes

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that we owe him ¼ of the \$133 they receive annually or \$33.25. A check will be cut as soon as we get a W4 for him. The second issue is the fact that the Selectmen had appointed him to fill out the rest of Ann Dwight's term and we had assumed incorrectly that the position should be on the March 1999 Town Meeting ballot. RSA 31:22 clearly states that "Vacancies shall be filled by the selectmen for the remainder of the term." The Town Administrator will make sure that the Town Clerk takes that off the notice for filing and does not print it on the ballot.

Trustee, Dottie Penny had two items to bring to the Selectmen's attention. The first item is that she is submitting the most recent minutes. In addition there was some discussion regarding the posting of meetings and where meetings could be held. The Town Administrator notes that ALL public meeting notices must be posted in at least two public places in Town or run in a newspaper of general circulation within the Town. Minutes of ALL public meetings must be available within 144 hours (6 days) of said meeting. Mrs. Penny also came across a 1971 letter from the Superintendent (of Schools) Office noting their understanding that any funds from the Antrim Trustees of Trust Funds is to be used to offset Antrim's share of school taxes. Mrs. Penny did note that it is only about \$1,000 but it is Antrim's \$1,000.

- **Accept the minutes of the January 4, and January 11, 1999 Selectmen's meetings.**

Selectman Tim Seeger made a motion to accept the January 4, 1999 and January 11, 1999 meeting minutes, as printed. Chairman Carol Cote-Smith seconded. Motion passed unanimously.

- **Water & Sewer Department**

Selectman Tim Seeger asked the Town Administrator if she has received the documentation from the Water & Sewer Department request by the Selectmen and agreed upon by the Water & Sewer Commissioners at their meeting on January 4, 1999. The Town Administrator has not received any documentation, to date, regarding the storage of the Recreational Vehicle. Selectman Seeger would like a memo sent to the Commissioners reminding them of the original agreement and giving them until Friday, January 29, 1999 to have that vehicle removed. Chmn. Cote-Smith feels that Friday is short notice but Selectman Dargie has no problem with this memo.

**Non-Public Session under RSA 91-A:3,II, as necessary.
See minutes above.**

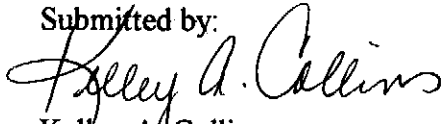
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ADJOURNMENT

There being no further business to come before the meeting the Selectmen unanimously agreed to adjourn at 10:30 p.m.

Submitted by:



Kelley A. Collins
Town Administrator

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