

APPROVED MAR - 1 1999

**TOWN OF ANTRIM  
BOARD OF SELECTMEN'S MEETING MINUTES  
February 22, 1999**

**6:00 p.m. MEETING CALLED TO ORDER** – Chairman Cote opened the meeting at 6:03 p.m.

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

**6:00 – 7:00 P.M. SEE GENERAL BUSINESS**

**7:00 – 7:30 p.m. MEET WITH ANTRIM ARTS & BUSINESS COUNCIL (AABC) AT THEIR REQUEST**

Members of AABC present: David Essex, Andy Paul, Thomas Mangieri and Brian Hennessy. D. Essex opened the discussion stating that the Arts and Business Council is interested in hearing the Selectmen's ideas on the purpose of an Economic Development Advisory Committee (EDAC), how member members the Selectmen are considering, whether the AABC will be represented on that Committee, etc. Chairman Cote explained the Board originally envisioned (prior to the formation of Antrim Next or AABC) a group of retired business executives who could plan and lead economic development for the Town. A. Paul noted that the AABC may already be experiencing a membership drain on time. He believes that five effective members would be adequate. T. Mangieri asked if the Selectmen have considered members of the Arts community as well as business leaders? There was some discussion that a cross-section of talents would be best. T. Mangieri also asked if the set number of members would preclude sub-committees. The Selectmen do not want to block sub-committees as long as a member of the original committee is the Chair of the sub-committee. Mr. Mangieri also asked about the authority of the committee and whether a Planning Board member and Zoning Board member on the committee wouldn't be helpful. The Town Administrator noted that this might create a conflict and suggested getting Town Counsel advice before putting town board members on the committee. Selectman Seeger noted that the Board would like to see this group as the out-front people actively marketing the Town. Some discussion also ensued regarding the identification of commercial property, assisting and advocating for expansion of existing business that may be ready to grow and assisting and advocating for new business before the Landuse boards. So far, only one person that the Selectmen have written to have responded. Paul Boule is interested in serving on the EDAC. Mr. Mangieri suggested, Bob Bethel and Paul Hardwick, the Selectmen suggested Jim LaMothe and Rick Davis, representatives from AABC suggested Gordon Allen, Gregg Goff, John Vance and Bob Bagloe. Mr. Hennessy noted that sometimes people are too busy to call and may still be interested. He would like to see the Board follow-up with a phone call. The way both groups envision it right now there would only be one, or perhaps two, members from the AABC who would act as a liaison(s) to the EDAC. Mr. Essex thinks the EDAC should be the group that works closely with the owner to develop

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a plan for the unused portion of the Chicago Cutlery Building. He thinks they could develop and plan and then conduct a feasibility study.

**7:30 – 8:00 P.M. MEET WITH THE OFFICER OF THE ANTRIM PLAYERS AT THEIR REQUEST**

Members of the Antrim Players present: Bill Nichols, Bill Harris, Jan Corliss, Fred Roberts, Dean & Kim Proctor, Paul Dugan, Nancy Haggarty and Bruce Dodge. B. Nichols opened the discussion stating that the members of the Players came in an effort to improve the lines of communication. They already have a pretty crowded calendar for the upcoming year and want to make sure that they are still welcome. Mr. Nichols submitted a written summation of the donations the players have made to local organizations over the last few years. In addition, he noted that the Antrim Players are strictly a non-profit organization. The Players have started a new children's theater that should be gearing up in the middle of May. Mr. Nichols also made the Board aware that they take great pride in the building and do a clean-up prior and after each performance. Some discussion took place regarding the duties of the new Building Agent and the fact that he will be responsible for periodic cleaning upstairs. In addition, the Town is happy to provide the paper supplies (paper towels and toilet paper) for the upstairs facilities. The Town Administrator asked the membership if it was okay to have our building agent paint the back stage area. The members approved this painting with the preference of a light color as it is dark in this area. The members also provided the Town Administrator with their names and contact numbers in case there are any questions or concerns.

**8:15 – 8:5 p.m. MEET WITH POLICE CHIEF BRIAN BROWN REFERENCE PERSONNEL ISSUE**

Chairman Cote made a motion to go in to Non-Public Session under RSA 91-A:3, II – (a) to discuss the compensation of a public employee. Selectman Seeger seconded at 8:15 p.m. Roll Call Vote: Chairman Cote – yes; Selectman Seeger – yes; Selectman Dargie – yes.

The Selectmen discussed issues concerning cost of living raises, merit increases, overtime, holiday and sick time compensation. No decision was made in Non-Public Session. The Selectmen would like the Town Administrator to memo the Police Chief and ask him to provide them with cost analysis figures on the above mentioned items.

Selectmen Dargie made a motion to leave Non-Public Session at 8:45 p.m.. Selectmen Seeger seconded. Roll Call Vote: Chairman Cote – yes; Selectman Seeger – yes; Selectman Dargie – yes.

**ANTRIM LUTHERAN SERVICES GIRLS SHELTER**

The Chief made the Selectmen aware of some concerns he has regarding activity at the Antrim Girls Shelter. It has been brought to the police department's attention that the Sheriff's Office has responded there on a couple of occasions. In addition, there have been a couple of injuries at the shelter that have required emergency or hospital care and

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the police department and ambulance have not been called. The Police Chief reminded the Selectmen that this was one of his concerns when we discussed the heavy volume of calls from the Shelter last summer. It was never the Chief’s intention to have them STOP calling. He is mentioning this to the Selectmen in the hope that we can avert a serious injury at the Shelter. The Selectman would like the Town Administrator to draft a letter to the Shelter and to Lutheran Services regarding this activity. The Police Chief and the Board will review the draft before sending it out.

Chief Brown thanked the Board for their time and left the meeting.

**POLICE CHIEF’S APPLICATION FOR HILLSBOROUGH POLICE CHIEF POSITION**

Police Chief, Brian Brown, re-entered the meeting and made the Selectmen aware that he will be applying for the Hillsborough Police Chief position.

**IMPLEMENTATION OF NEW TIME SHEETS**

The Selectmen would like the new time sheets implemented for all employees, salaried and hourly, on or before April 1, 1999. The Selectmen want all employees notified that a completed, signed, approved by department head, time sheet will be required for paychecks. Failure to submit said time sheet will result in no paycheck. It will be the department head’s responsibility to make sure the time sheets are received in the Selectmen’s Office no later than 10:00 a.m. on Monday mornings to be included in that week’s payroll. (There is a mail drop out front that can be utilized after hours)

**GENERAL BUSINESS**

- **Review & discuss Captain Patty Lovering’s (Antrim Rescue Squad) memo to the Town Administrator ref: 1999 budget issues**

The Board of Selectmen reviewed Captain Lovering’s memo, as well as the Town Administrator’s response. The Board feels the response is appropriate. They would also like Captain Lovering to address future comments and concerns to them directly.

- **Review & discuss Granite Banks’s Tax Anticipation Note contract for 1999.**

The Selectmen reviewed the documentation for the 1999 TAN. The Selectmen signed the document, as did the Town Treasurer. Selectmen Tim Seeger made a motion to accept the provisions of the Tax Anticipation Note Agreement with Granite Bank. Selectman Dargie seconded. Motion passed unanimously.

- **Review and discuss specific warrant articles and who will speak to each issue  
Review current research for adequacy for town meeting.**

Due to a lack of time at this meeting the Selectmen have dedicated the entire meeting of March 1, 1999 to the Warrant and Budget unless there is an emergency.

- **Review and approve minutes of January 25, February 1, and February 8, 1999 Selectmen’s Meetings. No Action Taken**

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- **Review and set a date for deadline for submission for RFP on CDBG grant administration.**

The Selectmen reviewed their options for dates for the deadline for submission of “Requests for Proposal” for the grant administrator position for the Aiken House Community Development Block Grant. The RFPs will be due no later than 2:30 p.m. on Thursday, April 1, 1999. The Selectmen will begin review of RFPs on April 5, 1999 and will decide on the candidates to interview, etc. The contract award will be announced no later than May 3, 1999. The public notice will be run in one issue of each of the following publications: *The NH Sunday News* (Union Leader), *The Concord Monitor*, *The Keene Sentinel* (Saturday issue), and *The Villager*. In addition, the Town Administrator will be mailing the public notice to 10 or so contractors on the Office of State Planning’s list.

- **Review and approve Intent to Cut timber for Mr. Arthur Merrill**

The Town Administrator pointed out that a revision to the timber tax laws now allows the Selectmen to require a bond if the owner of the property to be cut has delinquent taxes. The Selectmen agreed unanimously to require a bond in the amount of \$1,185.50 (the amount of the tax figured from the Intent to Cut). The Town Administrator will write to Mr. Merrill explaining that he needs to either pay the taxes to-date or provide a bond.

- **Town Administrator’s vacation**

The Town Administrator submitted a written request for vacation for the week of March 22, through March 26, 1999. The Selectmen unanimously agreed.

- **Vacation pay checks for Water & Sewer employee**

The Town Administrator made the Selectmen aware of a request to pay a Water & Sewer employee for four weeks of vacation that has accumulated from 1996 to 1998. The Selectmen are concerned that this policy is contrary to Town personnel policy. The Selectmen were under the impression after meeting with the Water & Sewer Commissioners that this accumulated time would be used up in 1998. There was never any discussion of paying almost \$3000 in vacation time. The Selectmen have concerns regarding the use of vacation for rest and relaxation vs. taking time due in pay. In addition, since this is contrary to Town personnel policies the Selectmen will memo the Water & Sewer Commissioners asking them to either provide the Board of Selectmen with a copy of their personnel policies or begin abiding by the Town’s which limit the number of days accrued and have no provision for the payment of cash. There was also some discussion regarding where the \$3,000 for these four weeks of vacation will come from. The Town Administrator pointed out that it is the Water & Sewer Department’s budget. The Selectmen agreed to release the checks to the employee but they want the Water & Sewer Commissioners to understand that they cannot do this again.

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**ADJOURNMENT**

There being no further business to come before the Board the meeting adjourned at 10:15 p.m.

Submitted by:



Kelley A. Collins  
Town Administrator

**WINWORD/Bos022299.DOC**

## Players Contributions to Antrim

<b>1998</b>	Tune Pianos	Aug-98	100.00	
	Tune Pianos 6/98	Jun-98	105.00	
<b>1997</b>	Antrim in the Evening Donation		250.00	
<b>1996</b>	Antrim in the Evening Donation		200.00	
<b>1995</b>	Maintenance 6/95	Jun-95	10.63	
<b>1994</b>	Fireworks	Aug-94	600.00	Town of Antrim
	Fireworks	Aug-94	400.00	Mary Desrosiers, Bob McQuillan
	Fireworks	Aug-94	500.00	Jack Jackson
<b>1993</b>	Proceeds of GAZ/Celebration		1500.00	Donation
<b>1991</b>	Schloarship		1000.00	Annette Bennett Donation
<b>1990</b>	DARE-Antrim PD		500.00	
<b>1988</b>	Supply & Install 5 ceiling fans	Aug-88	1850.00	
			<b>\$ 7,015.63</b>	

Antrim Players

Jan Corliss - treasurer - 588-4081

William Harris - Vice-President 588 3283

Fred Roberts 588-3574 Lighting

Dean - Kim M. Proctor 588 3403

~~Bruce Dodge~~ 547-3451

Bill Nichols # 588-6539 W # 428-7619

Paul Dusan 588-6525 <sup>Home</sup> - Days work 588-6363

Nancy Haggarty 588-3217