

APPROVED APR 2 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
March 15, 1999**

6:00 p.m. MEETING CALLED TO ORDER – Meeting was called to order at 6:00 p.m.

PRESENT: Selectmen Denise Dargie, Tim Seeger and Eric Tenney and Town Administrator Kelley Collins

6:30 – 6:30 p.m. NON-PUBLIC SESSION UNDER RSA 91A:3,II – c TO DISCUSS A DELINQUENT TAX MATTER.

Selectman Denise Dargie made a motion to go in to Non-Public Session under RSA 91-A:3, II – c to discuss a matter which may adversely affect a person's reputation.

Chairman Seeger seconded at 6:30 p.m. Roll Call Vote: Chairman Seeger – yes, Selectman Dargie – yes, Selectman Tenney – yes.

The Selectmen discussed payment schedule for delinquent taxes and water and sewer lien with Mike Morton.

Chairman Seeger made a motion to leave Non-Public Session at 6:39 p.m. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes, Selectman Dargie – yes, Selectman Tenney – yes.

GENERAL BUSINESS

• **Discuss and name a Chairman of Board of Selectmen for upcoming year**

Selectman Denise Dargie made a motion to nominate Tim Seeger as Chair for the upcoming year. Selectman Tenney seconded. Motion passed. Selectmen Seeger abstained from voting.

• **Discuss and name Selectmen to committees**

The following are the committee assignments for the upcoming year:

Planning Board – Selectman Dargie	AABC/EDAC – Chmn. Seeger
Regional Selectmen's Meetings – Chmn. Seeger	Antrim Cares – Selectman Dargie
ConVal Selectmen's Advisory – Selectman Tenney	
Aiken Project Advisory – Selectman Tenney	
Building Committee – Selectman Tenney	

NOTE: Selectman Tenney made the Board aware that he had been asked by the Moderator, Mr. Flanders, to step down from the building committee to make room for the addition of Bob Edwards. Selectman Tenney will still serve as an ex-officio member. Chmn. Seeger reminded Selectman Tenney that all meetings of the building committee need to be properly warned 24 hours in advance in at least two public places in Town, they need to be open to the public and minutes must be available at the Town Offices within 144 hours. The Town Administrator noted that she had passed this information along to Mr. Bill Nichols.

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- **Review and sign notes for Tax Anticipation Note**

The Selectmen reviewed and signed documents for the tax anticipation note (TAN)

- **Review and discuss United Waste's latest notice on solid waste**

The Town Administrator made the Selectmen aware that she has received a notice from Waste Management increasing our waste disposal fees from \$48/ton to \$95/ton effective April 1, 1999. As the Board is aware, we entered into a five year contract, effective November 1, 1997. Waste Management suggested we contact our attorney. The Town Administrator just wants authority to re-visit this matter with the Town's attorney. The Selectmen unanimously agreed to pursue the enforcement of our five-year contract with Attorney Mayer.

- **Review and discuss time-frame for implementation of cost of living and/or merit increases**

The Town Administrator asked for guidance and authority to change salary amounts pending the passage of the operating budget at \$1,662,702. She noted that the original budgets were prepared with a 3% cost of living raise retroactive back to January 1, 1999. This was re-visited after the public hearing on the budget and the Board decided to go with a 2% cost of living raise and merit increases determined by written evaluation forms. The Town Administrator needs the Board to instruct her how to proceed. The Police Department (including the Chief and new-hire N. Weeks) and the Highway Department (including the Road Agent) will receive a 2% cost of living increase retroactive back to January 1, 1999. The police officers (excluding the Chief) and the highway workers (excluding the Road Agent) will receive 4% merit increases, effective April 1, 1999, based on their written evaluations. The Town Administrator, library personnel and transfer station staff will receive a 3% cost of living increase retroactive back to January 1, 1999. The Road Agent, Police Chief and Town Administrator may be eligible for additional merit increases based on written evaluations to be completed in the near future. Selectman Tenney will talk to the Water and Sewer Commissioners regarding them notifying town hall of increases for their employees. (The 4% merit will be computed on top of base salary plus 2% COLA). The Selectmen would like the Town Administrator to memo both the Police Chief and the Road Agent regarding this process.

- **Request to use upstairs of town hall on Sunday afternoons**

The Town Administrator made the Selectmen aware that one of the employees has asked about using the upstairs for practice for an acoustic group. Discussion ensued regarding the wisdom of encouraging the use of the upstairs before a plan is devised. The Town Administrator noted that the pre-school will be calling soon to book the upstairs for their graduation in May. Chmn. Seeger suggested taking the appointments but letting the groups know that they should check in around the end of April for an update. In the meantime the Selectmen would like a memo sent to the new Building Committee notifying them that they are receiving requests to use that space, that the Selectmen would like them to correspond with the Fire Marshal's Office within the 45 days (since the order from the Fire Marshal was dated March 1, 1999 this is calculated as being

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around April 15) and carbon copy both the Selectmen and the Fire Chief and pass their minutes along to the Board within the 144 hours prescribed by law.

- **Authorize Town Administrator to add Mrs. Miller to benefits and increase hours/budget**

The Town Administrator would like to verify that the Selectmen intend to make Mrs. Miller full-time (32 hours per week) with benefits on April 1, 1999, as adopted in the budget. Selectman Dargie made a motion to the above, Selectman Seeger seconded. Motion passed unanimously.

- **Questions regarding 9-1-1 response to six homes on Stoddard Road in Antrim**

The Town Administrator made the Selectmen aware, last week, that a resident on Stoddard Road is concerned that she pays taxes to Antrim and then may get a Hancock Fire or Peterborough Ambulance response. The Selectmen are waiting for information from all three of the public safety agencies in town (Police, Fire and Ambulance) before responding. In addition, the Town Administrator pointed out the need to have these kinds of complaints in writing so that we can be sure to address each and every one of the resident's concerns. We received a memo from the Police Chief tonight so when we have a response from the Rescue Captain and the Fire Chief we can discuss this with the resident.

- **Issue Selectman Tenney keys to the Town Hall**

The Town Administrator issued keys to Selectman Tenney. She also noted that Selectman Tenney would like a key issued to the Building Committee. Chmn. Seeger noted that the Building Committee can sign out a key for their meetings or Selectman Tenney can let them in with his key, that is one of the advantages of having a Selectman as a liaison to committees.

- **Review and approve the minutes of March 1, and March 8, 1999 Selectmen's meetings**

Chmn. Seeger and Selectman Dargie reviewed and approved, as written, the minutes of the March 1, and March 8, 1999 Selectmen's meetings. Selectman Tenney abstained as this was before his term.

- **A.R.T.S. Director position**

The Town Administrator is looking for permission to write to the candidates for the Antrim Recycling and Transfer Station Director position. The correspondence will thank them for their interest and notify them that the position failed to pass town meeting. The Selectmen unanimously agreed to have the Town Administrator send letters to the applicants.

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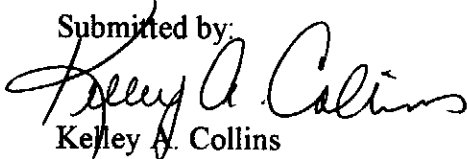
- **Reduction in Town Hall open hours**

The Town Administrator suggested that the open hours for the Selectmen's Office be cut. She noted that even her predecessor, Mr. Dwight, noted that a full time Administrator would need at least one full-time secretary. Even with Mrs. Miller's increase to full-time status that still only gives the Selectmen's Office 18 hours of clerical coverage a week with 26 open hours. The Town Administrator was hoping to fund the \$3800 in clerical assistance so that we could possibly hire a high school co-op to assist with typing and filing. Selectman Tenney asked if this has to be decided tonight. He is concerned since this was one of the platforms he ran on. Selectman Tenney would like to see the office open more, not less. The Town Administrator and other two Board members would be happy to hear a suggestion. This item will be tabled until the Town Administrator's available on April 5, 1999.

Adjournment

There being no further business to come before the meeting it was adjourned at 8:00 p.m.

Submitted by:



Kelley A. Collins
Town Administrator