

APPROVED APR 12 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
April 5, 1999**

6:00 p.m. MEETING CALLED TO ORDER – Chairman Seeger called the meeting to order at 6:00 p.m.

PRESENT: Chairman Seeger, Selectman Dargie and Town Administrator, Selectman Tenney at 6:15 p.m.

6:00 – 6:35 p.m. GENERAL BUSINESS:

- **Review and discuss request to use building for dog training classes** – Chairman Seeger and Selectman Dargie reviewed the request to use the Town Hall for dog training classes. While the Board believes this is a worthwhile endeavor they are not in favor of having the Town Hall used for this purpose. Chairman Seeger made a motion to deny this request, Selectman Dargie seconded. VOTE: 2-0
Chairman Seeger and Selectman Dargie would like all requests for use of the upstairs portion of Town Hall referred, to Building Committee, for approval. Requests for the use of other portions of Town Hall will continue to run through the Town Administrator.
- **Review, discuss and approve December 31, 1998 audit** – The Town Administrator noted that the audit is still in the Selectmen's "Read" folder for their review. Chairman Seeger tabled this item for one additional week, pending his review.
- **Review, discuss and approve SFC engineering's bid documents for dam** – The Selectmen briefly reviewed the bid documents. The Town Administrator reminded the Board that these documents have already been to the Town Attorney for review and minor revision. The Town Administrator is just looking for a formal confirmation to put the project out to bid now that the funding has passed the town meeting. The Selectmen unanimously agreed to have SFC Engineering put the project out to bid for us and the Town Administrator is authorized to assist them in choosing closing dates.
- **Review, discuss and approve town administrator's attendance at GFOA conference (May 13 and 14, 1999)** – The Town Administrator noted that she usually tries to attend the Government Finance Officer's annual conference and the New Hampshire Municipal Association's Budget Seminar in the fall. The cost for the GFOA conference this year is \$100 if postmarked before April 20, 1999. This includes all meals on Thursday and Friday and the hotel for Thursday night. Chairman Seeger made a motion to authorize \$100 and Town Administrator's attendance at the GFOA annual conference in North Conway.
- **Review and discuss invitation to Antrim Next/Friends of Recreation Meeting on April 9, 1999** – The Board discussed their availability, as well as the Town Administrator's. The Town Administrator will attempt to make the meeting on Friday, April 9, 1999 from 6:30 – 8:30 p.m.

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- **Review and discuss cash flow** – The Town Administrator ran through the cash flow numbers with the Selectmen and her concerns regarding meeting our financial obligations for the next three months. Chairman Seeger would like to have the cash flow updated every month prior to cutting the check to the school. The spending limit of \$500 stands for all departments until rescinded by the Board of Selectmen. Chairman Seeger requested that the Town Administrator verbally remind department heads of the \$500 spending limit.
- **Review, discuss and approve release of funds to Antrim Rescue Squad** – The Town Administrator reviewed the Rescue Squad’s request for funds with the Selectmen. She noted that she called the Treasurer hoping that the Rescue Squad would be willing and able to accept something less than the full \$5,000 since cash flow is a problem. The Treasurer noted that he thought the Rescue Squad would be willing to discuss this issue but he doesn’t have the authority to speak for them. The Town Administrator agreed that she could not speak for the Board either but she is pretty sure that we cannot do the \$5,000. After careful review of invoices to be paid the Selectmen agreed unanimously to send the Rescue Squad \$1,000 next week, \$1,000 next month (on, or about May 10, 1999) and the balance of \$3,000 when tax money starts to come in at the end of June or first of July 1999.
- **Review, discuss and approve payment of 1st quarter Home Health Care Invoice**
The Selectmen reviewed and discussed this invoice in conjunction with both the Rescue Squad request and the cash flow issue. Since the service has already been rendered for January – March 1999 the Selectmen unanimously agreed to pay this invoice in the amount of \$2,000.
- **Review, discuss and approve payment of BMSI training invoice** – The Water and Sewer Department has already cut their check for \$250 which is their share of this invoice. The Selectmen unanimously approved paying the other \$750. Again, these are services rendered in February of 1999.
- **Review and discuss scheduling of Sunday hours for Transfer Station** – The Selectmen looked at the calendar and agreed that the Transfer Station would begin Sunday operations from 1:00 p.m. –5:00 p.m. on Sunday, May 30 through, and including Sunday, September 5, 1999.
- **Discuss putting mowing out to bid** – The Town Administrator asked if the Board wants to put the Town’s mowing out to bid or just ask Carter Proctor for a price. The Board wants the Town Administrator to ask Mr. Proctor for a price first. In addition, Selectman Tenney noted that Mr. Proctor would like to get a price on a long-term project to begin repairing and re-facing some of the tombstones in the public cemeteries. The Board has no problem with Mr. Proctor obtaining a price for possible inclusion in next

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year's budget process. Chairman Seeger would also like the Town Administrator to ask our Building Agent to obtain a price for rebuilding or replacement of the voting booths.

6:34 – 7:03 p.m. NON-PUBLIC SESSION UNDER RSA 91-A:3, II-a TO DISCUSS ROAD AGENT'S PERFORMANCE EVALUATION

Chairman Tim Seeger made a motion to go into Non-Public Session at 6:34 p.m. under RSA 91-A:3,II – a, to discuss a personnel matter – The Road Agent's performance evaluation. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

The Board of Selectmen delivered a verbal performance review. The decision made in Non-Public Session was to grant a 3% merit increase effective April 1,1999.

Chairman Tim Seeger made a motion to leave Non-Public Session at 7:03 p.m. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

OTHER HIGHWAY ITEMS DISCUSSED:

- The sweeper has been ordered and is in. We got it for \$9,450 instead of the \$9,700 budgeted.
- There was a discussion about buying calcium chloride and sharing the cost with Greenfield.

7:06 – 8:03 p.m. MEET WITH POLICE CHIEF BRIAN BROWN (MAY BE NON-PUBLIC SESSION UNDER RSA 91-A:3, II –a)

Chairman Seeger made a motion to go in to Non-Public Session under 91-A:3, II – a to discuss a personnel matter – the Chief's performance evaluation. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger –yes; Selectman Dargie – yes; Selectman Tenney – yes.

The Board of Selectmen conducted a verbal performance evaluation. The decision made in Non-Public was to issue Chief Brown a 3% cost of living increase effective April 1, 1999.

Chairman Seeger made a motion to leave Non-Public Session at 8:03 p.m. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

OTHER POLICE MATTERS DISCUSSED:

- Generally discussed issues with Antrim Girl's Shelter.
- Chief will research new four-wheel drive vehicle with State, Fish & Game and AMI.
- Chief has verified that computer, vehicles, etc. are all Y2K compliant. Chief will find out who is on critical care services.
- Chief has purchased four HT 1250 radios and turned in the two HT1000 – they don't make these units anymore.
- Discussed coverage in Hancock: ambulance is no problem, fire may be a minor problem, police is no problem. There is a new agreement with Hancock Chief.

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- Discussed port-a-potty at beach. Chief Brown will meet with Shelly to work on closing the bathrooms. We need to install a “swim at own risk” sign.

8:30 – 8:52 p.m. MEET WITH LILIAN STRICKER AT HER REQUEST (MAY BE NON-PUBLIC SESSION)

Chairman Seeger made a motion to go in to Non-Public Session at 8:30 p.m. to discuss a matter, which if discussed in public, may adversely affect the reputation of a person other than a member of the board or agency itself. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

Decision: Mrs. Sticker must call the Town Administrator with additional information on, or before Monday, April 12, 1999

Chairman Seeger made a motion to leave Non-Public Session and seal the minutes at 8:52 p.m. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

GENERAL BUSINESS

- **Open CDBG Administrator proposals – set up dates for interviews**

Chairman Seeger opened the bid documents. Southwest Region Planning Commission in Keene bid \$25,000 all inclusive and Municipal Resources, Inc. bid \$12,000 excluding audit, legal and advertising. The Selectmen will interview both candidates on Monday, April 12, 1999. The Town Administrator will contact bidders and offer them 6:30 – 7:00 p.m. or 7:00 p.m. – 7:30 p.m.

- **Review & discuss Attorney’s recommendation on Waste Mgmt. Contract**

Selectmen reviewed confidential correspondence with their Attorney regarding how to proceed with Waste Management’s decision to disregard the Cheshire Sanitation/United Waste contract price of \$48/ton and charge us \$95/ton. The Town Administrator noted that based on total tonnage for 1998 of 720 the increase could cost the Town an additional \$33,800 in 1999. Chairman Seeger made a motion to proceed with a more formal legal remedy since phone calls have not been successful. Selectman Dargie seconded. VOTE: 2-0. (When Selectman Tenney joined the meeting he agreed to proceed).

- **Assess change of use tax on Map 4, Lot 11 (transfer from R. Winslow to D. Fales)**

The Town Administrator explained that Mr. Winslow has sold property to Mr. Fales and since the property is under 10 acres. Now that it is not contiguous to Mr. Winslow’s other current use property, Mr. Fales is responsible for a change of use penalty. Generally, this is set by the Board of Selectmen and the Board voted unanimously to use the assessed value of \$17,600 for a change of use penalty of \$1,760.

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- **Review and discuss current use assessment for the Nature Conservancy**

Considerable discussion took place regarding the fact that the Nature Conservancy is requesting the lowest assessed value allowed on the range of current use values. They note that they practice responsible land stewardship according to their standards but do not meet the State's criteria for "responsible stewardship". The Town Administrator noted that we routinely charge the highest allowed amount in the current use range. She is concerned that we not create an inequity for other taxpayers. If this is approved for the Nature Conservancy we would have to make that offer to any, and all, taxpayers with that current use category. Selectman Tenney made a motion that we contact the Nature Conservancy and ask them to provide information from a certified forester and use that information to assess their current use. Chairman Seeger seconded for the purposes of discussion. Chairman Seeger and Selectman Dargie note that they do not meet the State's requirements and they know what they have to do to meet those requirements. VOTE: 0 yes 3 no. Motion failed.

- **Review, discuss and RSVP to Town Hall Renovation Committee's request for Board attendance at their April 20, 1999 meeting.**

Chairman Seeger, Selectman Tenney, Town Administrator Collins, Town Clerk/Tax Collector M. Hammond, Land Use Secretary S. Miller and Selectmen's Secretary M. Hautenan are all available and will attend. Selectman Dargie has a prior commitment on Tuesday evenings.

- **Disposition of computers**

The Town Administrator noted that she has kept the old hardware around for a month, or so, to see if everything has been transferred. She suggests taking the harddrives out and keeping them or permanently destroying them at some point, because there may be confidential information on them. The Selectmen agreed and noted that the rest of the cases and equipment can be disposed of at the Transfer Station.

Mr. Beblowski from the Antrim Conservation Commission

Mr. Beblowski would like the Selectmen to keep abreast of the proposed Rymes construction on Route 202 in Bennington. He is particularly concerned because this construction is fairly close to both Antrim's and Bennington's drinking water aquifers. It is notably closer to Bennington's than to Antrim's. Mr. Beblowski believes that the Board may want to monitor this project and request that "best management practices" be used. These aquifers are a valuable resource and not necessarily replaceable. The Board thanked Mr. Beblowski for his attendance and requested that the Town Administrator draft a letter for the Town of Bennington for their signatures, requesting that we be included in any notifications on this project.

The Selectmen signed the following items:

(3) Abatement Letters, (3) Intent to Excavate, (2) Refund/Error Letters and several miscellaneous Yield Tax Warrants

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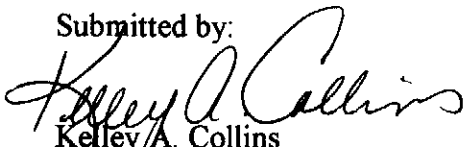
Meetings with Department Heads

The Board of Selectmen will be meeting with the Recreation Coordinator, Shelly Gardner at 6:30 p.m. on Monday, April 19, 1999, the Building Inspector, Art Stenberg at 7:15 p.m. on Monday, April 19, 1999 with Bill Lang from A.R.T.S. at 6:30 p.m. on Monday, April 26, 1999 with Road Agent, Bob Varnum at 6:30 p.m. on May 17, 1999 and with Police Chief, Brian Brown at 7:00 p.m. on Monday, May 17, 1999. The Town Administrator will make the notifications and confirm time and date.

Adjourned

The meeting was adjourned at 10:03 p.m.

Submitted by:


Kelley A. Collins
Town Administrator

/kac