

APPROVED MAY 3 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
April 26, 1999**

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

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

6:30 p.m. MEET WITH A.R.T.S. MANAGER, BILL LANG

General discussion took place regarding A.R.T.S. operation. Mr. Lang has gotten a few new cartons from Eaton's Furniture and BFI but he doesn't have any extras. The vendor really wants us to go to the plastic skid cartons but according to the Hancock Road Agent these are \$250 new or \$125 used.

The Town Administrator asked Mr. Lang if he could sit down with Mrs. Hautenan to come up with some kind of tally sheet for recording volume of materials hauled out. The office is experiencing difficulty in re-constructing volumes for annual surveys. Mr. Lang would be happy to meet with Michelle anytime or Michelle could draft a worksheet and see if Mr. Lang feels comfortable with it.

The Board would like Mr. Lang, with Selectman Tenney's assistance, to get prices from other solid waste haulers just for informational purposes.

There was some general discussion about who issues stickers and the enforcement process to make sure residents or owners are the only ones accessing the facility.

6:55 – 7:05 p.m. NON-PUBLIC SESSION UNDER RSA 91-A:3, II TO DISCUSS A PERSONNEL MATTER WITH THE A.R.T.S. MANAGER

Selectman Denise Dargie made a motion to go in to Non-Public Session under RSA 91-A:3, II- a to discuss a personnel matter with Mr. Lang. Chairman Seeger seconded at 6:55 p.m. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

The Selectmen discussed holiday pay with Mr. Lang. Selectman Dargie made a motion to discontinue, immediately, the practice of paying Mr. Lang (or any other part time employee) for holidays that they are not scheduled to work. Chairman Seeger seconded. VOTE: Chairman Seeger and Selectman Dargie – yes; Selectman Tenney – no.

Selectman Dargie made a motion to leave Non-Public Session at 7:05 p.m. Chairman Seeger seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

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GENERAL BUSINESS

- **Review, discuss and approve hiring C. Proctor for 1999 mowing**

The Board is concerned that the cost of mowing is estimated at 20% more for 1999. The Selectmen would like the Town Administrator to get some prices informally from some other vendors by Monday, May 3, 1999, if possible.

- **Review status of insuring the Firefighter's Auxiliary**

The Town Administrator noted that the Board has an appointment with Mr. & Mrs. Caswell at 8:00 p.m. Monday, May 3, 1999. One of the issues for discussion will be the insuring of the Firefighter's Auxiliary. The Board had agreed that this group has a very worthwhile purpose but since New Hampshire Municipal Association – Property Liability Insurance Trust will not add them to our policy the only other option is to go to insurer. In addition, there are other worthwhile groups in Town that we do not insure and this could create a situation where the Town would be asked to insure many groups. Selectman Tenney suggested that the group(s) get prices on private liability insurance and then put a petition article on the 2000 Town Warrant asking the voters to support insuring them.

- **Discuss possibility of Selectmen signing a proclamation for a sister-city with Antrim, Ireland**

The Town Administrator made the Selectmen aware that she met with David Essex and Tom Mangieri, representatives of the Antrim Arts and Business Council (AABC) and they informed her that Brian Hennissey will be traveling to Antrim, Ireland in the Fall. AABC is hoping that the Selectmen will support some kind of sister-city relationship between the two towns. The Board of Selectmen reviewed a draft of a proclamation prepared by the Town Administrator and they have no problem with either the concept or the proclamation. There was some general discussion on the safety of traveling in Northern Ireland.

- **Review and discuss opinion letter from Attorney regarding possible bonding for Town Hall Restoration Committee's items**

The Selectmen reviewed the letter from the Town's Attorney regarding the feasibility of requesting and being granted permission to hold a special town meeting.

- **Review and comment on floor plan for Town Hall renovation**

The Selectmen and Town Administrator reviewed the first draft of the floor plan for proposed renovations to the office area of the Town Hall. There were questions regarding: storage space, no access to basement, no public map/reference area, no kitchen area, space for Landuse and Selectmen's Secretary are way too small, Administrator's Office appears to be too large, etc. The Town Administrator will write-up the concerns and make them available for Selectman Seeger to take to the meeting Tuesday, April 27, 1999.

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- **Conservation Commission Issue – Roadside Cleanup**

The Conservation Commission Chairman, Martha Pinello, stopped in to make the Selectmen aware that the Conservation Commission will be holding a roadside cleanup in conjunction with the Middle School river bank cleanup on Saturday, May 1, 1999. The meeting spot for the roadside cleanup is the Baptist Church at 9:30 a.m.

- **Review and discuss CDBG Administrator's contract**

The Town Administrator presented the Board with a contract for CDBG Administrator services. The contract has already been forwarded to the Office of State Planning for their approval. The Selectmen instructed the Town Administrator to forward this contract to Attorney Mayer for his review. There should be a separate invoice for his legal matters for the CDBG.

- **Review and discuss repairs needed at Town Gym**

The Town Administrator reported that the Town's Building Agent, Tim Lang, went over to take a look at the ceiling in the Town Gym/Rec Center. He noted that the ceilings are 25 feet high, some tiles need to be replaced and the roof appears to have been leaking for sometime. Selectmen Tenney noted that he believes there is an agreement with ConVal that states that the SAU will cover all repairs to building. He suggested that the Town Administrator find the agreement. In the meantime, the Selectmen have no problem with the Town Administrator obtaining quotes from several contractors on possible roof and ceiling repairs. (Valley Construction, Steve Schacht and Todd Bryer)

- **Review and approve payment of tank removal invoice**

The Selectmen reviewed and approved the payment of the tank removal invoice. The Town Administrator noted that loam and seed were not included and she would like to have Tim Lang do this work. The Board suggested she check with the Road Agent to see if he has stockpiled any loam and if he would be willing to dump a load at the fire station.

The Town Administrator also made the Selectmen aware that the Fire Chief would like to get started on the second means of egress. The first order of business will be to have the site work done. The original quote on the site work was \$1200 but the vendor is willing to take \$600 in cash and donate the other \$600 worth of services. The Selectmen were very pleased with this concept. The Fire Chief will get back to the Town Administrator with an estimated amount of cash outlay for the site work.

- **Vote to appoint an Environmental Certifying Officer for Aiken House CDBG**

In accordance with the Office of State Planning requirement that the local Chief Executive Officer also serve as the Environmental Certifying Officer for Community Development Block Grants, Selectman Dargie made a motion to

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appoint Chairman Timothy J. Seeger as the Environmental Certifying Officer at their meeting on April 26, 1999. Selectman Tenney seconded. VOTE: 2 yes – 1 abstention.

- **Review DOT letter regarding signage for Rte 202**

The Board of Selectmen reviewed the Department of Transportation's letter of response to the Town's request (at the owner's request) to install "Traffic Turning and Entering" signs on Route 202 before the driveway for Place in the Woods. The State has denied the eastbound sign because the sight distance is considered adequate at 850 feet. Chairman Seeger will have a conversation with Mr. Knowlton, the Traffic Engineer Administrator.

- **Review and discuss charging dooamage for late "Reports of Cut"**

The Town Administrator made the Board of Selectmen aware that the deadline for submitting an extension for a cutting operation was April 1 and the deadline for submitting a "Report of Cut" on a cutting operation was April 15. Mrs. Hautenan sent two reminder notices prior to the deadline and has tried to make phone contact with the three "operations" still outstanding. The final notice gave owners until May 1, 1999 to respond. The Town Administrator requested authority to charge dooamage if owners do not respond by May 1, 1999. The Selectmen unanimously agreed to charge dooamage after May 1, 1999.

- **Discuss excavation at the Frameworks/Antrim Mill site, as well as Drainage issues**

The Town Administrator noted that a concerned citizen brought to the Town Clerk's attention the fact that Frameworks may be subject to excavation tax based on RSA 72B The Excavation Tax and Excavation Activity Tax. The Town Administrator spoke to the person in charge of this at the NH Department of Revenue Administration and she sited a section of the law which states that if the excavation is incidental to the construction of a foundation or building that it is exempt. Therefore, the Frameworks/Antrim Mill site is exempt because it is strictly incidental to the construction.

The Town Administrator also received a call from Mr. Johnson, the owner of Cogworks on Depot Street, expressing his concerns that he may experience water problems from the construction at Frameworks. The Town Administrator reminded the Selectmen that the drainage from Frameworks was addressed by their Engineer and the site specific plan they were required to file with the State, the Town's Engineer and The Department of Environmental Services with an on-site inspection. Mr. Johnson will put his concerns in writing to the Board.

8:10 – 8:20 p.m. NON-PUBLIC SESSION UNDER RSA 91-A:3,II – a TOWN ADMINISTRATOR'S ANNUAL PERFORMANCE EVALUATION

Chairman Tim Seeger made a motion to go in to Non-Public Session under RSA 91-A:3, II – a to discuss a personnel matter, the Town Administrator's annual

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performance evaluation. Selectman Dargie seconded at 8:10 p.m. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

The Selectmen reviewed the Town Administrator's performance evaluation, as prepared by them. The decision made in Non-Public Session was to give the Town Administrator a 2% merit increase retroactive to January 1, 1999.

Selectman Dargie made a motion to leave Non-Public Session at 8:20 p.m. Chairman Seeger seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

- **Review and approve minutes of April 19, 1999**

The Selectmen reviewed and approved the minutes of the April 19, 1999 meeting, as printed.

- **Review summer office schedule with Selectmen**

The Town Administrator made the Board aware of a maternity leave request and a vacation request in the office. The Board has no problem with either request.

The Selectmen signed the following items:

(5) yield tax warrants and one letter to the Nature Conservancy.

ADJOURNMENT

There being no further business to come before the Board of Selectmen the Meeting was adjourned at 8:35 p.m.

Submitted by:


Kelley A. Collins
Town Administrator