

APPROVED MAY 24 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
May 17, 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 ROAD AGENT, BOB VARNUM, AT SELECTMEN'S REQUEST

Trash Receptacles - The Town Administrator asked the Road Agent if he has any industrial catalogs that might have heavy-duty refuse barrels. The Road Agent does not have any catalogs of this nature. The Town Administrator also asked the Road Agent about the availability of 55 gallon drums that could be fitted with a trash barrel type cover. The Road Agent cautioned against this because once you take one of the ends off a 55 gallon drum you create a very sharp safety hazard.

Woodstove - Chairman Seeger thanked the Road Agent for picking up the woodstove from the side of the road and disposing of it at A.R.T.S.

Beach - The Road Agent has gone up to take a look at the beach and noted that there is grass growing over a good part of it. He suggested taking the loader up and turning the sand over prior to York raking it. Some discussion took place regarding the fact that the Road Agent has some sand available for use at the beach. It is not washed sand but it is the same quality as what we have used at the beach in the past. Considerable discussion took place regarding the State of NH Department of Environmental Services requirement that Town's obtain maximum impact dredge and fill permits for beach sand. The Road Agent will coordinate a date for pulling the raft with Tim Lang, who has agreed to do the needed repairs.

Road Agent's Vacation - During the Road Agent's June vacation, Mr. Gutgesell will be in charge.

Paving Operations - The paving will either be done before the Road Agent's vacation on June 18 or after July 4, 1999.

Crushing - The crushing operation is scheduled for the middle of June.

Street Signs - The Road Agent made the Selectmen aware that there is a new mandate for street signs. All street signs must have reflective letters by the year 2012. In addition, four-inch letters are mandated and six-inch are recommended.

Y2K - The Town Administrator noted that the office will be sending out a letter for the department head's use and he should verify salting/sanders, beepers, trucks, etc.

Backhoe - the backhoe will be getting a brake job.

7:30 p.m. MEET WITH LIBRARY TRUSTEES, AT THEIR REQUEST

The Board of Selectmen met with Connie Kirwin, Ruth Zwirner, Dana Welch and Sharon Dowling. The Trustees are very concerned regarding the parking dilemma at the library. Specifically, the Trustees are looking for input from the Selectmen with regard to the

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Aiken Barn property. Considerable discussion took place regarding the parking needs of both the Library and the Aiken House and the possible relief of parking by the Aiken Barn property. The Selectmen suggested that the Trustees start to solicit support or ideas from the groups most closely involved: Aiken Barn Trust, Antrim Historical Society, the Grapevine and the Library. Any attempt by the Town to try to obtain the Aiken Barn property will have to be done on the Warrant at Town Meeting.

GENERAL BUSINESS

- **Review and approve payment of Armer Construction invoice \$510**
- **Review and approve payment of John Jordan, architectural invoice \$3120**
The Town Administrator gave the Board a thumbnail sketch of our current cash flow status. Chairman Seeger and Selectman Dargie instructed the Town Administrator to pay these invoices on a net 30-day basis.
- **Review and discuss options for sending out 1999 first issue tax bill (w/stuffer)**
The Town Administrator presented the Selectmen with a draft of an explanation of the manner in which the Town intends to bill the first issue 1999 tax bills. The Selectmen reviewed the proposed stuffer and approved its inclusion with tax bills.
- **Review, discuss and appoint Town Administrator as ADA compliance officer**
Chairman Tim Seeger made a motion to appoint the Town Administrator, Kelley Collins, as ADA compliance officer for the purposes of the Aiken House Community Development Block Grant. Selectman Dargie seconded. VOTE: 3-0.
- **Review, discuss and select dates for interview of architect for Aiken CDBG**
The Town Administrator noted that the deadline for submission of bids to act as the Architect for the Aiken House CDBG is May 27, 1999. She and Stephen Griffin (grant administrator) have discussed conducting interviews on June 3, 1999 so we will be prepared to appoint an Architect at the Selectmen's Meeting on June 7, 1999. The Selectmen agreed to schedule three interviews at 5:30 p.m., 6:00 p.m. and 6:30 p.m. If we receive more than three architectural bids the Town Administrator and Grant Administrator will narrow the field to three. The Selectmen will invite the Aiken CDBG committee members to attend the interviews. The grant administrator will provide the Selectmen with appropriate interview questions.
- **Review and discuss A.R.T.S. issues:**
Arvilla Lang's retirement - The Town Administrator made the Board aware that Mr. Lang notified the office that his wife Arvilla Lang would like to retire effective June 1, 1999. Selectman Dargie wants this information provided to the office, in writing. Mrs. Lang's accumulated vacation will be paid with her last paycheck. The Selectmen discussed having Tim Lang fill in this position. Bill Lang has already approached Tim Lang to see if he is interested in the position. The Board agreed that

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Tim Lang has done a superb job as building agent. The Town Administrator reminded the Board that it is customary to advertise all openings. The Board agreed unanimously to offer Tim Lang the vacant position at A.R.T.S. The Board voted 2-1 to pay Tim Lang \$8.24/hour.

Brush Pile - The Town Administrator noted that since the State has banned burning the brush pile at A.R.T.S. has gotten quite large. Mr. Lang wanted the Board to know that he needs to close the pile to further brush. In view of the fire hazards statewide the Selectmen have no problem with this.

Forklift - Selectman Tenney noted that Bill Lang has found a used electric forklift (push style) for \$1,200. Selectman Tenney thinks the Town should invest in this item. Some discussion took place regarding the fact that this was not a budgeted item and that the Solid Waste budget will go significantly over budget this year due to Waste Management's doubling of disposal fees. It is unlikely that our litigation will be settled before the end of the year. Chairman Seeger would like more information, including the age of the used forklift and a comparison of price for a similar new machine.

- **Review and approve Y2K letters for distribution**

The Town Administrator has drafted letters to go to each department head asking them to identify and contact potentially problematic equipment vendors. There is also a draft letter for use by department heads to these vendors. The Selectmen reviewed and approved both letters.

- **Review & discuss internet policy**

There was some general discussion regarding the draft Internet policy, as drafted by the Town Administrator. Chairman Seeger agreed that this is probably necessary and noted that this policy was similar to the State of New Hampshire's.

- **Review and discuss purchase of a fax machine**

The Town Administrator gave the Selectmen a rundown on the make, model and cost of plain paper fax machines. Chairman Seeger suggested that she make a trip to Staples to take a look at the units.

- **Review, discuss and approve vendors at Memorial Day Parade**

The Town Administrator noted that we had a couple inquiries about vending at the Memorial Day Parade. We do not have a Town Ordinance but Chairman Seeger would like these inquiries referred to the Police Department. (NOTE: the police department requires a copy of the vendors state issued "Hawkers and Peddlers Permit").

- **Review and discuss charging Mr. Reis doamage on his timber cut.**

The Town Administrator asked the Selectmen how they want to charge Mr. Reis for his timber operation. He has been unable to obtain a report of cut from his logger and has documented this to the Selectmen, in writing. The Town Administrator needs some guidance because the owner is ultimately responsible for reports and taxes. The

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Selectmen could conceivably charge Mr. Reis dooimage (two times 10% of the estimated stumpage value of the cut) but opted not to due to Mr. Reis mitigating circumstances.

- **Review and discuss complaint regarding junk cars at 71 Elm Avenue (Cottrell)**
The Town Administrator made the Selectmen aware that there had been a complaint regarding the number of automobiles being stored on Mr. Cottrell's property. The Town Administrator will have the Code Enforcement Officer go out and check whether or not Mr. Cottell is breaking any regulations. (NOTE: All of the cars on the Cottrell property are appropriately registered---no further action will be taken).

- **Review letter from Town Hall Restoration Committee re: boy scout use of building**

The Board of Selectmen reviewed the letter from the Committee.

- **Request for Abatement of Yield Taxes**

Brian Giammarino has submitted proof of the money he received for his cut. The Selectmen voted unanimously to abate any amount over the 10% of what he actually received.

- **Liability Insurance**

The Selectmen reviewed the New Hampshire Municipal Association's Property Liability Trust (NHMA-PLT) offer for insurance through the year 2002. The Selectmen agreed unanimously to stay with PLT and to take advantage of the multi-year program and rate reduction. Chairman Seeger signed the appropriate documentation.

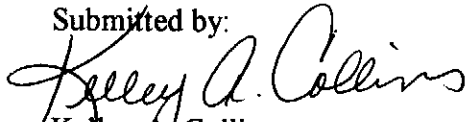
The Board of Selectmen signed the following items:

(1) Intent to Cut, letter regarding blind exemption – refund, veteran's tax credit, report of cut to State.

Adjournment

There being no further business to come before the Board the meeting was adjourned at 9:20 p.m.

Submitted by:


Kelley A. Collins
Town Administrator