

APPROVED JUN 21 1999

**TOWN OF ANTRIM
BOARD OF SELECTMEN'S MEETING MINUTES
June 7, 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

7:00 p.m. REVIEW, DISCUSS AND SELECT AN ARCHITECT FOR THE AIKEN HOUSE CDBG RENOVATION

The Selectmen generally discussed their feelings on the appropriate architect for the Aiken House CDBG renovation based on their observations of the interviews conducted on Thursday, June 3, 1999. Based on the interviews and presentations, Selectman Dargie made a motion to hire Tom Weller as the architect for the Aiken House Project. Selectman Tenney seconded. **VOTE:** 3-0. The Town Administrator will notify the grant administrator tomorrow.

GENERAL BUSINESS

• **Review and discuss status of Gregg Lake Dam repair bids**

The Town Administrator made the Board aware that all three of the bids for the repair to Gregg Lake dam were missing something from the bid specifications. Our engineer, SFC Engineering has sent out a letter asking for clarification from all bidders.

• **Review and discuss zoning at Pierce Lake**

The Town Administrator was asked by the Chairman of the Zoning Board to get the Selectmen's feelings on zoning issues at Pierce Lake. Apparently, there is a pending case where an owner wants to build a deck closer to the water than Antrim's zoning allowance of 100 feet from the high water mark. Selectman Dargie noted that the Planning Board did hear a case last week regarding a building permit for a deck that was closer than the Town's zoning requirement of 100 feet from the high water mark. Apparently, this owner had gone to the Zoning Board of Adjustment (ZBA) and was told that he would need a variance. Somehow rather than making application to the ZBA for the variance the case somehow wound up before the Planning Board. The Planning Board apparently took some kind of vote to allow this deck in this one case. There was some general discussion on the Planning Board's jurisdiction over a zoning issue. Chairman Seeger would like to meet with the Chairman of the Zoning Board of Adjustment, the Chairman of the Planning Board and the Code Enforcement Officer on Monday, June 21, 1999 at 7:00 p.m. to discuss process.

• **Approve Armer Construction and John Jordan invoices**

The Town Administrator submitted an invoice from Armer Construction for \$1320 and one from John Jordan for \$2880. The Town Administrator pointed out that we are still

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experiencing a cash flow problem and will have to borrow on our tax anticipation note this week. The Selectmen approved payment of these two invoices on July 1, 1999.

- **Review and discuss utility abatements for statewide education taxes**

The Town Administrator reviewed the mathematical template of the local and state education taxes with the Selectmen. She reminded the Board that HB117 now allows the State to directly bill utilities for the state portion of the education tax. Therefore, we are required to abate the state portion of the education tax from the first issue tax bills we sent to the utility companies, in May. The Selectmen agreed unanimously to issue an abatement to the utility companies of \$5/thousand of assessed value, effective immediately. If the decrease is more it will be made up in the second issue tax bill.

- **Review and discuss status of ambulance certification.**

The Town Administrator made the Board aware that Kimberly Carroll, Licensing Coordinator, from the NH Bureau of Emergency Medical Services called her last week to let her know that our waiver from Administrative Rule He-P 1202.06 will expire on July 1, 1999. At that time our ambulance may not qualify to be licensed. The Town Administrator noted that this rule requires that "... during transport there must be a licensed provider who is responsible for patient care licensed at one of the following levels: (1) EMT – basic; (2) EMT – intermediate; (3) EMT- paramedic...". Captain Lovering noted in her request for waiver, last year, that there are times when the ambulance may only have First Responders. The Town Administrator spoke to Captain Lovering last week after hearing from Ms. Carroll and she stated that she is aware of this expiration date and feels that she has adequate licensed manpower. The NH Bureau of EMS is now requiring a letter from either the Chairman of the Board of Selectmen or from the Town Administrator verifying that the Antrim Ambulance Squad can now comply with the licensing rules. Captain Lovering agreed to send a memo to the Town Administrator that this was indeed the case but we haven't received anything to date. Chairman Seeger asked the Town Administrator to memo Captain Lovering with the request.

- **Review, discuss and appoint chairman for the Public Safety Committee.**

The Town Administrator noted that after sending out the memo with the Penny's letter attached she has heard from Highway, Fire and EMS with delegated participants. The Police Department has not responded yet. The Town Administrator noted that it does not appear that any of the department heads are free to participate and she is concerned as to who will be delegated Chairman and lead the group. The Board is concerned that no department head opted onto this committee. Selectman Tenney made a motion that the Road Agent, Fire Chief, EMS Captain and Police Chief will form a public safety committee to investigate issues regarding like or like sounding street names in town and will hold their first meeting and delegate a chairman and secretary on or before August 1, 1999 (Selectmen Tenney thought this would leave ample time to take vacations into account). This committee will notify the Selectmen of the date of their first meeting.

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Selectman Seeger seconded. **VOTE:** 3-0. The Town Administrator will memo the affected department heads.

- **Review and discuss problems with restrooms at Town beach.**

The Recreation Coordinator made the Town Administrator aware that the restrooms at the town beach were unlocked and left unsecured for approximately two days. She was very concerned because upon inspection the toilets were completely clogged which required the services of a plumber for snaking. She was unsure who unlocked the restrooms since she had just barely had the water turned on and the septic tank pumped out and no one contacted Parks and Recreation to verify that the restrooms were ready to go. Ms. Gardner later noted that it appears a resident of town got the key from a town employee. It was also noted that the Middle School sent home flyers announcing that the 80-90 students eligible for honor roll will get to go to the beach from 11:00 a.m. – 1:00 p.m. on Friday, June 11, 1999. This may create a problem since beach cleanup day is not until Saturday, June 12, 1999. There are still several items that have not been completed as of tonight, including snaking the clogged toilets, trash/rubbish pickup, emptying the dumpster, yolk raking the beach, etc. The Selectmen would like the Town Administrator to notify the Recreation Coordinator and she can have a conversation with the representatives from the Middle School. The Board will stand behind whatever decision Ms. Gardner makes regarding the suitability of opening the beach for Friday.

- **Review and discuss transferring money from bandstand encumbered funds to pay for building agent's time on bandstand**

The Town Administrator brought to the Board's attention the fact that she only budgeted Tim Lang, Building Agent, for 2 to 5 hours per week. She is concerned because he spent approximately twenty hours last week just painting the bandstand. That does not include the cleaning, scraping and priming he did earlier in the week. The Selectmen are concerned regarding the Town budget for these items and instructed the Town Administrator to tally up the total cost of labor (Tim Lang) and materials and contact the Memorial Park Committee to let them know that the Board would like to charge these items to the encumbered funds for the bandstand (\$2,897.85) or Memorial Park (\$2,380.16). While the Building Agent is more than willing to perform these functions they were not budgeted for and must be paid by the respective department.

- **Review and discuss 1999-2000 fuel oil bid**

The Town Administrator asked the Board if it their intention to put the fuel oil out to bid again this year. The Board did not feel that this would be necessary as long as there is not a huge increase. The Town Administrator will telephone the current vendor and find out what the lock-in price per gallon is now.

- **Review and discuss tax deeded property available to auction in 1999.**

The Town Administrator presented the Board with a list of five (5) properties to auction in 1999. These include any properties auctioned in 1998 that did not sell, less any properties with questionable information. It does not include anything we took by tax

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deed in 1998 because of a new law that gives owners an additional three years to regain tax deeded property. The Board would like a map showing the properties and a copy of the tax cards before they vote on offering these properties. The Board would also like the Town Administrator to verify with town counsel the necessity of holding property for the additional three years.

- **Review and accept the minutes of the May 24, 1999 Selectmen’s meeting.**

The Selectmen unanimously approved the minutes of the May 24, 1999 Selectmen’s meeting, as printed.

- **Review status of cash flow and further borrowing on TAN**

The Town Administrator noted that the final school payment for their fiscal year is due on June 10, 1999. We do not currently have sufficient funds to cover this payment so we will be borrowing an additional \$100,000 this week. It is anticipated that we will continue to receive first issue tax revenue and should be able to repay TAN in the next 2-3 weeks.

- **Review and discuss memo to department heads regarding PlanNH charrette.**

The Town Administrator submitted a draft memo to go to the following departments: Highway, Water & Sewer, Parks & Recreation Commission, Recreation Coordinator, Code Enforcement Officer, Town Hall Renovation Committee, Aiken House Committee, Conservation Commission, Moderator, Planning Board, Library Trustees, Fire Chief and Police Chief.

The Board of Selectmen signed the following items:

- (1) Letter to Mr. & Mrs. Penny regarding a public safety committee, (1) Intent to Cut,
- (1) Warrant for Yield Taxes

8:00 – 8:10 p.m. Non-Public Session to discuss a personnel matter under RSA 91-A:3, II-a

Chairman Tim Seeger made a motion to go in to Non-Public under RSA 91-A:3,II-a to discuss a personnel issue. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

The Selectmen generally discussed the issue surrounding the security of the restrooms at Gregg Lake. There was no decision made in Non-Public Session.

Chairman Tim Seeger made a motion to leave Non-Public Session at 8:10 p.m.

Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie – yes; Selectman Tenney – yes.

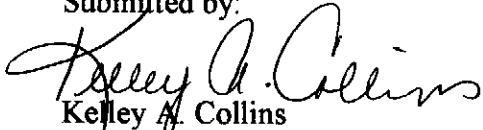
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Adjournment

There being no further business to come before the Board the Selectmen adjourned at 8:15 p.m.

Submitted by:


Kelley A. Collins
Town Administrator

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