

**DRAFT**

**TOWN OF ANTRIM  
BOARD OF SELECTMEN'S MEETING MINUTES  
August 30, 1999**

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

**PRESENT:** Chairman Seeger, Selectmen Dargie and Tenney and Town Administrator Kelley Collins

**Review and discuss research on the Block/Hancock Estates property – acreage issue**  
The Town Administrator made the Board aware of the research she has done on the Block/Hancock Estates acreage issue. She also had some assistance from Lloyd Henderson. After review of the assessing file, planning board subdivision maps and computer files, it is clear that the assessment cards have a 60 acre error but the computer records, from which the tax bills are generated, are accurate. The Selectmen reviewed the copy of the tax warrants from 1996, 1997, 1998 and first issue 1999 supporting this acreage information. The Board asked the Town Administrator to draft a letter to the Block's explaining our findings. The Board will wait for a response from the Block's regarding the current use issue.

**GENERAL BUSINESS**

• **Review and discuss Y2K issues.**

The Town Administrator made the Selectmen aware of the status of our Y2K progress. In addition, she noted that Michelle had found an excellent document on the FEMA website and we have pulled a copy for the Board's review. It appears that the Emergency Management Director may need to do a little work updating our current Emergency Plan to be more specific to the Y2K process. The Board would like the Town Administrator to invite the Emergency Management Director, Bob Bethel, to the September 13, 1999 meeting.

• **Review, discuss and respond to resident's request for Y2K information (P. Caswell)**

The Selectmen reviewed Mrs. Caswell's letter requesting information from Mr. Bethel, as Emergency Management Director. Since the Selectmen's Office has been creating and compiling most of the Y2K compliance information, the Town Administrator offered to answer this letter for Mr. Bethel. The Board reviewed, approved and signed the response to Mrs. Caswell's inquiry.

• **Review and discuss letters from fire department personnel re: Ken Fales**

The Board reviewed four letters of support for Mr. Fales from various fire department members. The Board took the letters under advisement and agreed to place them in Mr. Fales' personnel file. Mr. Fales will be notified, in writing, that these documents have been added and he will receive a copy of each letter.

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• **Review and discuss using volunteers for Aiken House Project and cost of dumpster**

The Town Administrator had Michelle check on the insurance and cost of a dumpster for the volunteer pre-demolition labor at Aiken House. Our insurance company wants a waiver signed by each volunteer, a disclosure made that the volunteer's health insurance will be primary in the case of an injury and the Town's will be secondary up to a maximum of \$10,000 per claim, and the Selectmen will need to officially appoint the volunteers at one of their meetings.

There were only two companies who provide construction dumpsters. Monadnock Disposal's cost for a 30-yard rolloff dumpster is \$600 for the first 3 tons and \$110 each additional ton with no delivery charge and they need a couple of days notice. Waste Management's cost is \$470 for the first 4 tons and \$95 for each addition ton with no deliver charge but a \$4.00 per day rental and they need 24 hours notice. The Selectmen briefly discussed the cost of the dumpster and they fact that this will all be charged to the Community Development Block Grant (CDBG). The Board asked the Town Administrator to correspond with Mr. Penny from the Barn Trust so he has all this information.

• **Review and discuss lease agreement for Aiken Barn parking lot.**

The Town Administrator gave the Board the draft of a lease agreement for the Aiken Barn parking lot. This information came largely from a generic lease agreement that Mr. Penny faxed to the office. The Town Administrator did add a couple of items suggested by the Town Attorney. There was some discussion regarding who would sign the agreement. The Town Attorney was pretty clear that all members of the Board and all members of the Barn Trust must sign or we must attach a copy of the minutes showing that the bodies voted to allow the President of the Barn Trust or the Chairman of the Board of Selectmen to sign on their behalf. The Board tentatively approved the draft of the lease agreement, pending final approval of the Town Attorney and the Barn Trust. The Town Administrator will send a letter to Mr. Penny with this information.

• **Review and discuss request from Baptist Church to waive building permit fee (\$50)**

The Code Enforcement Officer made the Town Administrator aware that the Baptist Church has requested a waiver from the \$50 building permit fee for their upcoming renovation work. The Town Administrator read the Board the letter attached to the building permit application, requesting a waiver of the fee since the church is non-profit and it would be a financial hardship at this time. The Selectmen asked if the church was charged the usual fee by the Planning Board and/or Zoning Board. The church was charged for their hearing and did pay. That fee pays for the certified notices to abutters and advertising required of the Board. The building permit fee is supposed to help defray the cost of having the Code Enforcement Officer/Building Inspector's inspections. Selectman Dargie made a motion not to waive the building permit fee for the Baptist Church's renovation. Chairman Seeger seconded. Vote: Selectman Dargie – yes; Chairman Seeger – yes and Selectman Tenney abstained.

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- **Review, discuss and approve minutes of 7/12, 7/26, 8/9, 8/19 and 8/23/99.**

The Board of Selectmen and reviewed and approved the minutes of the July 12, 1999 meeting, as printed, July 26, 1999 meeting, as printed, August 9, 1999 meeting, as printed, August 19, 1999 meeting, as printed and the August 23, 1999 meeting, as corrected.

- **Review and approve draft employment advertisement for fill-in person at A.R.T.S.**

The Selectmen reviewed the draft advertisement for the open position at A.R.T.S. The Selectmen’s Office will take the applications and forward them to Bill Lang for his review.

- **Review and discuss job description for Welfare Director/Health Officer**

The Town Administrator presented the Board with draft job descriptions for Health & Welfare Officer. The Board reviewed the job descriptions on generally discussed whether the position should answer directly to the Board or through the Town Administrator. The Board unanimously agreed that the position will work under the “broad supervision” of the Town Administrator.

- **Review MS-1 (Valuation of Real Property) and MS-4 (Revised Estimated Revenues)**

The Town Administrator made the written MS1 and MS4 available for the Board’s review. She reminded the Selectmen that both of these documents play an important in the computation of the tax rate. The Selectmen carefully reviewed the forms and signed the MS1. The Town Administrator signed the MS4 as the person completing the form.

- **Review, discuss and approve a theme and speakers and set a date for the Regional Selectmen’s Meeting.**

Chairman Seeger and the Town Administrator reviewed the topics and speakers for the meeting and set the date and time. The Regional Selectmen’s Meeting will be held on Saturday, September 25, 1999 from 9:00 a.m. – Noon. The speakers will be: 9:00 a.m. – 9:45 a.m. Mary Pinkham-Langer, CNHA, Gravel Tax Appraiser for the NH Department of Revenue Administration to discuss the gravel/excavation tax and legislation changes this year, 10:00 a.m. – 10:45 a.m., Andrea Reed, Director of the Municipal Services Division of the NH Department of Revenue Administration to discuss the changes to the tax rate computation due to changes in education funding and Maura Carroll, Government Affairs Director for the NH Municipal Association to give a general legislative and Claremont update from 11:00 a.m. to 11:45 a.m. The Town Administrator will book the speakers, make sure we provide coffee, donuts and muffins and prepare the mailing to the towns.

**The Selectmen reviewed and signed the following items:**

- Letter of response to letter of complaint from Mrs. Caswell.

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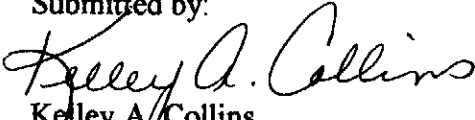
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- Selectmen Tenney made a motion to authorize the Chairman to sign the Intent to Excavate (as applicant) for the material we take out of the Tri-Town landfill. Selectman Dargie seconded. VOTE: Selectman Tenney – yes, Selectman Dargie – yes and Chairman Seeger abstained.
- Letters to members of Planning Board and Zoning Board.

**Adjournment**

There being no further business to come before the Board the meeting was adjourned at 8:20 p.m.

Submitted by:

  
Kelley A. Collins  
Town Administrator

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