

**APPROVED NOV 29 1999**

**TOWN OF ANTRIM  
BOARD OF SELECTMEN'S MEETING MINUTES  
November 22, 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

**6:00 p.m. MEET WITH AIKEN HOUSE PROJECT COMMITTEE AND ARCHITECT, TOM WELLER, TO REVIEW PLANS TO BE USED AS BID DOCUMENTS.**

The Selectmen met with the Aiken House Project Architect, Tom Weller and Eric Lewtas, as well as members of the Aiken House Project Committee: Ruth Zwirner and Ben Pratt. Mr. Weller ran through a list of items to be covered (see attached). General discussion took place regarding the tight time-frame for bid opening and bid award. There was discussion regarding the Grapevine providing the fence and the Selectmen feel strongly that the LP gas tank should be above ground, not below. The Board would like the Town Administrator to talk to Johnson & Dix about providing the tank. Miscellaneous discussion took place regarding elevator, etc. The Architect is concerned that he did not originally spec the project with a sprinkler system and the fire chief has noted that since this is a public building it needs a sprinkler system. Tom Weller believes this could add \$20,000 to \$25,000 to the project.

**7:15 p.m. MEET WITH JAMES A. TUTTLE LIBRARY TRUSTEES AND LIBRARY DIRECTOR TO REVIEW THEIR PROPOSED 2000 BUDGET.**

Library Trustees, Lyman Gilmore, Connie Kirwin, Dana Welch, Sharon Dowling and Ruth Zwirner were present to discuss their proposed 2000 budget. Mr. Gilmore ran through some answers to the memo the Selectmen sent the Trustees in preparation for this meeting. Specifically, the Trustees would like to leave the \$1200 in for roof repairs and/or maintenance even though they are doing some repairs this year. Mr. Gilmore notes that this should probably be an on-going maintenance item. The Trustees would like to remove the \$300 for plowing. They will pay for their share of the parking lot plowing from the library's funds.

Regarding the \$65,000 for the purchase of the Aiken Barn Trust property, there are some concerns that the Trustees would like to see this earmarked for the exclusive use of the Library. The Town Administrator asks what would happen if the Grapevine leaves the Aiken House at some point in the future and the Town is forced to market Aiken House to other potential tenants and parking becomes an issue. Can't this area be limited to be shared between the two properties. Trustee Kirwin feels strongly that it should not. She would like to see this exclusively for Library expansion and parking. Trustee Gilmore asked if there is some legal way to word the article to meet both the Library and the Town's potential needs. The Town Administrator will discuss this with Town Counsel.

APPROVED NOV 29 1999

The Trustees note that they are estimating the cost of removing the Aiken Barn at \$10,000 but it could be considerably less. There may actually be some interest in removal of the barn for the materials, in which case, the cost of removal would be a wash. The Town Administrator asked if the Trustees are sure there are no hazardous materials in the building that would require special care in demolition (ex. lead paint or asbestos shingles). The Trustees are not sure but they will investigate this further prior to removal.

The Selectmen had some questions regarding the Library Trustees' proposal to start a Capital Reserve Fund for the future addition to the James A. Tuttle Library. The Trustees provided a draft of a plan for fund raising. Generally, the plan calls for the Trustees to raise \$600,000 between 2000 and 2005 and the actual construction taking place somewhere between 2006 and 2008. The plan also depicts the Town implementing a capital reserve fund in 2000 with \$100,000 and adding \$100,000 each year for three years. The Town Administrator asked if there is any chance of spreading this \$300,000 capital reserve fund over the next 5 years, which will decrease the amount needed to \$60,000 per year instead of \$100,000 (she also noted that each \$91,000 is \$1 per thousand on our tax rate) The Trustees thought that keeping it as \$60,000 is certainly a good idea if it increases the chance for success.

#### **GENERAL BUSINESS**

- **Waste Management will be crediting our account approximately \$8,000 for overcharges. Waste Management is not charging the prices obtained last week.** The Town Administrator had Michelle review the invoices from Waste Management and it appears that we have been overcharged \$9,016 so we will wait to see the credit amount and correspond with Waste Management at that time. The Town Administrator checked on the disposal costs of special items such as TVs, Refrigerators, etc. Waste Management is not charging us extra for these items at this time, as long as they fit in the scrap metal bin. There is an extra charge for any item containing refrigerants (freon) such as refrigerators, air conditioners, etc.

- **Review and discuss the Antrim/Bennington Depot Street bridge.** The Town Administrator has checked with the Department of Transportation and they have noted that since the bridge amount is less than a year old the amount is good. The Selectmen are very interested in pursuing this matter this year. The Bennington Selectmen also appear to be very interested in pursuing replacement of this bridge while the 80-20 Municipal Managed Bridge program funding is still available.

- **Review and discuss request for abatement of inventory penalties in the amount of \$42.92**

The Selectmen reviewed the written request for abatement of an inventory penalty in the amount of \$42.92 from the Coglianos. The resident reported all three pieces of property on one form. We charged the penalty on the two forms we did not receive. The Town Administrator noted that we probably did not even notice that the other two properties

APPROVED NOV 29 1999

were listed on one form. The Selectmen unanimously agreed to abate \$42.92 in inventory penalties.

• **Review and discuss the status of the Lowell property on Willard Pond Road (Map 3, Lots 31, 32, 33)**

The Town Administrator gave the Selectmen some background on the Mr. Lowell's position. Approximately 2 months ago Mr. Lowell approached the Town about placing a manufactured housing unit on a piece of land his family owns on Willard Pond Road. Upon review of the tax map and assessment cards, it became clear that there were some inconsistencies. The Town tax map shows 2 approximately 10 acre parcels but we have no record of a formal subdivision. There are 5.18.89 minutes of a Planning Board Meeting, at which Robert Lowell is informed that the land he received from Mary & David Plumpton was without benefit of a subdivision and that he will need to follow the procedure for subdivision. In 1997 Robert Lowell and Kathy Lowell quitclaim deeded a portion (10.5 acres, more or less) of this unlawful subdivision to Ben C. Blackburn and Wanda Lowell Blackburn. In the meantime, the Town is inaccurately assessing the property too. We are assessing the Blackburns for the whole 20 acres and assessing the Plumptons for an additional 2.25 acres. We instructed Gary Lowell that he should see the Planning Board first to formally subdivide the land. He should then proceed to the Zoning Board for a special exception to place the manufactured housing unit on this parcel. Mr. Lowell decided to go to the ZBA and was instructed by them to go to the Planning Board first. The Permit to Construct for the septic system is from 1987 and after checking with the NH Department of Environmental Services no permit for operation was ever issued. It has recently been brought to our attention that Gary Lowell is living in what was described during our 1993 revaluation, by our Assessor, as "a glorified shed". To the best of our knowledge there is no septic (there is a port-a-potty) and no well. Gary Lowell stopped to see Selectman Tenney over the weekend and is concerned that he and his family do not have another place to reside. Selectman Tenney would like to give Mr. Lowell until Spring 2000 to have a plan for alternate living accommodations. Chairman Seeger would like to send a Notice of Violation to the owner of the property with a deadline of 15 days to respond in writing with a plan. It concerns him greatly that there are children living in a "glorified shed" with no running water, septic system, and woodstove heat. After considerable discussion, Selectman Dargie agreed with Chairman Seeger that we send a Notice of Violation requesting a written response within 15 days.

• **Review and discuss holding a Household Hazardous Waste Day.**

As part of the 2000 Budget process the Town Administrator asked about budgeting for a Household Hazardous Waste Day. The Town hasn't had one in 2-3 years. We would go in with Hillsborough or perhaps Bennington and we may even qualify for a partial grant for the process. The Selectmen approved budgeting to go in with Hillsborough, if they will have us for a Household Hazardous Waste Day.

APPROVED NOV 29 1999

- **Review and discuss the ambulance payroll for 1999 (exceeds warrant article)**

The Town Administrator made the Selectmen aware that although the ambulance payroll warrant article was for \$4,500 the actual pay (at \$5.15/call) came out to be \$5,417.80. Captain Lovering offered to reduce each person's pay so that it falls within the budgeted amount. The Town Administrator noted that the fire department budgeted \$17,500 and have only spent \$14,861 we could take \$917.80 from fire department payroll and use it to fund the overage in ambulance payroll. Chairman Seeger made a motion to take money from the fire department payroll account to cover ambulance payroll on the condition that the Fire Chief be notified, and support it, Selectman Dargie seconded. VOTE: 3-0

- **Review and discuss the assessment of the Map 7B, Lot 26 which recently sold.**

The Town Administrator made the Selectmen aware that a piece of property recently sold which we have not been assessing. The property in question sold as two parcels. One parcel at slightly less than ¼ acre with no dwelling. The other property is 2.20 acres and has a building. The Town was only assessing the ¼ acre parcel and we assessed the building to this. The Town Administrator pointed out that RSA 76:14 allows the Board to send a tax bill in the same billing year in the case of an omission. The Town Administrator would like permission to have the Assessor come out and assess the 2.20 acres that have not been assessed and notify the owner of record (as of April 1). The Board unanimously agreed to her request and asked that a letter be sent to the owner explaining the oversight and conveying our apologies.

- **Review and discuss difficulties with plowing the sidewalk in the area of 21 & 23 West Street because of the placement of mailboxes.**

The Town Administrator is still researching the placement of mailboxes on West Street.

- **Review and approve minutes of the November 15, 1999 meeting.**

The Selectmen approved the minutes of the November 15, 1999 meeting, as submitted.

- **Sewer Back-up**

Selectman Tenney made the Board aware that there was a sewer back up on High Street. It was caused by the construction at Frameworks. He just wanted the Board to be aware of it and noted that the Sewer Commissioners have not decided if they will take this up with Frameworks.

**NON-PUBLIC SESSION UNDER RSA 91-A:3, II – a TO DISCUSS THE COMPENSATION OF A PUBLIC EMPLOYEE**

Chairman Seeger made a motion to go in to Non-Public Session at 8:55 p.m. to discuss the compensation of Michelle Hautanen, at the Town Administrator's request. Selectman Dargie seconded. Roll Call Vote: Chairman Seeger – yes; Selectman Dargie yes; Selectman Tenney – yes.

The Town Administrator noted that she has been remiss in doing a performance evaluation on Mrs. Hautanen and that she is one of the few employees that did not

APPROVED NOV 29 1999

**TOWN OF ANTRIM -- BOARD OF SELECTMEN'S MEETING MINUTES**  
**PAGE 5 -- November 22, 1999**

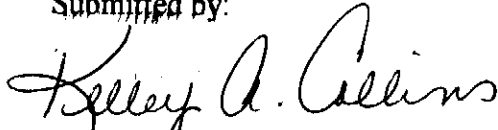
receive a merit increase this year. The Town Administrator will complete the written evaluation for next week and would like the Board's approval to give Mrs. Hautanen a 2% merit increase, effective back to her July 1999 anniversary date. The Board unanimously approved Mrs. Hautanen's merit increase.

Selectman Dargie made a motion to leave Non-Public Session at 9:00 p.m. Selectman Tenney seconded. Roll Call Vote: Chairman Seeger -- yes; Selectman Dargie -- yes; Selectman Tenney -- yes.

**ADJOURNMENT**

There being no further business to come before the Board, this meeting was adjourned at 9:00 p.m.

Submitted by:



Kelley A. Collins  
Town Administrator

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- 1) Schedule of Events
    - a) Bid package completion: 8 Dec 99
    - b) Selectmen Approval: 13 Dec 99
    - c) Bid Opening
    - d) Contract Award
  - 2) Site Plan
    - a) Back building demolition: material separation
    - b) Tree removal (by owner or add alternate)
    - c) Shrub removal (by owner)
    - d) Clean fill disposal (Town site or by GC out of town)
    - e) Boulder / stone disposal (Town site or by GC) / keep or bury old foundation
    - f) Resurface lot (by owner or add alternate) – patch existing by GC
    - g) Initial lawn seeding by GC, startup watering process
    - h) Fencing by tenants
    - i) Play equipment by tenants
  - 3) LP GAS (buried) 500 gal (shown) or 1000 gal for Civil Defense]
    - a) Purchase tank or vendor owned with bury out clause if a change in vendors
    - b) Selectmen bid out the fuel supplier?
  - 4) Sewer connect to existing at building
  - 5) Domestic Water connect to existing 1 inch at interior of building
  - 6) Sprinkler and Second, second floor exit (not budgeted)
    - a) BOCA and NFPA code issues – Meeting set up with Art Steinberg, Building Inspector and Chief Mike Beauchamp and Rick Edmonds, AFD set for 10 AM, Tuesday.
    - b) Re: sprinkler vs rated exit access
    - c) New 4 inch water line to building (not budgeted)
    - d) Re: second means of egress (from second floor) or one exit building exemption with a 1 hour rated exit access
  - 7) Selected demolition
    - a) gutted interiors (limited attic) all interior wall, ceiling and floor finishes
    - b) complete rear wall and foundation, sill repairs
    - c) one-half of first floor structure,
    - d) basement excavation (limited)
  - 8) Building Exterior
    - a) Vinyl Siding and metal wrap trim soffits and rakes
    - b) Vinyl Windows 2/2 with pvc trim
    - c) Painted wood main street door, painted steel other exterior doors
    - d) New 30 yr asphalt shingle roof
    - e) No chimneys (direct thru-wall LP boiler)
  - 9) Building Interiors
    - a) All new ceiling, wall and floor finishes (refinish some floors)
    - b) Painted wood trim
    - c) Floors: painted wood, sheet vinyl, VCT and carpet
    - d) Ceiling
    - e) Doors: 6-panel pine (steel where rated)
    - f) Windows: PVC
  - 10) Mechanical: LP gas (direct vent) boiler with hot water baseboard
  - 11) Plumbing: all new fixtures
  - 12) Electrical:
    - a) All new power, lighting and fixture
    - b) Emergency detection, warning and lighting (FACP)
  - 13) LULA Elevator: Concord (only corner type found with large cab)
    - a) Dedicated phone requirements (monthly phone rates could be \$50/mo)
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