

*BOARD OF SELECTMEN
MEETING MINUTES*

**MONDAY, JULY 11, 2016 – 6:30 P.M.
TRAINING ROOM – PUBLIC SAFETY BUILDING**

This meeting was aired live and taped for local television.

PRESENT: Leo Janssens II, Chair, Duncan Phyfe, Member, Kyle Johnson, Clerk, Doug Briggs, Town Administrator and Sylvia Turcotte, Executive Assistant.

I. SALUTE THE FLAG

Leo Janssens called the meeting to order at 6:30 p.m. and led everyone in the Pledge of Allegiance.

II. SOLICIT PUBLIC INPUT None

III. APPROVAL OF AGENDA

Kyle Johnson motioned to approve the agenda as presented and was seconded by Duncan Phyfe. Motion carried.

IV. PRESENTATIONS & REPORTS

V. OLD BUSINESS

A. Vote to approve the Interim Town Administrator Agreement

Leo Janssens stated that the Board was in agreement to approve this contract in their last Executive Session for Doug Briggs to serve as Interim Town Administrator. ***Kyle Johnson motioned to approve and was seconded by Duncan Phyfe. Motion carried.***

VI. NEW BUSINESS

A. Discussion on date for joint meeting with Library Trustees on member resignation and replacement

Doug Briggs stated that the Library Trustees would be available to meet with the Board at their next meeting on August 15th. He stated that the person who resigned was Maggie Whitney. ***Kyle Johnson made the motion to set a joint meeting with the Library Trustees on August 15th and was seconded by Duncan Phyfe. Motion carried.***

B. The Board will meet with the Advisory Board at 7:00 p.m. today to review end of year transfers

Leo Janssens stated that they would skip over this item until 7:00 p.m.

C. Discussion on DPW Building Inspection Report and vote on STM and Special Election

Doug Briggs stated that he is asking how the Board wants to proceed on the DPW issue. He stated that there were a few ways to go – 1) set a STM and Special Election or 2) fix the violations at the present DPW site or 3) move personnel. He added that we are in the que with USDA for the funding. He noted that the concern with the present DPW site is the winter, with the roofs and heaters and finding alternative locations for the staff and vehicles.

He added that if we go with repairs, we need to look at the cost and will bring it up at a STM in the fall. He noted that he is looking for guidance.

Duncan Phyfe stated that the building is junk and that we've known this right along and he was not in favor of going back to the citizens. He noted that it was close on the ATM floor but we can't put it back to them as it's just too early.

Leo Janssens stated that he agreed with Mr. Phyfe, and added that he felt it wouldn't pass and "no means no". He added that it needs to be broken down more.

Kyle Johnson stated that he disagrees. He stated that every year we wait it's another \$1m. He stated that the present building is dangerous and that the proposed facility is not a "Taj Mahal" as people have been saying. He noted that the Selectmen need to take their elective position seriously and not doing this is a failure. He added that 60% of residents at the Annual Town Meeting voted for the building. He noted that the loan won't show up on the debt schedule for at least three fiscal years and we're 18 months away from building.

Leo Janssens asked what other buildings have been inspected and Doug Briggs responded that all the schools, Cushing and the camps in Town have been inspected.

Kyle Johnson stated that we absolutely need to go with a Special Town Meeting. He noted that if we repair the present DPW at \$120k, we're just throwing good money after bad.

Bruce Whitney noted that he agrees with Mr. Johnson 100% and that the inspection report should be placed on the website for everyone to see.

Doug Briggs stated that the staff can't be there in the winter and we need to know how to proceed with moving the staff. He noted that they are looking at moving the staff to the PSB so that they can still be on the network and the phone system. He also added that they would store some of the vehicles at the PSB as well as there will be available space due to the Fire Department trading in three vehicles when they get the new truck. He noted that he needs to know if this would be temporary.

Ron Putnam stated that he would prefer to bring this before the voters. Duncan Phyfe stated that if they hold the STM in August, it's not enough time to educate the voters and he also stated that the inspection report was not as bad as he thought it would be.

Kyle Johnson stated that all the roofs are leaking and the heaters don't work in the present DPW building and he believes that the STM is the way to go.

Doug Briggs stated that the actual ballot should be in 35 days and two weeks for the Special Town Meeting. He noted that it should be done before the kids go back to school and before the federal elections and if it's voted tonight, we have enough time to get it done.

Kyle Johnson added that we should have the debt schedule put together for this meeting. Duncan Phyfe stated that we should make a plan for a fall town meeting as what we've done so far hasn't brought the vote.

Leo Janssens noted that the inspection report should have been done before Town Meeting and Kyle Johnson stated that it wouldn't have made a difference. Duncan Phyfe stated that we need to sit back and see what we can do differently. It was noted by Jaime Piedrafite that at the Town Meeting the vote was side-tracked with the debt issue.

Ron Putnam noted that the Committee held several open house meetings but not many people attended. He stated that if the information is available on the website it would help to talk about what could be at the present DPW site. Leo Janssens inquired about the legality if the vote included that the money we get for the property would go toward the debt of the new building. Doug Briggs stated that the money would go to the general fund. He also noted that we should do an analysis of the property, appraisal and once this is done we could sell the property for that price. He added that the funds from the sale could go to free cash and would lower the tax rate. He noted that we can't spend free cash without a Town Meeting. He also noted that the engineering company gets nothing unless the project goes forward.

Leo Janssens stated that he was willing to go with the set schedule after hearing all the facts as spending good money after bad is the only option if there's a no vote. Kyle Johnson emphasized again that the cost goes up \$1m every year.

Duncan Phyfe inquired when they needed to tell USDA or lose the funding and Mr. Briggs stated that they need to know if it's in play and that they would give us 2.25% interest on the loan and a grant for Water and Sewer. Kyle Johnson stated that the cost of doing nothing is high and clearly everyone recognizes that it's needed.

Leo Janssens noted that the Special Town Meeting would be held on August 17th and the Special Election on August 23rd. Gail Dumont noted that summer is a bad time for this. Doug Briggs stated that it's better to have the special election right after the meeting and these dates meet all the criteria. Kyle Johnson stated that we have a month to prepare a new presentation.

Kyle Johnson made the motion to move forward with the Special Town Meeting and Special Election as presented and was seconded by Duncan Phyfe. Motion carried.

Doug Briggs noted that they need the Downtown Focus Committee to work with the persons interested in purchasing the property in the downtown area.

Kyle Johnson stated that we should go forward with an appraisal and Doug Briggs stated that he would get this done.

B. Joint Meeting with Advisory Board to review end of year transfers

The following Advisory Board members were in attendance: Joe Oliveira, Acting Chair, Bruce Whitney, Ron Putnam, Jaime Piedrafite, Allison Weissensee and Gail Dumont.

Doug Briggs reviewed the Reserve Fund transfer request stating that he was requesting that they transfer the remainder of the funds, \$14,529, to cover part of the Snow & Ice deficit.

Gail Dumont made the motion to approve the transfer and was seconded by Bruce Whitney. Motion carried.

Doug Briggs then went over the Interdepartmental Transfers which he stated was the transfer of surplus from one account to another. There were 21 transfers, which he stated was a testament to his Department Heads who didn't spend every dollar in their budgets. He also noted that the transfers were either 3% or \$5,000. He noted that \$107,842 would go to Snow & Ice. Mr. Briggs explained the remainder of the transfers and asked for a vote as presented.

Gail Dumont motioned to approve the list of transfers as presented and was seconded by Jaime Piedrafite. Motion carried.

Kyle Johnson motioned to approve the list of transfers as presented and was seconded by Duncan Phyfe. Motion carried.

VII. TOWN ADMINISTRATOR'S UPDATE

Mr. Briggs began by noting the openings on the Conservation Commission and the Library Trustees.

He noted that the end of year transfers have been done and approved.

Mr. Briggs stated that he met with Steve Nims and the inspectors from the DEP regarding the Transfer Station. He stated that we were notified several weeks ago of alleged violations to solid waste management that was the result of an inspection that happened over a year ago. He stated that he requested that they inspect the Transfer Station prior to the July 20th meeting because most of the alleged violations didn't exist and half were paperwork related which we are currently working on. He noted that it was determined that there were no serious violations. He also mentioned that Dave Whitney was doing a great job at the Transfer Station.

He stated that the shutoff valve was installed at the Westminster pump station which will aid in facilitating maintenance work without draining the line. He stated that this was done with surplus money in the Sewer budget. He also noted that so far this summer there were no odor issues.

Doug Briggs stated that the modifications to the Williams Road intersection will work in connection with the PRV modification and that this is being done with the remainder of the USDA funds.

He also noted that road repaving will begin at Chapel Street within the next few weeks.

There was a short discussion on possibly applying rumble strips to the residential roads in Town in order to improve awareness. Doug Briggs stated that he would look into this.

VIII. APPROVAL OF MINUTES

A. June 20, 2016 – Regular Meeting

Kyle Johnson made the motion to approve the minutes of June 20, 2016 and was seconded by Duncan Phyfe. Motion carried.

IX. BOS CORRESPONDENCE None

X. JULY MEETINGS and ANNOUNCEMENTS - Kyle Johnson read the following meeting announcements:

- July 12 – 6:00 p.m. Water Sewer Commission – Lower Level Town Hall
- July 13 – 5:00 p.m. Board of Assessors

Kyle Johnson read the openings on Boards and Committees as follows (2) Conservation Commission members and (1) Library Trustee.

He also read the following Town Clerk Reminders:

- January 1st and on – Open registration of voters at the Town Hall, Town Clerk’s Office, 32 Main Street, from 7:30 a.m. to 7:00 p.m. on Mondays and 7:30 a.m. to 5:00 p.m. Tuesday thru Thursday, and closed on Friday.
- As of June 1st the Dog Licenses have a \$10.00 fine added to the cost of licensing.
- The last day to register to vote and to change party enrollment for the September 8th State Primary is August 19th.
- September 8th – State Primary – held at J.R. Briggs Elementary School in the Gym from 7:00 a.m. to 8:00 p.m.

Depending on the vote by the Board these are additional announcements from the Town Clerk:

- August 3rd 8:00 a.m. to 8:00 p.m. – Last day to register a vote for the August 23rd Special Election – Town Clerk’s office at Town Hall.
- August 5th 9:00 a.m. to 8:00 p.m. – Last day to register to vote for the August 17th Special Town Meeting. (at PSB)
- August 17th 7:00 p.m. – Special Town Meeting at Oakmont Regional High School in the Auditorium, 9 Oakmont Drive.
- August 23rd – 9:00 a.m. to 8:00 p.m. – Special Election held at J.R. Briggs Elementary School in the Gym, 96 Williams Road.

The next scheduled Board of Selectmen meeting will be held on August 15, 2016 at 6:30 p.m. in the Training Room at the Public Safety Building.

XI. SOLICIT PUBLIC INPUT (5 minute limit) None

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

At 8:06 p.m. Duncan Phyfe motioned to adjourn the meeting and was seconded by Kyle Johnson. Motion carried.

Respectfully submitted,
Sylvia Turcotte, Executive Assistant