

## SELECTMEN'S MINUTES APRIL 24, 2017

The Selectmen's meeting for Monday, April 24, 2017 started at 6:30 p.m. Present were Selectman Ayer, Selectman Bailey, Selectman Knapp, Vice-Chairman Hatch, Administrator Scruton and Clerk McNeil. Chairman O'Brien was absent.

Vice-Chairman Hatch welcomed everyone and led in the Pledge of Allegiance.

Vice Chairman Hatch opened the public hearing on the issuance of a building permit on a private road at 6:32 p.m. The Varn's would like to make improvements to their camp at 401 McDaniel Shore Drive. Peter Cook viewed the road and recommended eight loads of process gravel placed in the bad spots and then have the road graded from Merry Hill Road to their property upon completion as a condition. John Chagnon from Ambit Engineering was present if there were any questions. There were no questions from the Board. Selectman Bailey moved to issue the building permit with the conditions from Road Agent, Peter Cook, seconded by Selectman Ayer. It was unanimously voted in the affirmative.

Vice Chairman Hatch opened the public hearing on the issuance of a building permit on a private road at 6:40 p.m. Marc Hynes would like to replace his damaged structure with a new structure and add an upper floor to the building at 158 Small Road. Peter Cook viewed the road and requested some cold patch brought in to fill the holes in the paved section, add a couple of loads of gravel to the low spots on the dirt section and grade the road after completion of the project as a condition. Mr. Hynes is agreeable to Peter Cook's request. He has previously been to the Zoning Board of Adjustment. There were no questions from the Board. Selectman Ayer moved to issue the building permit with the conditions of the Road Agent, seconded by Selectman Bailey. It was unanimously voted in affirmative. The public hearings closed at 6:35 p.m.

### APPOINTMENTS

Advisory Budget Committee – The members of the ABC requested feedback from the Board regarding their proposed recommendations.

The members of the ABC recommend the following:

1. Regular reviews of actual and projected expenditures compared to the budget. We believe these reviews should be with the BOS and dedicated exclusively to the budgets with no other agenda items. The members of the ABC recommend these periodic meetings occur in April, September, and January. – Selectman Knapp would like to see revenues on a quarterly basis. The decision to review will be the second meeting in August this year and December.
2. For budget lines with year-to-year variability, use the last three years' average as the starting point for the upcoming budget (not the last year's budget number). The increase or decrease of the recommended budget and the default budget should be

calculated against this base amount, in addition to the previous year's budget amount. – Administrator Scruton noted that the default budget can't be calculated with three year averages as defined by the State law. He has put together a four year expenditure comparison. Steve Saunders does not want the budgets built with the prior years budgeted amounts.

3. During budget presentations, invite the ABC to actively participate with the BOS to ask questions and comment on department head proposals. Once again, it is requested that these meetings have no other agenda items. It is also requested that all materials for discussion be disseminated to the BOS and the ABC one week prior to the meeting. – Administrator Scruton presents written backup in budget booklets to the Board of Selectmen and the ABC in September. Peter Royce said that the ABC members feel that they are not invited to join the discussion when the department heads are presenting their budgets. They would like to participate and ask questions during that time. Noted that the ABC is invited to participate and actively encouraged to participate.
4. Any revenues from specific departments should be itemized in all budget reports. Actual revenues to date and annual estimated revenues should be included in each line. – Administrator Scruton will make available the revenue reports more often with more detail. There will be two reports one of expenditures and one of revenues with a breakdown of department revenues.
5. Any unspent allocated funds and any surplus resulting from underestimated revenues should not exclusively go to warrant articles. We believe some of this unreserved fund balance should be allocated to reduce the tax rate. We recommend 50% to warrant articles and 50% to tax reduction. To facilitate this proposal, we recommend that discussion and prioritization of warrant articles occur earlier in the budget process. – Administrator Scruton stated that would make the tax rate fluctuate too much. Any decisions would be made by the Board at the end of the year. Peter Royce stated it should be a year by year decision. He also felt that the Board needs to look at the warrant articles to see which are "needs" versus "wants". The ABC wants some consideration of "buying down the tax rate".
6. The ABC has had occasions when we did not have a quorum and therefore could not vote. We have been asking for additional members for a couple of years, and we believe adding new members are imperative at this time. – Ross Buchanan volunteered to be a member. He will fill out an application and supply a resume.

Selectman Bailey thanked Peter Royce and the ABC for their presentation

#### PUBLIC COMMENTS

Chief Walker noted that he has been involved with budgets for a few years and liked the process when the ABC was involved at the Dept. Head presentation.

REVIEW OF MINUTES – March 13, 2017 – a draft copy available. Selectman Knapp moved to accept the minutes of April 10, 2017, seconded by Selectman Bailey. It was unanimously voted in the affirmative.

## STAFF REPORTS - Administrator Scruton

1. Administrator Scruton reviewed the insurance quotes for property and liability coverage. Administrator Scruton recommended PRIMEX. He noted the differences in the two quotes. PRIMEX offered more coverage at a lower rate. Selectman Knapp moved to accept the PRIMEX quote, seconded by Selectman Bailey. It was unanimously voted in the affirmative.
2. NHDOT inspected the Route 125/Mallego/Province intersection regarding a request to drop the speed limit on that section of Route 125. NHDOT would not drop the speed limit but made suggestions to the town. Their suggestions included "right turn only", a street light to improve visibility at night, acquire easements to improve sight distances. Chief Williams has a report of the accidents in that area if needed. There was a request for "no parking" in front of TD Bank. Chief Walker said it is not a simple process to get "no parking" signs on Route 125. The State does not want to add signs on Route 125.
3. Selectman Knapp moved to reappoint Lisa Allis for three years to the Recreation Commission, seconded by Vice-Chairman Hatch. It was unanimously voted in the affirmative.
4. Selectman Bailey moved to appoint Cheryl Huckins as a full member to the ZBA for two years, seconded by Vice-Chairman Hatch. It was unanimously voted in the affirmative.
5. Four quotes were received for the electronic door access control system at the Police Department. The low quote was from Northeast Security Agency at \$7,505.00. Selectman Knapp stated that the technology committee supports Northeast Security Agency. Selectman Ayer moved to select Northeast Security Agency, seconded by Selectman Bailey. It was unanimously voted in the affirmative.
6. The Governor has signed a bill that allows the town to legalize, ratify and confirm the results of the delayed town meeting in March. The bill confirms the election of all officers. To legalize, ratify and confirm the other results, the town will need to hold a public hearing to be "properly noticed". Selectman Knapp moved to set the hearing date as Monday, May 8, 2017, as part of the Selectmen's meeting, seconded by Selectman Bailey. It was unanimously voted in the affirmative.
7. Peter Cook supplied a paving list of roads for work this summer. He did not present the proposed bid to the Board of Selectmen or town administrator before sending it out. Peter Cook explained his decision on which roads. He uses the road report from DuBois and King and drives the roads to see what roads need work. The main roads looked fine and he felt that the smaller roads need the work. Selectman Ayer asked about the scope of work. It is part of the bid package. DuBois and King will do the final inspection. Before the work is started the chosen company, DuBois and King and Mr. Cook will do pre-paving inspection of all of the roads. Administrator Scruton asked that Cedar Creek be included in the bid as the town may have to pave that road and then be reimbursed by the developer. Administrator Scruton was concerned about technical deficiencies in the bid document.

Selectman Knapp moved to go into non-public session at 7:28 p.m., per RSA 91-A:3 II (c) and (l), seconded by Selectman Ayer. Vice-Chairman Hatch asked for a roll call, Ayer – aye, Bailey – aye, Knapp – aye, Hatch – aye. The motion passes.

Selectman Knapp moved to come out of non-public session at 7:57 p.m., seconded by Selectman Hatch. Vice-Chairman Hatch asked for a roll call, Ayer – aye, Bailey – aye, Knapp – aye, Hatch – aye. The motion passes.

Selectman Knapp moved to seal the minutes for six months because it could render the proposed action ineffective, seconded by Selectman Bailey. Vice-Chairman Hatch asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Knapp – aye. The motion passes.

#### STAFF REPORTS (CONTINUED)

8. There had been a question of two wells being drilled on the conservation easement of Village Place subdivision. The Dept. of Environmental Service stated that only one is being used and the other is to be capped.
9. Discussion of the Purchasing Policy will wait until there is a full board. The issue will be carried over to May 8<sup>th</sup>.

Clerk McNeil

The following is a request for signatures:

1. Intent to Excavate for Paul Guptill – four others were signed in the office for Lavoie, and Lenzi.
2. Seventy-four applications for current use were approved and signed in the office. Many associated with a proposed conservation project.
3. Oath of Office for George Bailey – ZBA alternate for two years, Cheryl Huckins – ZBA member for two years, and Lisa Allis – Recreation Commission member for three years.
4. Intent to Cut for Gary and JoAnne Hack
5. Payroll Manifests dated 04/16/2017 were signed in the office.
6. Vendor Manifest dated 04/19/2017 were signed in the office.

#### OLD BUSINESS

Selectman Ayer asked the status of St. Matthew's Drive. Marcia Gasses stated that the town is waiting for an "as built plan", a request to accept and deeds.

Selectman Knapp asked the status of the guard rail on Orchard Hill Road. Peter Cook stated the he recently spoke with the contractor.

#### NEW BUSINESS

The Planning Board is currently working on a draft of the visioning chapter of Master Plan. It is available to be viewed and commented on. It has been emailed to people who worked with the Visioning Committee.

#### SELECTMEN'S REPORT

Selectman Ayer recently attended a Conservation Commission meeting where they were discussing working on the driveways for the Goodwill-Richardson Pond property and the Town Farm Conservation property. The easement monitoring is ongoing.

Selectman Bailey was unable to attend the Library Trustees meeting. He noted that the Memorial Day parade will be on May 30<sup>th</sup> starting at 6:00 p.m. The parade will travel from the public safety building to the cemetery where there will be speakers.

Selectman Knapp attended the School Board meeting where they discussed policy revisions. The summer they will be paving the elementary school parking lot, installing new light poles and working on drainage. His recent technology committee meeting was very productive. They discussed the website, video streaming, quotes on email systems, web domain and GPS pilot. He thanked the committee for their hard work.

Vice-Chairman Hatch said that she has been in contact with Tara Barker and will be attending a Recreation Commission meeting.

#### PUBLIC COMMENTS

John Huckins noted that he and Marcia Gasses are presenting a program at the Library on the responsibilities of their departments and how the departments work together.

John Huckins suggested reviewing the Private/Class VI Road Agreement to consider taking off “garages, barns, sheds and other non-human habitable buildings” from having to go through the hearing process and are able to be signed off by the building inspector.

Tara Barker stated that the town summer soccer program will be relocated to the Barrington Middle School because of the paving at the elementary school.

Marcia Gasses stated that the third week in May three municipal projects are coming before the Planning Board for comment the school parking lot, PSB garage and the parking lot at the A Harlan Conservation area.

Paul Sanders will be upgrading the playground next week or the week after.

Selectman Ayer moved to go into non-public session for personnel and legal at 8:30 p.m. per RSA 91-A:3, II a and e, seconded by Vice-Chairman Hatch. Vice-Chairman Hatch asked for a roll call, Ayer – aye, Bailey – aye, Knapp – aye, Hatch – aye. The motion passes.

Selectman Knapp moved to exit non-public session at 9:00 p.m., seconded by Vice-Chairman Hatch. The motion passes.

Selectman Knapp moved to seal the minutes indefinitely as it could adversely affect the reputation of a person not a member of Board, seconded by Vice-Chairman Hatch. Vice-Chairman Hatch asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Knapp – aye. The motion passes.

The meeting adjourned at 9:03 p.m.