



SELECTMEN'S MEETING MINUTES

Oct. 20, 2015

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Selectman Bill Nelson, Laurie Champy, Marilou Maclean, Rose Zacher, Ed Nason, Ed Comeau, Diana Peckham, George Nick

- **Approval of Minutes:**

***MOTION:** Selectman Zacher made a motion to accept meeting minutes from Sept 19, 2015 as presented, Selectman Robischeau seconded, Selectman Nelson recused himself as he was not present for the meeting, motion carries.*

***MOTION:** Selectman Nelson made a motion to accept meeting minutes from Sept 22, 2015 as presented, Selectman Zacher seconded, all in favor, motion carries.*

- **Treasurer:** Marilou Maclean gave bank acct balances. She stated that quarterly payroll reports have been filed and are in the mail. Marilou suggested that we give the Nonprofit Organizations that request donations from the town an opportunity to come in to a Selectmen's meeting and give a 3 minute presentation supporting their request and be available to answer questions. She will work on supplying a letter to the nonprofits that have presented requests for funding.
- **Tax Collector:** Diana Peckham presented 3 abatements which the Selectmen signed. One for Map 14 Lot 1, there had been a clerical error with their address and they did not receive their bill through no fault of their own. The second one was for Map 18 Lot 4J in Drew Farms Development, it was a 2014 Use Change Warrant, the amount had been questioned and was abated for 2014 and a warrant was reissued for 2015 which resulted in the exact amount. The third abatement was for the 2014 Sanbornville Water District, this abatement is completed on an annual basis due to payment in lieu of taxes.
Selectman Robischeau stated that the preliminary tax rate information from DRA shows that the rate appears to be dropping from \$19.61 to \$18.98.

***MOTION:** Selectman Zacher made a motion to accept the proposal as generated with our data and presented tonight, Selectman Nelson seconded to accept as presented, all in favor, motion carries.*

Selectman Robischeau will accept this rate change on DRA's website tomorrow, Oct 21st, and wait for confirmation of the approved tax rate. Once confirmed, Selectman Robischeau will then provide the information to George Nick for him to create the warrant that will then be provided to Diana Peckham.

- **Administrative Assistant:** Laurie Champy thanked all those who submitted their responses to be entered into the Newsletter that will be issued with the upcoming tax bills.
Laurie Champy stated later in the meeting that we received the returned copy of the letter that was issued to Tom Damon, of Tom Damon Roofing, in which the Town offered for him to rescind his bid for the Townhouse roof project. He did sign the letter acknowledging that he was rescinding his bid.
- **Assessor Clerk:** George Nick stated that he completed some training with DRA and presented the 2015 Ratio Study Summary Report that he is seeking approval for from the Selectmen. They will review this material and made a request that he provide real estate information containing all sales in Town in order for them to sign off on all Qualified and Unqualified sales. George Nick also presented to the Selectmen a draft of a Request for Proposal for Assessing contract for the Selectmen to review, in addition he will supply an electronic copy of the same material presented.
- **Planning Board:** Ed Comeau gave an overview of the various topics the Planning Board discussed at their last meeting held on Oct 15th. The Planning Board rescheduled the proposed Lot Line adjustment Public Hearing to Oct 29, 2015 due to an error in the notification process. They are reviewing driveway ordinances and working on defining parameters for the definition of "private road". The review book for Planning RSA's has been completed and they are working on Policy and Procedures to be reviewed on an annual basis.
- **Road Agent:** Ed Nason stated that crack sealing is completed for this year and that they used just shy of a pallet and a half of crack seal material.
The drainage work is near completion on the Schoolhouse Bldg.
Ed Nason voiced a safety concern with the broken cable on the garage door and asked for approval to call for repair. The Selectmen agreed this is a necessity and gave him permission to pursue repair. There was some discussion about how the new gas line connection is set up on the propane tanks. Selectman Nelson will call White Mtn Oil to clarify the information in question.
- **Heritage Commission:** Marilou Maclean stated that the Heritage Commission meeting for Oct 21st was canceled. She stated the Veteran's Day Potluck Dinner is scheduled for Nov 7th at 5:30pm at the Townhouse Building. She will be posting this in the paper and will provide information to be posted on the website.
- **Cemetery Trustees:** The closing on the cemetery land took place today at the Town Office Bldg. The property is now owned by the town, the next step is to move forward with land clearing. Selectman Robischeau read aloud a proposal for site work from T.E.N. Construction. At next week's meeting on Oct 27th, at which time the Selectmen are anticipating there will be additional financial data available, the Selectmen intend to make a decision on this proposal.

- **Town Clerk:** Not present, Virginia provided paperwork ahead of time to the Selectmen for them to consider purchasing our existing fax machine from the State for \$20, which they agreed to do.
- **Supervisor of the Checklist:** Rose Zacher stated there is a required meeting scheduled for Fri, Oct 30th from 7pm-7:30pm at the Town Office for people to register to vote for the Presidential Primary or to change their party affiliations.
- **Old Business:** Selectman Zacher stated the work on the Townhouse Bldg roof is scheduled to begin Monday, Oct 26th.
In pursuit of the Assessor audit, Selectman Zacher will call Craig Nichols and Selectman Robischeau will contact Avitar.
The first payment has been made on the Weeks' property per agreement terms, Town Council has been in contact with the Weeks' Council and the paperwork will be forthcoming from the Attorney.
- **New Business:** Marilou Maclean looked into pricing for a new sidewalk sign as well as replacement parts for the continued use of our existing signs. The Selectmen agreed it made financial sense to purchase replacement components vs buying new signs. She will place an order for the necessary components needed to continue using our current signs.
A Budgetary meeting has been scheduled for Nov 11th at 6:30pm at the Town Office Bldg. The public is encouraged to come.
- **Public Comments:** Ed Comeau suggested that we put the upcoming Budgetary meeting info on the sidewalk sign to bring attention to the public in hopes of gaining participation and preventing some of the issues that occurred last year from lack of involvement.
Ed Comeau also mentioned it would be a good idea for us to be issuing a welcome letter/package to new residents of our town and perhaps we could include refrigerator magnets with pertinent information included on them. It was made aware that George Nick is currently issuing a welcome letter to all new residents.

Meeting adjourned 8:00pm

The next regular scheduled Selectmen's meeting is Oct 27, 2015 at 6:30pm.

Respectfully Submitted,

Laurie M. Champy
Administrative Assistant