

At 6:00 pm Chairman Hunter called the Board's meeting to order in the basement meeting. Present were Selectmen Annmarie Scribner, Brett Hunter, and Greta St Germain; and Town Administrator Heidi Carlson.

At 6:15 pm Dan Tatem & Rene LaBranche of Stantec Consulting met with the Selectmen to discuss the Cooperage Forest Construction Engineering and oversight.

There was discussion about the project overall and how it could be managed. LaBranche said that the Town would have to provide appropriate documentation on how the money was spent. The bigger issues are paving and guardrails; the smaller items will include shoulder work and curbing.

They shared a bid package put together for a similar project in another town, showing how they would put together requests for proposals for everything to finish the project. The Town's purchasing policy will be forwarded to them for reference, to be sure that any other required details are included in the RFP / quote collection process.

They said that they would contact at least three competent certified contractors for each portion of the work, evaluate the quotes; and make a recommendation and have contracts ready. LaBranche said they had figured approximately seven days of field time (\$5,800) and that Tatem would do the day-to-day work; and LaBranche would oversee it, having done several such projects.

LaBranche highlighted that they would oversee all of the construction administration, including items such as certificates of insurance, payment bonds on any contract portion over \$25,000; connecting with NH DOT and other agencies as needed. He said they also require a one-year warranty.

They will put together a scope of work and get it to the Town next week for review and further action. Tatem and LaBranch left the meeting at 6:35 pm.

Selectmen said they would like to review the proposal once received next week, but wanted to move ahead with it prior to the meeting next week.

## **OLD BUSINESS**

1. Selectmen reviewed the minutes for 25 August 2011. Motion was made to approve them as amended by St Germain. Hunter seconded and the vote was unanimously approved 2-0-1 with Scribner abstaining.

Neal Janvrin came into the meeting at 6:40 pm.

2. Selectmen reviewed the 2011 State Form MS-1. Motion was made by Scribner to sign the form. St Germain seconded and the vote was approved 3-0.

At 7:00 pm Department Head Neal Janvrin met with the Board. He presented a letter to the Board recommending appointment of Derek Franek as a part-time police officer. Currently he is needed for the Saturday day shift. He does understand that if he is not needed upon return of Officer LaRochelle, that the relationship with the Town may end. He is full-time certified.

Selectmen asked where he would go on the matrix. Comparable wages were reviewed and discussed. Motion was made by St Germain to pay Officer at Grade 8 Step 1.5 for \$15.30 per hour. The vote was 2-1. Selectmen signed the appointment form presented by Chief Janvrin.

Selectmen then asked Chief Janvrin about the Grass drag format. This year the VIP tent will be limited to Saturday night, and is not open to the general public. Janvrin explained that where the vintage sled race area was located last year would be a monster truck ride. It holds about 20 people. He is also planning a helicopter vendor to give rides. There are significant FAA issues (permit, inspection, criteria for flying around the crowd).

There was discussion about the overall program and how the Town is affected by it. The Board asked for the abutter session to be scheduled as soon as possible, and Mr. Wright will be contacted to pay the administrative fee as requested by the Board of \$100 to cover mailing and the additional copies.

Selectmen discussed with Chief Janvrin the status of HB2. The Board indicated that in accord with NHRS guidelines and the law changes, he can work only 32 hours per week. The Town has adjusted hourly pay to reflect 32 hours per week in accord with the new law, which became effective July 1, 2011.

Chief Janvrin left the meeting at 7:40.

Scribner asked for Wright's maps to be forwarded; and Carlson will forward Chief Janvrin's notes of the planning session he had with Wright. The Board scheduled the abutter session for 7:30 pm on September 15, 2011 and stated that Wright needed to fund the \$100 administrative fee as soon as possible to cover the additional copies of the maps and letters.

#### **OLD BUSINESS CONTINUED**

3. Selectmen discussed an interest hardship abatement previously requested. St Germain reported on her conversation with counsel at LGC. The Board discussed it and based on the research and discussion of the situation, the Board did not feel that it merits an abatement. Scribner moved to deny the request for hardship abatement. Hunter seconded and the vote was 2-1. The Board asked Carlson to draft a return letter to the Schieding's.

4. Selectmen signed an original of the Settlement Agreement with Cooperage Forest.

5. It is noted that Jeremy Lennon paid \$6,000 on outstanding taxes today and signed the Payment Agreement form. Selectmen signed a deed waiver for parcel 02-129 for the 2008 tax lien process and Scribner signed the Payment Agreement. In light of the payment being made an earlier discussion with Jeremy Lennon on June 2, 2011, the Board also processed an abatement for the agreed interest reduction. Motion was made by Scribner to approve an abatement of \$5,317.62 on parcel 02-129 for the 2007 tax lien interest. St Germain seconded and the vote was approved 2-0-1 with Hunter abstaining.

6. Selectmen reviewed a 2012 calendar to finalize dates for the Town's Deliberative Session, and budget hearings. Deliberative Session will be set for 7:00 pm on Monday February 6, 2011 with a snow date of Tuesday February 7, 2011 at 7:00 pm. The deadline for submission of petitions is 12:00 noon on Tuesday January 10, 2012 thus the Town's Public Budget Hearing was set for 7:30 pm on Tuesday January 10, 2012. Carlson will forward these dates to the School District for their use in setting dates as well. Hunter asked for the Town's 2011-2012 budgeting calendar to be put together as well.

7. Carlson updated the Board on happenings from this week including a citizen question about the commercial building permit fee schedule. Selectmen asked that the applicant send a letter to the Board to address that question regarding the fees.

8. Selectmen heard back from Rhonda Harmych at TRC that they did not do evaluations of proposals relative to the Safety Complex solar panel grant project. Selectmen then reviewed the proposal and

discussed the Energy Committee's recommendation of Freedom Renewable Energy, as the lowest responsible bid that fit within the grant award amount. With this in mind, motion was made by Scribner to accept the bid from Freedom Renewable Energy of \$10,975. St Germain seconded and the vote was approved 3-0.

9. Selectmen again reviewed the LCHIP grant process and procedures, as well as another informational letter from Pat deBeer. The Board signed a return letter to the Conservation Commission in response to deBeer's letter regarding no known hazards on the property. Chairman Hunter was designated by the Board as the signatory person responsible on two pages of the grant, and an authorization document for the grant application. The forms were signed and notarized where appropriate.

### **NEW BUSINESS**

1. Selectmen reviewed and approved the payroll manifest \$22,840.45 and accounts payable manifest \$38,674.68 for the current week dated 02 September 2011.
2. Selectmen reviewed the folder of incoming correspondence and bills to be paid next week.
3. Selectmen signed outgoing correspondence to Neal Janvrin, Barbara Bassett, Leon Holmes Jr, and Phil Eldridge.
4. The Board declined issuance of a key to the Safety Complex for the Building Inspector feeling it was not needed at this point.
5. The Fire Rescue budget (4220) was distributed to Board members. The spreadsheet is still to be completed to total the items and show current expenditures.
6. There was one tax deed presented to the Board by the Tax Collector, for parcel 07-101. Motion was made by Scribner to accept the deed. Hunter seconded and the vote was approved 3-0.
7. Selectmen reviewed and offered comments on the Audit RFP.
8. Carlson discussed a holding Bulky Day on Saturday October 1. St Germain is updating the flyer. Hours will be amended to 8:00 am to 12 noon.

Selectmen continued work on the Town's Personnel Policy. This will be added to the agenda next week as well.

### **NEXT WEEK**

The next regular Board meeting will be held on Thursday September 8, 2011.

With no further business to come before the Board, motion was made by Scribner and seconded by St Germain to adjourn the meeting at 10:00 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator