

I. CALL TO ORDER at 6:15 pm when a quorum of the Board was present. Present were Selectmen Gene Cordes and Leon Holmes Sr; and Town Administrator Heidi Carlson. Selectman Hunter arrived at 6:40 pm.

II. ANNOUNCEMENTS

All Town Offices will be closed on Tuesday and Wednesday December 24 and 25, 2013 in observance of Christmas. Trash and recycling are delayed one day during the holiday week.

The Town Clerk will also be closed on Thursday December 26, 2013. The Building Inspector and Planning/Zoning Offices will be closed throughout the Christmas week, December 23- 27, 2013.

III. LIAISON REPORTS

Zoning Board 12/17/2013 – Holmes Sr was unable to attend the meeting due to the storm.

Budget Committee 12/18/2013 – Next meeting is January 8, 2014. The School Budget is not yet completed and some additional information is still being gathered. The Town Warrant Articles were reviewed and recommendations made by the Committee.

Planning Board 12/18/2013 – Hunter did not attend the meeting.

Renee King arrived at 6:30 pm.

IV. APPROVAL OF MINUTES

Selectmen reviewed the minutes of 12 December 2013. Motion was made by Holmes Sr to approve them as amended (typographical corrections). Cordes seconded and the vote was unanimously approved 2-0.

V. SCHEDULED AGENDA ITEMS

At 6:45 pm Selectmen met with Animal Control Officer Renee King regarding the proposed ACO Ordinance. She reviewed the information received by the Board from the Town's Attorney, including amendments to the proposed language. She explained that the biggest problems over the past few years have involved chickens and fowl and that the current NH Statute only addresses horses and cows. She described situations where chickens get out of their owners yard and dig up yards, flowers, and the like in someone else's yard.

When asked what worked better, a Town Ordinance or the Statute, and she said that each is enforceable with a summons to court. The difference is that the Statute does not cover chickens and fowl. She explained her process of handling such complaints and said that she tries to be fair and gives people several warnings before they are issued a summons. She said that she works with people, and when there are still compliance issues, that simply having the Ordinance to fall back on will generally bring immediate compliance.

Cordes explained that Budget Committee Member Mike Nygren had asked for some data on how many calls per year the ACO responds to this type of an ordinance violation. King stated that there are approximately three or four calls per year for this type of nuisance.

With Board Member's questions answered, Cordes moved to recommend the ordinance as amended to go on the Town Warrant. Holmes Sr seconded and the vote was unanimously approved 3-0.

VI. OLD BUSINESS

1. Selectmen signed a credit card agreement for Peter Porter with regard to use of the Irving Credit card for the Town's one ton truck.
2. Selectmen reviewed and discussed town buildings maintenance work and encumbrances. The Board is still considering additional painting items at the Library, rental of some items needed for the 250th Celebration, a generator and other maintenance items.
3. Selectmen reviewed and approved contracts with Peter Bolduc (\$500) and Charles Bolduc (\$500) for perambulations work to be completed in 2014.

VII. NEW BUSINESS

1. Selectmen reviewed the payroll manifest \$19,060.64 and accounts payable manifest \$83,651.76 for current week dated 20 December 2013. Motion was made by Hunter and seconded by Cordes to approve the payroll manifest of \$19,060.64. The vote was unanimously approved 3-0. Cordes moved to approve the accounts payable manifest of \$83,651.76. Holmes Sr seconded and the vote was unanimously approved 3-0.
2. Selectmen reviewed bills and invoices for payment next week. There was a discussion about highway contractor invoices being reviewed weekly prior to payment, aside from the contract pre-payments.
3. Selectmen reviewed the folder of incoming correspondence. Members reviewed and signed outgoing correspondence to Patricia deBeer thanking her for her work on Smith grants (\$15,000 received last week from Moose Plate Grant program).
4. Selectmen discussed a date for the public hearing on fire truck lease/purchase in accord with NH RSA 33:8-a. It must be held between 15 and 60 days prior to Town Meeting Voting Day (March 11, 2014). The Board set 7:30 pm on Thursday January 30, 2014 for the hearing.
5. Selectmen reviewed a request from Stuart and Michele Estey regarding interest on the first issue 2013 tax bill that they had not received due to an error in ownership information, relative to parcel 07-081 located at 4 Riverside Drive. Cordes moved to approve the abatement for Estey on parcel 07-081 in the amount of \$94.63. Holmes Sr seconded and the vote was unanimously approved 3-0.

Richard Butler came in to the meeting at 7:15 pm. He discussed some invoices with the Board. He also discussed the generator situation at the Safety Complex.

Butler left the meeting at 7:30 pm.

At 7:30 pm Selectmen met with Road Agent Mark Pitkin and contractor Wayne Copp regarding renovations to the highway maintenance building. Copp had been the low bid when the project was last bid out, and the quote had been refreshed this week after Copp met with the Building Inspector. Pitkin presented two quotes, one for \$34,000 to simply close in the building from the weather. The second quote was for \$94,750.00 and will close in the building to current code.

Pitkin outlined that the Town (personnel and equipment) would be taking out the hottop from the floor area and prepping it for concrete, dig the frost wall for garage doors, digging trenches for the water lines and plumbing, and installing the State-approved septic system.

There is \$68,455 in the Highway Building Capital Reserve Fund as of the 12/31/2012 Trust Funds Report.

There was discussion that the project has been put out to bid for the full specification, and that Pitkin had gone back to Wayne Copp previously, and again in the past week, to get a proposal that will work for the Town and be viable with the amount of money in the Capital Reserve Fund, and with some of the 2013 budget residual.

A review of the proposal and confirmation from Wayne Copp are that it includes heat and smoke detectors, CO monitoring/detectors and automatic exhaust fans, warning strobe lights for fire or CO alarm activation in the bathroom, handicap hardware at doors and in the bathroom. There was discussion about why an electric hot water heater. Copp said that the cost is cheaper (\$400) versus a gas hot water heater (\$1,200). There was discussion about the energy savings.

It was agreed that the scope of work has all been reviewed and approved by Building Inspector Bob Meade and will meet current code for the described price. Copp will fill out the building permit application package for Meade, and it was agreed the Town will not pay a building permit fee.

It is anticipated to take 60-90 days to complete once they get started. Pitkin said he will donate the use of his excavator if needed. The Town work will be done with the Town's backhoe and Leon Holmes Jr time (already in the budget). Pitkin said that the Town would have to get a couple of storage bins to the site to secure all of the towns materials and equipment that is currently in the shed area.

Cordes then moved to approve a contract with Wayne Copp for \$94,750 to complete the highway maintenance building. Hunter seconded and the vote was unanimously approved 3-0.

The Board will draft a letter to go along with a signed copy of Copp's proposal, along with the \$34,000 down payment. Copp will provide a W-9 Form and his current insurance certificate.

There was some discussion about removal of the proposed 2014 Warrant Article for additional funds to be placed in the Highway Building Capital Reserve Fund.

Copp left the meeting at 7:55 pm.

Pitkin then discussed with the Board the contract proposed by Stantec Consultants for engineering of the Martin Road Bridge. This has been reviewed and approved by the Board and Town Counsel. This week, verification was received from Nancy Mayville at NH DOT authorizing the contract and her approval of the project as outlined. This came via email to Heidi Carlson, and is to be followed up with a written letter from Mayville.

Cordes moved to authorize a \$40,000 engineering contract with Stantec Consultants for the Martin Road Bridge in accordance with the NH Bridge Aid program and approval from Nancy Mayville at NH DOT. Hunter seconded and the vote was approved 3-0. Selectmen signed the contract with Stantec in duplicate.

Pitkin thanked the Board and left the meeting at 8:17 pm.

Selectmen further discussed purchase of a generator for the Town Hall. They suggested pricing at Northern Tool, as well as checking with other local vendors. They suggested a 20 KW propane generator. The current unit at the Town hall is 10 KW.

The Board is still considering the tent and equipment rental contact for the 250th Celebration. This will be reviewed again next week with final encumbrances.

VIII. NON-PUBLIC SESSION NH RSA 91-A

At 7:03 pm motion was made by Hunter to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. Cordes seconded and the roll call vote was unanimously approved 3-0; Cordes – aye; Holmes Sr – aye; Hunter – aye.

At 7:10 pm motion was made by Holmes Sr to return to public session. Hunter seconded and the roll call vote was unanimously approved 3-0; Cordes – aye; Holmes Sr – aye; Hunter – aye.

Cordes moved to seal the minutes of the non-public session indefinitely. Hunter seconded and the roll call vote to seal the minutes was unanimously approved 3-0; Cordes – aye; Holmes Sr – aye; Hunter – aye.

The next regular Board meeting will be a work session, to be held on Thursday December 26, 2013 at 6:00 pm for handling of urgent business only.

IX. ADJOURNMENT – Motion was made by Hunter at 8:30 pm to adjourn the meeting.

Respectfully submitted,

Heidi Carlson
Town Administrator