

**BOARD OF SELECTMEN  
MEETING MINUTES  
May 23, 2016**

**PRESENT:** SEAN P. MURPHY, CHAIRMAN: CHAD R. BENNETT, PRISCILLA R. LINDQUIST, SELECTMAN: SALLY THERIAULT, ADMINISTRATIVE ASSISTANT TO BOARD OF SELECTMEN

**Visitors:** Chief Beaudoin, J. Worthen, J. Forbes and P. Williams (Tri-Town News)

**Public Announcements**

- Memorial Day ceremony - Monday, May 30 at 10:00 am at Meetinghouse Park
- Just as a reminder, the Town Clerk/Tax Collector still has 500 unregistered dogs. Please register your dogs.
- Tax bills will be going out this week and are due on July 1<sup>st</sup>.
- Pat Bracken is retiring from the Recycling and Waste Disposal Committee. He has been with the Committee since 1992. A reception is being held in his honor on Wednesday, June 8<sup>th</sup> at 7:30 pm at the Town Offices.
- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- Waste Oil, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month 8 am to 1 pm. Books may be dropped off anytime.

**Visitors Comment**

J. Forbes wanted to address littering in Ordway Park. Gas receipts and Dunkin Donut containers are being found in the park. In the past she has picked up the litter and disposed of it in the Highway Garage's dumpster. She stated that she should not have to pick it up. Ms. Theriault advised that she was in contact with the landlord of the commercial property. The owner said that he has his staff clean up around the area in front of the stone wall and along his property. This is done on a weekly basis but he will check to make sure that the employees remember to do so. He did agree that gas receipts are found on the ground. Ms. Forbes recommended that the pickup be done a day before the mowing is scheduled so that the litter is not torn apart with the mower blades, which would create even more of a mess. Steve Harms, Buildings and Grounds Department Head will be advised.

**Department Heads**

J. Beaudoin advised of the upcoming fundraiser "No Moore Cancer". Half of the funds will go to the family and the other half to a non-profit agency that focuses on brain cancer. 130 people have already registered. The walk will start at St. Anne parking lot, Emerson Ave to Wash Pond and then back again to St. Anne. Four officers will be needed for traffic control and no road closures are expected.

**New Business**

**Recommendation for Asphalt Reclamation and Paving** - Jon Worthen, Road Agent, made a recommendation for the Asphalt Reclamation bid to be awarded to Busby Construction from Atkinson, NH. It is estimated 4,000 tons will be needed at \$62.25 per ton for a total of approximately \$249,000. The Road Agent has worked with Busby Construction and is confident that company will do a good job.

He also made a recommendation for the Paving bid to be awarded to Brox Industries. There was one lower bidder. However, the company would take twice as long to do the work due to the limited amount of equipment that is available. As a result, the required police details

would be twice as much, which would reduce any potential savings. The Road Agent has experience working with Brox. There is approximately about a \$10,000 difference between the lowest bidder and the recommended bidder.

Selectman Bennett asked if the Road Agent could go back and try to negotiate with the contractor. Chairman Murphy said no, the bid is the bid. Selectman Bennett requested that the Road Agent get the contractor to put in writing that there will be at least two machines operating on the project.

**Chairman Murphy motioned to accept the recommendations of the Road Agent to award the Asphalt Reclamation bid to Busby Construction and to award the Paving bid to Brox Industries. The motion was seconded by Selectman Lindquist. The motion passed unanimously.**

**RFP-Roofing-Town Garage and winter salt**

Jon Worthen advised that he would like to put the bid out again for the roof. The dimensions that were given in the specifications were incorrect and companies might not have measured the roof themselves, so the proposals might not have accurately reflected the cost of the job. He also asked that a recommendation concerning winter salt be put on hold until he has had an opportunity to look at the salt

**Strategic Planning**

Not all of the members of the Board of Selectmen had an opportunity to review the information that was given to them at a prior meeting. This topic will be placed on the next agenda.

**Liaison Reports**

**Selectman Lindquist, none**

**Selectman Bennett, none**

**Chairman Murphy, none**

**AA Report:**

**MS4 Update**

Ms. Theriault attended a Stormwater Management meeting with the coalition. In summary, the Massachusetts' permit is in effect and it is very likely it will be the same permit for New Hampshire. Only four states in the country fall under the auspices of the EPA as it relates to stormwater management permitting. After the permit for New Hampshire is approved the Town will have 6 months to a year in order to comply.

**Closing for 15 Hilltop Lane**

The closing of the property is scheduled for Wednesday, June 8<sup>th</sup> at 3:30. Because no one can unilaterally sign documents on behalf of the Town, the Board of Selectmen will have to give the authority for someone to sign the deed and closing documents on behalf of the Town.

**Selectman Lindquist made a motion to authorized Sean Murphy to sign the deed and any closing documents concerning 15 Hilltop Lane on behalf of the Selectmen. Selectmen Bennett seconded the motion. Motion passed unanimously.**

### **Audit**

The Town's audit is scheduled in June. In preparation for the audit Ms. Theriault is in the process of preparing an internal control risk assessment of the Town's transactions and financial reporting systems. As an example, the Town has in place that a majority of the Board of Selectmen are required to sign-off on accounts payables and payroll. This is the proper procedure and this control should not be delegated to any one person. Ms. Theriault has researched how the Town handles cash receipts and as a result has made recommendations concerning recordkeeping.

### **Emergency Operations Plan**

Both the EMD and Ms. Theriault are scheduled to meet with Jon Alberghini on May 31<sup>st</sup> at 10 AM to work on the Emergency Operations Plan. Other departments will be involved. The Board of Selectmen are welcome to observe or participate. There will be several more meetings before the anticipated completion date of Friday, September 30<sup>th</sup>.

### **Meeting Minutes**

Meeting minutes of April 11<sup>th</sup> and April 25<sup>th</sup> have been signed by a majority of the Board of Selectmen and are ready for approval at this time.

**Selectman Murphy made a motion to accept the meeting minutes of April 11<sup>th</sup> and April 25<sup>th</sup>, 2016. Selectman Bennett seconded that motion. The motion passed unanimously.**

### **Activity Log**

Open items were read. The schedule for a port-a-potty at Meetinghouse Park will be determined to see if it scheduled long enough to coincide with activities scheduled into the fall. Mr. Emerson will be contacted concerning the location of a possible comfort station.

### **Re- Appointments/Appointments**

Call for candidates:

- Ordway Park, full members and alternates – monthly meeting
- Recycling and Waste Disposal Committee – monthly meeting
- Recreation Commission, alternate member – monthly meetings
- Trustees of the Trust Funds, alternate members – meetings as needed
- Zoning Board of Adjustment, alternate member – monthly meeting

**Selectman Murphy made a motion to appoint, Brittney Cheney, Jesse Ryan, Michael Tierney and Brian Bedard as per-diem firefighters. Selectmen Lindquist seconded the motion. The motion passes unanimously.**

### **Correspondence**

Mr. Tim Lovell, Chairman of the Conservation Commission expressed interest in the Board of Selectmen designating a parcel of land located on Main Street as conservation land. The land abuts existing conservation areas and would allow the public access along Main Street. The parcel has wetlands and was obtained through a tax deed. The parcel is identified as Map 2/Lot 14-1. Selectman Bennett was wondering if it is a buildable lot. Chairman Murphy said that it could be added to the tax rolls. Selectman Lindquist said that it has been a troubled lot and would prefer that the land to be designated as conservation land. Members of the Board will speak with Kris Emerson to see if it is a buildable lot.

**Visitors Comments**

There were none.

**Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3 II (a) employee matters. Selectman Bennett seconded the motion.**

**Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, yes.**

**Selectman Lindquist motioned to come out of nonpublic session under RSA 91 A: 3 II (a) employee matters. Selectman Bennett seconded the motion.**

**Roll Call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, yes:**

**Selectman Lindquist motioned to seal the minutes of the non-public. Selectman Bennett seconded the motion. The motion passed unanimously.**

**Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3 II (e) litigation. Selectman Bennett seconded the motion. Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, yes.**

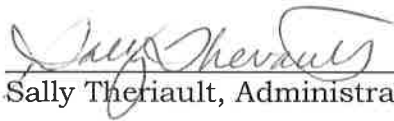
There was a discussion concerning the MS4 Coalition and what it can do to try to mitigate the over-reaching regulations that the EPA may be instituting with the new MS4 permit. The Selectmen discussed financial support towards this goal.

The Selectmen unanimously voted to support up to \$2,500 to go towards the MS4 Coalition's efforts.

**Selectman Lindquist motioned to come out of nonpublic session under RSA 91 A: 3 II. Selectman Bennett seconded the motion.**

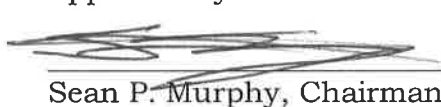
**Selectman Lindquist motioned to adjourn. Selectman Bennett seconded the motion. The motion passed unanimously.**

A True Record.



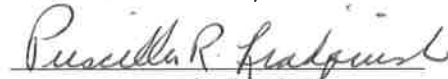
Sally Theriault, Administrative Assistant

Approved By:



Sean P. Murphy, Chairman

Chad R. Bennett, Selectman



Priscilla R. Lindquist, Selectman