

**Draft**

**PRESENT:** R. P. McDermott, Chairman; M. Kasprzak, C. P. Graham, Selectmen;  
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

**ASSESSING AGENT DIANA CALDER – ABATEMENT APPLICATION – FARO GARDENS, MAP 7, LOT 50:** Referring to her report of December 16, 2011, D. Calder provided the Board with an explanation of her findings relating to the condition of the building based on an inspection with the owner's daughter on September 16, 2011. She noted that she has been attempting to inspect this building for the past 10 years; however, there was no convenient time for the owner to schedule an inspection.

D. Calder explained that she arrived at her recommendation to lower the value to a value relating to the land without the building, septic system, pavement and other improvements based on vandalism, mold, disrepair and damage to the building. The abatement appeal relates to tax year 2011; previous years unpaid taxes remain due and the tax lien on the property remains.

**MOTION:** To adopt the recommendation of the Assessor and execute the abatement application.

**MOTION:** C. P. GRAHAM  
**SECOND:** M. KASPRZAK  
**UNANIMOUS**

**SURVEY OF THE LAND TO THE MUSEUM – TOCKY OF STOCKTON SERVICES:** Anne (Tocky) Bialobrzkeski of Stockton Services presented her findings and survey results relating to 45 Exeter Road. She reported that she researched deeds from 1835 and 1901 as well as survey plans from the development of the former Verity property (Marthas Court subdivision).

A copy of her resulting work and survey drawing was reviewed in conjunction with information provided by Tocky. She identified monuments in place and conflicting information with regard to the edge of Route 88. Tocky referred the Board to a second survey drawing where it is suggested to swap areas of land with abutter Colliander in order to bring the parcel at 45 Exeter Road into better compliance. A boundary line agreement is suggested rather than a lot line adjustment. Following discussion of this suggestion, the Board agreed to take this matter under advisement until such time as Tocky can meet with the Collianders to review the results of her survey and inform the engineering firm for the Verity subdivision of her findings with regard to the front property line. This matter will be added to a future agenda.

• **OLD BUSINESS**

**FINANCIAL REPORTS - GENERAL FUND BALANCE \$1,059,400**

**SELECTMEN'S ACTION ITEMS FROM PREVIOUS MEETING:** The Board asked E. N. Small to follow up with K. C. Kelley in regard to scheduling a time with LCI to repair the damage to the ceiling in the Grange kitchen. E. N. Small will prepare a letter of commendation to the Fire Department.

R. P. McDermott asked that the winter road maintenance contractor be asked to attend the March 21 meeting, at 6 p.m., in order to review the recent snow storm.

**Draft**

**TOWN ELECTION DAY - ON DUTY BOS:** C. P. Graham and M. Kasprzak will be splitting the day into two shifts 8 am to 2 pm and 2 pm to 8 pm.

**FUNDS FOR OCT STORM-PUBLIC HEARING FOR MARCH 21:** The Board signed a public hearing notice to hold a meeting to receive comment regarding accepting funds from FEMA relating to the October snowstorm.

**COMPENSATION COMMITTEE – MEMBERS/MISSION:** A five member Board was identified as C. P. Graham, L. Smith, B. Burns, T. Baker and R. Dirsra. The Board agreed to a three-phase review of 1) benefits, 2) retirement plans and 3) salaries, COLA and merit pay. E. N. Small asked the Board to allow this Committee to reconsider allowing part-time employees to participate in the Town's health insurance at full cost to the employee. This ability was eliminated a couple years ago. The Board asked E. N. Small to make an initial inquiry in this regard as to the pros and cons of offering this benefit.

**SETUP OF ELECTION BOOTHS – BOY SCOUTS – SAT., 9:30 AM, MAR 10?:** Discussion took place with regard to a day and time to set up voting booths for the March 13 election. The schedules of many who volunteer are conflicting with each other. It was agreed to work toward set-up on Thursday afternoon and finish as time and availability of persons allows. It was also suggested to approach Town Hall Custodian B. Regan and Dump Attendant P. Michael to see if they could take on the task of set-up and take-down on a paid basis.

**WEBSITE CALENDAR:** E. N. Small reported that R. P. McDermott sent an email inquiring as to why all board and committee meeting dates are not part of the web site calendar for the entire year. L. Ruest explained persons are to provide a request and information in conjunction with the Web Site Policy adopted by the Board of Selectmen. C. P. Graham agreed that it is the responsibility of the boards or committees to request information to be added to the web site and that it is not the responsibility of one person.

C. P. Graham asked other Board members to consider the proposal to create a new web site with a new company where the ability for the public to subscribe to news would be made available. M. Kasprzak asked that the information be forwarded to her again for review. It was also noted that it is important to keep those residents who do not utilize computers for information in mind.

**CASH FLOW:** E. N. Small provided the Board with an updated cash flow spreadsheet.

**MAP 7, LOT 50 - FARO GARDENS PROPERTY AND BACK TAXES:** The Board agreed to make it known to the Tax Collector that it is prepared to accept the Tax Collector's deed on this property given the state of the property now as well as town counsel's advice to the Board.

**PELTON WAY – ACCEPTANCE AS TOWN ROAD AND 2 YEAR MAINTENANCE:** This agenda item was taken out of order due to the number of persons present in this regard. R. P. McDermott reported that an email has been received from Vincent Iacozzi explaining that the assignment/pledge agreement has not yet been finalized and asked that the Board accept Peltons Way

**Draft**

conditional upon receipt of this document. Board members expressed reluctance with approval until confirmation of the bank being in agreement.

**MOTION:** Effective upon receipt of proper security to include a full executed pledge agreement, the Board of Selectmen accepts the recommendation of the Planning Board to move Peltons Way construction phase into a two year maintenance phase and to accept Peltons Way as a town road.

**MOTION:** C. P. GRAHAM  
**SECOND:** M. KASPRZAK  
**UNANIMOUS**

**WADLEIGH LN – ACCEPTANCE AS TOWN ROAD AND 2 YEAR MAINTENANCE:** No members of the public were present for this matter. E. N. Small reported that the developer is to post cash security and \$2,000 engineering review fees.

**MOTION:** Effective upon receipt of proper security and engineering review fees, the Board of Selectmen accepts the recommendation of the Planning Board to move Wadleigh Lane from construction phase into a two year maintenance phase and to accept Wadleigh Lane as a town road.

**MOTION:** M. KASPRZAK  
**SECOND:** C. P. GRAHAM  
**UNANIMOUS**

**OTHER**

**Invoice for Windows – Town Hall:** E. N. Small explained that there is an outstanding invoice for the new windows installed at the front of the Town Hall. He suggested that the payment be posted to the Government Buildings line item. The Board asked that P. Robart of the Town Improvement Committee be invited to the next meeting to provide information on the expenses relating to the work on the front of the Town Hall as well as the other improvements that related to the approved warrant article.

**PUBLIC COMMENT:** B. Mutrie, Brown Road, inquired as to who takes precedent with regard to the lien on the Faro Gardens property. It was reported that the property taxes are first. T. Samway, Old Stage Road, stated he remembered a discussion of available money with the Town Improvement Committee at a previous meeting and recalls that costs would exceed the \$20,000 warrant article.

• **NEW BUSINESS**

**CRANE WETLAND CROSSING AGREEMENT – OFF DRINKWATER ROAD:** L. A. Ruest reported that the property owner is scheduled to come in on Thursday to finalize this process.

**SEABROOK STATION UPDATE –COMMUNITIES:** This matter was not discussed this meeting.

**HEALTH INSURANCE PLANS:** E. N. Small reported that two employees have changed participation in Health Insurance plans which will result in a savings to the Town.

**Draft**

**“NON-EMERGENCY HIGHWAY DEPARTMENT PROJECT WORKSHEET”:** E. N. Small presented a worksheet for use in managing Highway Department projects with the Road Agent. The Board agreed to a \$5,000 threshold for projects to be approved by the Town Administrator and that the Road Agent is to work with the Town Administrator in conjunction with identifying proposed projects using this form.

**53-B DISTRICT CONTRACT WITH WM:** E. N. Small referred the Board to a letter from the 53B District seeking input on services or changes and suggested that the Recycling and Solid Waste Committee review this matter of renewing a contract with Waste Management. The Board agreed.

**MONTHLY SELECTMEN REPRESENTATIVE REPORTS**

**SELECTMEN MCDERMOTT - FIRE DEPT., LIBRARY:** R. P. McDermott reported that the Fire Department is working on its voting process and is addressing concerns relating to call firefighters driving in the center lane when responding to calls.

**SELECTWOMAN – KASPRZAK - PLANNING BOARD, HERITAGE COMMISSION:** M. Kasprzak reported that the Heritage Commission discussed the status of the Merrill property on Kensington Road and the School’s plans for this property. She also reported that a Preliminary Consultation was held at the Planning Board for property located at 153 Lafayette Road. A site plan amendment is forthcoming.

**SELECTMEN GRAHAM - SCHOOL BOARD, ENERGY COMMITTEE:** C. P. Graham reported that the Energy Committee will be meeting with the School Board tomorrow night.

**OTHER:**

**Selectmen's Permit – American Lung Association – Cycle Ride** was signed by the Chairman. All Departments have reviewed this permit application and signed off.

**Payroll – Non Exempt Employees – Timesheet:** E. N. Small reported that non-exempt employees cannot charge a two hour minimum for returning for night meetings when this is part of the job description.

**Frying Pan Lane:** E. N. Small referred the Board to Police Chief R. Dirsa’s response to a complaint from a resident with regard to delivery trucks using the Class VI portion of this road.

**Insurance Claim – Trip and Fall at Public Safety Building:** E. N. Small reported that a claim has been submitted with regard to a participant of the Senior Card Party who was injured.

**Driveway Responsibility – Letter from Counsel:** The Board asked that the Planning Board Chairwoman be invited to meet with the Board in this regard.

**Code Violation – Authorization to Contact Counsel:** The Building Inspector/CEO provided a draft question for counsel for review of the Board in conjunction with the Policy Regarding Legal Questions.

**Draft**

Following discussion, the Board asked that K. C. Kelley be instructed to state facts only when seeking advice from counsel with regard to an issue and that it be presented for review and consideration of the Board in conjunction with the Policy.

**PUBLIC COMMENT:** B. Mutrie, Brown Road, inquired as to the status of insect mitigation at the Museum (Old Library, 45 Exeter Road). E. N. Small stated that this matter will be part of the next meeting agenda.

**REVIEW AND APPROVAL OF PREVIOUS MINUTES**

**MOTION:** To approve the minutes of the February 15 meeting.

**MOTION:** C. P. GRAHAM  
**SECOND:** M. KASPRZAK  
**UNANIMOUS**

**NEXT SELECTMEN'S MEETING – WEDNESDAY, FEBRUARY 15, 2012, 6:30 P.M., TOWN HALL**

**MOTION:** To adjourn the meeting at 9:13 p.m.

**MOTION:** M. KASPRZAK  
**SECOND:** C. P. GRAHAM  
**UNANIMOUS**