

MINUTES OF THE SELECT BOARD MEETING  
MONDAY, MARCH 7, 2016 – 10AM

Present: Chairman Lorn Buxton, Selectmen David McGuckin, William Stewart, and Secretary Pamela Cullen

Guests: Tom Smith, Lionel McEachern, Alan Gayer, Don White, Chad Gamester, John Ireland, Ken McDonald, Pauline Elkin, Jane Finn, Jeff Turner

Reg Whitehouse, Andrew Schulte, William Cronin, VJ Strehl, Jim Cerny

Selectman McGuckin made a motion to accept minutes of February 16, 2016 as amended.

Selectman Stewart seconded the motion. Motion carried

Chairman Buxton asked for:

A. Questions and comments from the public.

1. Tom Smith said that he is here before the Board to have an informal discussion regarding upcoming employment change. Smith said that both the accountant and administrative assistant will be leaving next year. At the September 8, 2015 meeting of the BOS, Smith introduced the idea to create a policy and procedures guide to help with the replacement of the accounting position and that Ken McDonald would be willing to help with this that guide. Smith said his intent for the town is to have a smooth transition. Smith then reminded the Select Board of McDonald's work done at the Common when he put together the POS system at no charge. McDonald also volunteered to help out on the roads maintenance program, and the V&E Trust Fund spread sheet for the CIP Committee to bring it up to date at no cost to the town. Smith went on to explain that Pam Cullen has done a basic monthly outline of her job responsibilities. Smith said that McDonald would also be willing to create a procedure guide for Cullen's position but McDonald would charge for his time. Chairman Buxton said that it sounds like a good idea but that the town offices are busy with town meeting and audits, so it might be better at the end of summer. Selectman McGuckin said that if the Board were to go forward with this offer, what would the charge be? Smith said that said that this has not been decided but perhaps an hourly rate.

2. Jane Finn - what was the town's procedure for notifying property owner's regarding sewer pipe repairs, as hers broke and wasn't notified at 161 Portsmouth Avenue. McGuckin said that it depends on where the break is and explained how the ownership is determined. McGuckin invited Finn to attend the next Water and Sewer Commission meeting on Wednesday, March 9 at 3pm for more details about the sewer break.

3. Chairman Buxton indicated the Town is taking a two prong approach to address some of the concerns regarding fire protection. The town has retained a professional engineering firm to study its infrastructure. The engineering firm completed the sewer infrastructure study first and will be studying the water system next. Buxton explained their study would look at the system and water flow. The chair said that at the last BOS meeting, it was recommended to form a committee to look at the non-engineering issues surrounding fire protection and public safety. The Town has a couple of residents committed and are looking for a third but prefer not

comment on the names until the three are committed. Strehl asked what would the group be charged with and could the Board elaborate.

Buxton said that it is the town's intention is to give them free reign but shouldn't duplicate the engineering study. They will look at a variety of items such as changes to building code. They would look at new construction and dangerous areas in Town to provide zoning recommendations, changes to town ordinances having to do with parking, may be more restrictions for fire lanes. They would look at education. Educating the public about smoke detection or central monitoring for fire protection. Also they may look at incentives for fire volunteers to man the fire station for 24 hour coverage, look at back up water supply, pumping sea water, the use of a fire boat., water towers or stand pipes.

Strehl asked for a time line. Buxton said that the town is looking for the group to meet, develop an action plan and set timelines. The engineering firm suggested that the water study will take two to three months to complete. Buxton has asked the firm to have some information prepared for the May 2016 town meeting.

Jim Cerny asked if the fire department have done an analysis on the structure fire and if so is it available? Fire Ward Reg Whitehouse didn't know if an analysis was done but Cerny could talk to the fire chief for the report. Whitehouse said that the fire wards will come out with a report for recommendations.

Bill Cronin asked if the Select Board would share the names of the committee and if any were from the fire department. Chairman Buxton said that the Board would announce the names when the task force was established and that it work closely with the Chief and his designees.

4. Jeff Turner from the Green Bean came to speak to the Board regarding the annual liquor license. Turner said that the 2016 season is fast approaching and requested a letter from the town regarding their liquor license and a proposed change. This is a yearly letter required by the NH State Liquor Commission. Turner said that the Green Bean wants to upgrade their license to a full service liquor license. The restaurant would not change their hours but would extend their season, closing October 2<sup>nd</sup>. Chairman Buxton asked if there would be any structure changes. Turner explained where the bar would be located with no structure changes.

Abutter Bill Cronin indicated that the Green Bean has been a good neighbor and didn't have an issue with their request as long as the hours of operation doesn't change.

Alan Gayer from the Wentworth Homeowners Association also said that the Green Bean has been good neighbor and supports their request.

Chairman Buxton asked for a motion.

Selectman Stewart made a motion to issue an approval letter from the town regarding the Green Bean for a full service liquor license to the New Hampshire Liquor Commission. Selectman McGuckin seconded the motion. Motion carried.

5. Avitar Associates of New England – Chad Roberge introduced himself and said he would be working on the Town's revaluation. He is here today to meet with Board and DRA. Roberge said he would like to go over any expectations the Town has regarding the work in this meeting.

Prior to conducting the work he will inform the town of the dates. After he completes the revaluation he will set up appointments for property owners to have hearings if needed. The new values will be available in July and letters will be sent out to the property owners or they can go to the website to their review assessments including both new and old values. Roberge said that Avitar will start the reval sometime in May/June and should be complete by October 1<sup>st</sup>.

Jim Cerny asked if the procedure will be available to the public. Chad Roberge said that a manual of this procedure will be left at the town hall when the final values are set. The values should be available in July for the public. Roberge then went on to explain the how Avitar goes about calculating the values for water front and water view property.

NH Department of Revenue Administration Assessment Bureau Representative Lionel McEachern explained that he is responsible for monitoring the assessing practice done by Avitar Associates. McEachern will be looking at the qualified sales and reviewing the data elements for correct info and process. He will also attend some of the meetings between Avitar and the property owners. McEachern then informed the Board that it is also the assessment review year for the town and he will be looking the record for credits and exemptions given by the town. He will be reviewing about 35 town properties for correct data and will be sending out post cards to the property owners. Selectman McGuckin recommended that an article be written in Island Items about NHDRA's presence this summer.

6. Abatement – The Board reviewed the abatement for Margaret Kimball of 20 Neals Lane. Chairman Buxton made a motion to have Avitar review the abatement. Selectman Stewart seconded the motion. Motion carried.

7. Appointment - The Board discussed the request to add Ken McDonald as a member to the CIP committee. Selectman McGuckin made a motion to appoint Ken McDonald to the CIP committee. Selectman Stewart seconded the motion. Motion carried.

8. Meeting change - The Board discussed the upcoming BOS meeting of Monday, March 21 and the conflict with the Planning Board's public hearing for warrant articles on zoning on the same date and time Chairman Buxton suggested that the meeting of March 21 be held at 10am. The other members concurred with the time change

9. Selectman Stewart asked about warrant articles pertaining to ordinance change and what is the time frame. Chairman Buxton said the Planning Board is having their public hearing on ordinance changes on March 21<sup>st</sup> where the public can speak, and explained the time sensitivity prior to the town meeting. Buxton said there are several zoning ordinances on the 21<sup>st</sup> but the most significant will be wetlands.

10. Handicap access for the town hall. The electronic system that opens the front door to the town hall has failed. Buxton explained the reason for delay in implementing a ADA compliant entrance was hinged upon the warrant article for upgrading the town hall but failed last May and now must relook at fixing the entrance. The question arose to either fix the front door system or have a new ramp built in the back. Selectman McGuckin said the building inspector is obtaining

quotes for a revised ramp out front and a new ramp out back. Jane Finn asked if there will be a warrant article for the town hall this year, and Chairman Buxton indicated that there would not.

#### B. Old business

1. Chairman Buxton said that the town has receive a couple of estimates for copier replacement and ask the other Board members to review the quotes.

2. Selectman Stewart explained the town has an application into Primex for property liability insurance and for workers comp insurance. Stewart said that the BOS is committed to review health insurance at the end of June with some options for the town employees. A decision will be needed in the next two months and should be on the agenda for the next BOS meeting.

3. Chairman Buxton said that the NH Dept. of Health and Human Services will be having a public session relative to the cancer cases that have occurred in Rye, NH. The public meeting will be on Tuesday, March 15<sup>th</sup> and involves five towns in the study. The session will be at the Rye Elementary School for the Select Boards and public at large.

#### C. New business

1. Selectman McGuckin said that the town is in the process of looking at the streets lights and the possibility of changing the lights from sodium to LED. McGuckin gave the cost, longevity and brightness of the proposed lights. Selectman Stewart suggested that the town get Sandra Bissett involved and could possibly obtain grants. The town of Durham had received some grant money for LED street lights. McGuckin said that a representative from Eversouce came last week and gave a report of the street lights.

#### D. Committee reports

1. Chairman Buxton said that budget articles need to be available for public hearing. Buxton talked about the upcoming zoning ordinances, articles of non-land use; treasurer's term, creating a street road trust, and funding the trust, V & E Trust Fund, Conservation Commission Fund, and non-profits. The Board then discussed the warrant article for septic failure and who comprises the committee.

2. Selectman Stewart reported on the Fire Departments monthly report; see attachment. Chairman Buxton reported on the financials; revenues continue being ahead and expenses down. Selectman McGuckin gave a Police Department monthly report: see attachment

Chairman Buxton asked for a motion to adjourn. Selectman McGuckin made a motion to adjourn. Selectman Stewart seconded the motion. Motion carried. The meeting adjourned at 11:06am.