

MINUTES OF THE JULY 23, 2012 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectmen Bruno Federico and Tim Copeland, and Town Administrator Paul Deschaine.

At 7:30 pm, the Chair opened the general meeting of the Board of Selectmen.

SECRETARY'S REPORT: Mr. Copeland moved to approve the minutes as amended from the regular meeting on 07/16/12. Mr. Federico seconded the motion, which passed unanimously.

The Board then swore in and officially appointed the newly hired Highway Agent, Colin Lavery.

TREASURER'S REPORT: Kevin Peck reported that he had \$8,162,566.12 in the general checking account.

DEPARTMENT REPORTS:

PLANNING: Town Planner Lincoln Daley updated the Board on current and future Planning Board applications.

Mr. Daley stated the Town Center Revitalization Committee has developed and constructed four historic signs delineating the boundaries of the Town Center District. He stated the hope is to place two of the four signs within the right of way along Route 33 and Route 108; however, there is an issue with this because a temporary easement from the State is required to do that. He stated this process could take approximately one or two months. The Board agreed to move forward with the project.

Mr. Daley stated the Plan NH Charrette report is in its final stages and should be ready for presentation to the Planning Board by August 1st.

Mr. Daley stated the Economic Development Committee is currently working on amending the sign ordinance for the Gateway District and the Town Center area. Some progress has been made and the EDC anticipates going before the Planning Board for approval in August or September to move forward with this project.

Mr. Daley stated the Planning Board Stormwater Subcommittee continues to review the Town's Land Use Regulations and Zoning Ordinance for possible amendments for the 2013 Town Meeting.

Mr. Daley stated the Crockett Hill Farms Subdivision As Built Plan for Phase I has been completed. He stated he is currently reviewing it and it should be formally approved shortly.

Mr. Daley stated his report on Offsite Improvement Funds and Performance Bonds is still ongoing. There have been no changes since he was last before the Selectmen due mainly to the

new finance software installation. Training and account set up with that software is still ongoing. Mr. Daley will update the Board on August 20th on the progress.

Mr. Daley stated that he looked into the Town-owned property at 17 Doe Run Lane per the Board's request. The purpose was to understand what options are available to the Town for development or possible uses of this property going forward. He stated the majority of the property is made up of poorly drained soils and he does not see it being viable for a house or a well since it is too small. Other areas on the property have been identified as being wet. There is a small area that could potentially be of use of some sort. Mr. Daley stated more information is needed to determine if it is actually a viable lot at this time. The group agreed to have Gove Environmental take a look at the property to see if it would be worth pursuing.

BUILDING/CODE ENFORCEMENT: Building Inspector Terry Barnes was present at the meeting, and updated the Board on the current status of ongoing building inspections/issues and applications before the Zoning Board of Adjustment.

Mr. Barnes stated that the fire hydrant is missing from the Spring Creek development. He has been trying to contact the residents in order to identify members of the Homeowners Association because they are ultimately responsible for the replacement of the hydrant.

MEETINGS: The Chair then reviewed the meetings scheduled for the coming week and reviewed the meetings held this past week.

PARK PERMITS/MUNICIPAL CENTER RENTALS:

The following Park permits and Municipal Center rentals were discussed and acted upon:

Shannon Wilson requested the use of the Park on August 8, 2012 for a company outing. The request was approved.

Kaitlin Watson requested the use of the Park on September 8, 2012 for a birthday party. The request was approved.

Kathleen McNeill requested the use of the Park on September 10, 2012 for a cookout. The request was approved.

Cara Rince requested the use of the Municipal Center on August 20 through 24, 2012 for Murray Irish Dance Academy activities. Mr. Copeland moved to approve the use and to waive the fees. Mr. Federico seconded the motion, which passed unanimously.

ADMINISTRATION:

Mr. Deschaine stated that the builder of the Auto Fair building has submitted a request to close River Road starting July 31st in order to install a gas line. They have already spoken to the Police Department regarding hiring traffic details. Mr. Laverty stated they are planning on diverting traffic through the rear of their lot. He also stated that Highway will be putting signs in

the area tomorrow to make drivers aware of the upcoming road closure. Mr. Lavery reported that the work is not expected to go beyond a day and he was told that they would provide him with a \$10,000 bond for the road crossing. Mr. Canada moved to allow the road closure as requested predicated on Mr. Lavery setting the bond and any other items he needs, and also predicated on Fire Chief Rob Cook's determination that fire apparatus would be able to get down the temporary road satisfactorily. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated he is not prepared to discuss the Advanced Life Support (ALS) agreement this week. He still needs to contact the ambulance billing company for further clarification. The Board will discuss this in more detail next week.

Mr. Deschaine stated the Town received a request from the Town of Litchfield to enter into a consortium to collectively test mosquitoes. The Town of Litchfield is concerned that the State will no longer be testing mosquitoes for EEE or West Nile possibly next summer. Mr. Copeland stated that the legislature initially took the money out of the budget; however, several people objected so they reinstated it to be done by the Department of Health and Human Services. The Board agreed to continue with the Town's proactive program currently in place and take no further action on this matter.

The Board approved the job posting and job description for an Assistant Custodian position with the Town.

Mr. Deschaine stated that he is planning on attending the ICMA conference in Phoenix the first week of October. Mr. Canada moved to allow Mr. Deschaine to spend up to \$2,401.68 for the conference in Phoenix. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated that Parks and Recreation Director Seth Hickey is making the final arrangements for the Summer Concert Series and TGIF performances. Mr. Copeland moved to approve the expenditures for the various performances. Mr. Federico seconded the motion, which passed unanimously.

Mr. Deschaine stated that Town Assessor Andrea Lewy asked that the Board act on a pending veteran's credit application. Mr. Copeland moved to approve the veteran's credit application for Donald Lafabe. Mr. Canada seconded the motion, which passed unanimously.

The Board then signed an application for Mr. Lavery to be submitted to the GSA and their federal surplus program.

Mr. Deschaine informed the Board that the preparation work at the Gifford House has been completed and the new tenant will be moving in this week.

At 8:57, Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 9:44 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Federico seconded the motion, which passed unanimously.

At 9:45 pm, Mr. Canada moved to adjourn. Mr. Federico seconded the motion, which passed unanimously.

Respectfully submitted,

Reviewed by,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator