

## **MINUTES OF THE DECEMBER 2, 2013 BOARD OF SELECTMEN'S MEETING**

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

At 7:02 pm, Mr. Canada opened the meeting and then moved to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 7:24 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. Copeland seconded the motion, which passed unanimously.

At 7:33 pm, the Chair opened the general meeting of the Board of Selectmen.

**SECRETARY'S REPORT:** Mr. Copeland moved to approve the amended minutes from the regular meeting on 11/25/13. Mr. Federico seconded the motion, which passed unanimously.

**TREASURER'S REPORT:** Deb Bronson reported that there is \$1,712,318.10 in the general checking account.

### **DEPARTMENT REPORTS:**

HIGHWAY DEPARTMENT: Highway Agent Colin Lavery was present at the meeting to update the Board on his Department's activities.

Mr. Lavery stated the guard rail in the Municipal Center parking lot has been installed and Kramer Electric will install the wall pack lighting units next week.

Mr. Lavery updated the Board on the redesign at the Transfer Station. He stated they have removed the blocks and installed them at the Highway garage to be used as material bins. He stated the Jersey barriers should be arriving next week and his crew will install them some time in the second or third week of December.

Mr. Lavery updated the Board on various projects throughout Town, including the status of the parking lot on Frying Pan Lane and the status of his snow plowing crew.

Mr. Lavery then presented a proposal for Park Ranger Kim Woods to plow for the Highway Department this year and to compensate her a total of \$4,110.48 in addition to her base salary. After some discussion, Mr. Copeland moved to accept the proposal as presented to pay \$4,110.48 to Kim Woods' as a stipend for snow plowing for the Town effective January 1, 2014. Mr. Federico seconded the motion, which passed 2-1.

Mr. Lavery then gave a brief update to the Board on the Bunker Hill Commons subdivision.

Mr. Lavery presented a request for Foreman Al Williams to buy out a total of 23 hours of vacation time that he is unable to carry over into the new year due to the work schedule demands

on the Highway Department this year. Mr. Canada moved to approve Mr. Williams' request to be paid for 23 hours of vacation. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Lavery then updated the Board on tree work and site clearing throughout Town.

Mr. Lavery stated the Fire Department's squad vehicle is going to be stripped by the Highway Department tomorrow and the truck rails will be worked on this week.

Mr. Lavery updated the Board on several items he has been working on to improve the efficiencies in his office and the yard, an upcoming drainage project, and his Department's weekly maintenance projects.

Mr. Lavery updated the Board on the bond release for Alex Way. The subdivision has been completed as far as all the foundation work and the construction of the three homes, pavement and installing the gravel shoulders. He recommended the Board release a total bond amount of \$9,600 and hold \$5,000 as a maintenance bond for one year from the paving completion date of November 2, 2013. Mr. Canada moved to release the bond amount of \$9,600 and hold \$5,000 as a maintenance bond for one year. Mr. Copeland seconded the motion, which passed unanimously.

PARKS & RECREATION: Director Seth Hickey was present at the meeting to update the Board on his Department's activities. He informed the Board that they made just over \$2,700 benefiting End 68 Hours of Hunger on the Feed the Need 5k road race they had on November 16<sup>th</sup>. He stated this will most likely become an annual event since it was so successful.

Mr. Hickey updated the Board on the skating rink at the Park. He stated he would like to restructure the chain link fence there at some point.

Mr. Hickey stated they are preparing for the upcoming winter mountain bike series.

He stated the multi-use signs have been installed to let Park visitors know that there is a variety of recreational uses occurring at the Park, including hunting, and to take any necessary precautions. This was done after consulting with Fish and Game and the Police Chief.

Mr. Hickey stated they have an interested buyer for the snowmobile.

Mr. Hickey stated there is some wooden fencing at Stevens Park that is deteriorating rapidly. He presented a quote from AAA Fences for \$96 per fence section, which includes the installation and the removal of the old fencing. He also received a price from Four Seasons, which was \$50 more per section. Mr. Hickey stated he would like to spend up to \$2,500 for the portion of the work to be done this year. Mr. Hickey stated he will also get a quote from Route 125 Fencing. Mr. Canada moved to allow Mr. Hickey to spend up to \$2,500 for fencing at Stevens Park with the provision he gets the additional quote from Route 125 Fencing. Mr. Federico seconded the motion, which passed unanimously.

Mr. Hickey stated that he will be looking at replacing the mower at Stevens Park in the 2014 CIP.

Mr. Hickey then updated the Board on various programs and registration numbers.

Mr. Hickey updated the Board on the window replacement projects at the Ranger House and the Gifford House.

At the Park Association's request, Mr. Hickey will be attending future 300<sup>th</sup> Anniversary Committee meetings to discuss event planning and other activities at the Park.

Mr. Hickey updated the Board on the upcoming ski program and other events. He requested to spend \$1,150 on a community trip on January 11<sup>th</sup>. Mr. Copeland moved to approve spending up to \$1,150 for the bus for the community trip on January 11<sup>th</sup>. Mr. Canada seconded the motion, which passed unanimously.

**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:

Kimberly Blanchard requested the use of the Park on August 23, 2014 for their annual MS bike ride fundraiser. Mr. Copeland moved to approve the use and to not waive the fee. Mr. Canada seconded the motion, which passed unanimously.

Eddie Barker requested the Municipal Center on January 27, 2014 for a Seacoast Grower's Association meeting. The request was approved.

#### **ADMINISTRATION:**

The group discussed the proposals for the fuel tank replacement at 28 Bunker Hill Ave. A second quote from T. Garrity Heating has been submitted in the amount of \$1,700. Mr. Federico moved to accept the quote from T. Garry Heating for up to \$1,700 to replace the fuel tank at 28 Bunker Hill Ave. Mr. Copeland seconded the motion, which passed unanimously.

The group briefly discussed the Disability Rights Center letter (re 2013 SB 146) where they are demanding that the Town change the Welfare Guidelines to allow people on disability to receive assistance from the Town.

Mr. Deschaine then presented several vacation leave payment requests from employees. The group will discuss this further in non-public session.

The group started to discuss filling a vacancy on the 300<sup>th</sup> Anniversary Committee, but decided to discuss it further in non-public session.

At 8:41pm, Mr. Canada moved to go into non-public session to discuss personnel matters. Mr. Federico seconded the motion, which passed unanimously.

At 9:23 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the items discussed. Mr. Copeland seconded the motion, which passed unanimously.

At 9:24 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Stacey J. Grella  
Executive Assistant