

Board of Selectmen  
Minutes January 5, 2016

Convened at 6:00 pm

Present: Ken Christiansen, Chair  
Jeffrey Bryan  
Andrew Artimovich  
Jane Byrne  
Robert Mantegari

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

There were no building permits to be signed this week.

Artimovich made a motion, 2<sup>nd</sup> by Mantegari to approve the public minutes of 12/29/15 as written. All were in favor.

Bryan made a motion, 2<sup>nd</sup> by Byrne to encumber \$7482.60 out of highway for the NH DES wetlands permit application for Prescott Road. All were in favor.

The Chief said the police departments weapons should be replaced every ten years. 2016 is the 10<sup>th</sup> year. He is getting a good trade on the old weapons. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to encumber \$2490 out of police for 13 handguns and 2 rifles. All were in favor.

Byrne made a motion, 2<sup>nd</sup> by Mantegari to encumber \$500 out of government buildings for fire inspection services. All were in favor.

Byrne made a motion, 2<sup>nd</sup> by Bryan to approve the sale of Girl Scout cookies at town meeting. All were in favor.

Mantegari said he had a follow up meeting with Mr. Lutes and he would make a motion for a 60 day extension until March 8<sup>th</sup>. The motion was seconded by Bryan; all were in favor.

Clement said the planning board would like to encumber \$5000 towards the contract with Truslow Resource Consulting, LLC to help establish baseline surface quality water town-wide. Clement said there is about \$8300 left in anticipated expenses. Artimovich made a motion, 2<sup>nd</sup> by Bryan to encumber \$5000 from planning board for this purpose. All were in favor. Christiansen said there is public hearing at the next planning board meeting to discuss this further.

Clement said Kaiser would like to encumber \$559 towards training and a certification exam through ICC. Bryan made a motion, 2<sup>nd</sup> by Mantegari to encumber \$559 from code enforcement for this purpose. All were in favor.

Artimovich said the current wiring and cameras at the highway shed does not work. Robinson said the existing wiring cannot be used with the system being proposed by Security Team. Bryan asked if the new system that was quoted

Board of Selectmen  
Minutes January 5, 2016

could be monitored at the town office. Clement said yes. Bryan made a motion, 2<sup>nd</sup> by Mantegari to encumber \$4320 out of highway for security cameras. All were in favor.

The board reviewed the following warrant articles:

Bryan made a motion, 2<sup>nd</sup> by Mantegari to recommend: To see if the Town will authorize the establishment of a capital reserve fund to meet our constitutional and statutory requirement that assessments are at full and true value at least as often as every fifth year. Furthermore, to raise and appropriate the sum of \$25,000 towards this purpose, and appoint the selectmen as agents to expend from the fund. (Majority vote required). All were in favor.

Byrne made a motion, 2<sup>nd</sup> by Mantegari to recommend: To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1000) to provide funding to CASA. (Majority vote required). All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Byrne to recommend: To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1000) to provide funding to New Heights. (Majority vote required). The board will support the warrant article, but Byrne said a representative from each association requesting funds should speak to the warrant at town meeting.

Clement said there is about \$83K in the capital reserve fund for maintenance of town owned buildings and asked how much the roof would cost. Bryan said realistically about \$55-60K. To keep the fund carrying a \$50K balance, they could reduce the appropriation to \$25K. Mantegari made a motion as amended, 2<sup>nd</sup> by Artimovich to recommend: To see if the Town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be added to the existing Capital Reserve Fund for the maintenance of town owned buildings. (Majority vote required). All were in favor.

Clement asked the board wanted to create a contingency fund as allowed since 2013. Artimovich asked is this was necessary. Clement said no, but the budget committee had discussed the TAN line item. Clement said she asked Carolyn to rename the line item to "debt service" on the advice of legal counsel, although TAN is acceptable as well.

Clement said she would recommend a warrant article for future planning to update the municipal software. Byrne asked if this would be to use the same software in all offices. Clement said ideally, and a new software suite would be in the \$60-70K range. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to recommend: To see if the Town will authorize the establishment of a capital reserve fund In accordance with RSA 35:1 to acquire new software for assessing, tax, and/or accounting. Furthermore, to raise and appropriate the sum of \$20,000 towards this purpose and to appoint the selectmen as agents to expend from this fund. (Majority vote required)

Clement said she asked Kaiser to review all of the proposals received on solar panels and make a recommendation to the board next week. Byrne said she would like to bring this to town meeting to see if the town would like to purchase them out right or do the lease purchase. Bryan said as a taxpayer, he would want the town to own the panels. Byrne said it would save the town about \$30K a year in energy. Byrne said it was about \$335K to purchase them, the town could do a 10 year bond. Artimovich said it takes 10 years to break even and if the town bonded the money; they would spend even more in interest. The board decided to table the item until Kaiser has reviewed the information.

The board reviewed the following warrant articles:

Board of Selectmen  
Minutes January 5, 2016

Bryan made a motion, 2<sup>nd</sup> by Mantegari to recommend: To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to be added to the existing Capital Reserve Fund for the repair of town bridges. (Majority vote required). All were in favor.

Bryan said \$250K is not enough to do hardly anything anymore to keep up with the roads. Bryan said the town is getting a good deal on the cost from Bell and Flynn. Prescott Road will be all of that and then some. Bryan made a motion, 2<sup>nd</sup> by Artimovich to recommend: To see if the Town will vote to repair roads and to raise and appropriate the sum of Three Hundred and Fifty Thousand Dollars (\$350,000) for this purpose. (Majority vote required). All were in favor.

Clement said there is about \$100K in the CRF for the highway vehicles. Clement said a new international would be about \$140K. Artimovich made a motion, 2<sup>nd</sup> by Bryan to recommend: To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to the existing Capital Reserve Fund for the purchase of highway vehicles and related equipment. (Majority vote required). All were in favor.

Clement said there is about \$190K in the CRF for new highway buildings. Bryan made a motion, 2<sup>nd</sup> by Artimovich to recommend: To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to the existing Capital Reserve Fund for the construction of new highway building(s). (Majority vote required). All were in favor.

Byrne made a motion, 2<sup>nd</sup> by Mantegari to recommend: To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Five Hundred Twenty-Four Dollars (\$18,524) for the fourth year's payment of leasing a backhoe for the highway department. This lease agreement has an escape clause and in subsequent years if the annual appropriation is not approved, the lease terminates. (Majority vote required). All were in favor.

Bryan asked how much money was in the special detail fund. Clement said it was just enough to cover the payroll expenses. Robinson said the detail fund will only pay for a cruiser every three years. Artimovich said last year there was not enough in the detail fund so they made it a warrant article, but there used to be a line item in the budget for the cruiser. Bryan made a motion, 2<sup>nd</sup> by Mantegari to recommend: To see if the town will vote to raise and appropriate the sum of Twenty-Seven Thousand Five Hundred Thirty-Three Dollars (\$27,533) for the purchase of a police cruiser and related equipment. (Majority vote required). All were in favor.

Bryan and Robinson said they have reviewed the plans prepared by Dubois and King (D&K) for Prescott Road. They both agreed the plans looked great and saw no issues with the plans. Robinson will create an evacuation and travel plan for construction. He would recommend the road be closed and open to local traffic only. Christiansen said we should notify the residents on Scrabble and Prescott and to notify the employees at the county. Clement asked if they wanted the bid to include construction and administration services by D&K. Bryan said we should at least see what it costs. Clement said they will have a cost estimate from D&K in the next 2 weeks. The RFP will be put out on February 1 and proposals will be due on the 26<sup>th</sup>. Clement said D&K will take a week to review and make their recommendation to the board. That will give the board the opportunity to amend the warrant article at town meeting with firm construction numbers.

Angelique Hall was present from 26 Middle Road to file a complaint regarding Budget Storage. Hall had pictures of the outdoor lighting at Budget Storage and said the light shines into her bedroom, computer room, etc. Kaiser had gone out 2 weeks ago and inspected the lighting and found no issues. The hours of operation are until 8pm Mon-Sat; Hall stated that the lights and gate is open until 9pm.

Board of Selectmen  
Minutes January 5, 2016

Hall had an approved site plan and a revised plan from 1994 and proceeded to ask questions on the compliance of the plan. Clement said she had not seen the pictures before but advised the board that Hall was scheduled to meet with Greenwood tomorrow. Hall said they are not in compliance with the plan and asked what the process was if they deviate from the plan. Christiansen said she is starting that process tomorrow by speaking with Greenwood. Hall said she does not want to stop them from doing business but wants to preserve the value of her property.

She said the back of her property is lined with vehicles. Hall asked about commercial vehicles and the U-hauls. Bryan said to take a current picture and bring it to her meeting with Greenwood. Hall asked the definition of a commercial vehicle. She asked if the vehicles stored there counted. Byrne said no, those are not registered commercially. Hall said she wished they kept all the vehicles down back, if they were not on her property line she would not care. Bryan said Hall needs to be concerned with whether or not the plan is being followed with no deviations. Bryan said to take up to date pictures of the lighting, vehicles, and anything else Hall believes to be out of compliance. Hall will meet with Greenwood, he will report to the planning board, and will follow up with BOS for next steps. Christiansen also asked Mantegari to drive by on his way home.

Artimovich made a motion, 2<sup>nd</sup> by Mantegari to approve a hawkers and peddlers permit for Elliot Evans. All were in favor.

Bryan made a motion, 2<sup>nd</sup> by Byrne for Christiansen to sign the NH DES Wetlands Permit Application for Prescott Road. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Byrne for Christiansen to sign a payment and acceptance request form for \$2020.80. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Byrne for Christiansen to sign the 2016 permit application for Dragon Mosquito. All were in favor.

Clement asked if the board reviewed the letter in the mail from a resident regarding interest due on taxes. Artimovich asked what he was told. Clement said he had an informal hearing with Michaud and his preliminary assessment was \$611300 and reduced to \$546300 after the hearing. Clement said she was not sure why the July bill was paid late, the preliminary assessments were mailed in October. The board agreed there was not a billing error made on the town's part. Clement said residents are always informed of the abatement appeal process but that taxes must be paid and then the excess refunded, if an abatement is granted. Byrne made a motion, 2<sup>nd</sup> by Mantegari to deny the request to waive the interest due. All were in favor.

At 7:02 pm a motion was made by Mantegari, 2<sup>nd</sup> by Bryan to go into nonpublic sessions per RSA 91-A:3, II(b) to discuss hiring. All were in favor.

At 7:12 pm a motion was made by Bryan, 2<sup>nd</sup> by Mantegari to come out of nonpublic session and seal the minutes. All were in favor.

Bryan made a motion, 2<sup>nd</sup> by Byrne to adjourn the meeting at 7:12 pm. All were in favor.

Board of Selectmen  
Minutes January 5, 2016

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
<b>DATE:</b>			<b>1/5/2016</b>	
<b>Citizens General Fund:</b>				
	Previous Balance:		95,165.92	
	Deposits:		174.00	
	Payroll:		16,343.20	DD: 11819.43      CKS: 4523.77
	FICA:		4,253.20	
	to Impact Fees			
	A/P: Regular		703,784.41	Co-op: \$454,843      Swasey: \$160,000
	Void check			
	From MMA		650,000.00	
	TO MMA			
	Account Balance:		20,959.11	
	Interest Earned YTD:			
<b>CD's:</b>	Unrestricted Balance:			
<b>MMA:</b>	Unrestricted Balance:		4,773,433.83	
	Total Invested Funds:		4,773,433.83	