

Board of Selectmen  
Minutes April 16, 2019

Convened at 6:00 pm

Present: Robert Mantegari, Chair  
Andrew Artimovich  
Ken Christiansen  
Phyllis Thompson

Mantegari called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

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

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

Christiansen made a motion, 2nd by Artimovich to approve the public minutes of 04/02/2019 as written. All were in favor.

Kip Kaiser, Building Inspector, had the following permits to be signed this week:

- MTI, 50 Pine Road, pads for silos: signed by Board
- William Kenyon, 171 North Road, demolition permit: signed by Board
- Helen McKee, 181 Pickpocket Road, generator and transfer switch: signed by Board
- 3 Ponds LLC, Three Ponds Drive, temporary service permit: signed by Board
- 3 Ponds LLC, 3 Sunset Lane, electrical for new dwelling: signed by Board
- 3 Ponds LLC, 6 Sunset Lane, electrical for new dwelling: signed by Board
- 3 Ponds LLC, 7 Sunset Lane, electrical for new dwelling: signed by Board
- 3 Ponds LLC, 8 Sunset Lane, electrical for new dwelling: signed by Board
- 3 Ponds LLC, 9 Sunset Lane, electrical for new dwelling: signed by Board
- 3 Ponds LLC, 5A Sunset Lane, electrical for new dwelling: signed by Board
- 3 Ponds LLC, 5B Sunset Lane, electrical for new dwelling: signed by Board
- Alyssa and Greg Bouchard, 139 Crawley Falls Road, electrical for solar array: signed by Board
- Alyssa and Greg Bouchard, 139 Crawley Falls Road, install and reconstruct roof: signed by Board
- Richard Haggett, 83 Deer Hill Road, mini split: signed by Board
- Debbie Tarnowski, 175 Crawley Falls Road, remove and reside house: signed by Board.

Kaiser said the town has been researching the cost to replace the exterior doors for a few years now. He would recommend replacing them at the same time as the vinyl siding at the town office as that is the most cost effective. He reviewed the quotes received with the board. The existing doors are steel residential grade doors. The quote is for vinyl doors. Much of the hardware may be repurposed with the exception of the 2 main lobby doors as those will be upgraded to include automatic handicap access openers. The cost to paint the doors is excluded. Artimovich made a motion, 2<sup>nd</sup> by Christiansen to expend \$12986 out of impact fees for the main lobby automatic handicap access doors and openers. All were in favor. Christiansen made a motion, 2<sup>nd</sup> by Artimovich to expend \$9056 out of the capital reserve fund (CRF) for maintenance of town owned buildings to replace the exterior doors at the town office and police department. All were in favor.

The cost to replace the doors at the recreation center is \$7529 not including hardware or automatic handicap access door openers. Kaiser will finalize this quote. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to send a letter to the recreation commission to request they pay for doors from the revolving fund. All were in favor.

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Thompson asked what the status was for the furnace at the Grange. Kaiser said he has received one quote and was waiting for one more. Thompson made a motion, 2<sup>nd</sup> by Christiansen to expend no more than \$2600 from the CRF for maintenance of town owned buildings to replace the furnace at the Grange Hall. All were in favor.

Kaiser said he would recommend installing heat detectors and a monitoring service for fire protection at the highway shed.

Frank McInnis was introduced to the board and sworn is a full time patrol officer.

Daphne Woss, Tax Collector, presented the board with properties eligible to be deeded. She had prepared updated statements of taxes owed and deed waivers should the board choose to elect that option. Artimovich made a motion, 2<sup>nd</sup> by Mantegari to discuss all properties by address. All were in favor.

The board reviewed each properties statement of past due taxes, payment history, and lienholder status.

Mantegari made a motion, 2<sup>nd</sup> by Christiansen to send a certified letter to 60 Middle Road requesting the property owner to attend the selectmen's meeting on 5/14/19 to discuss a payment agreement. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Christiansen to sign a deed waiver for 33 South Road. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Mantegari to send a certified letter to 156 Middle Road requesting the property owner to attend the selectmen's meeting on 5/14/19 to discuss a payment agreement. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Mantegari to sign a deed waiver for 5 Crawley Falls Road. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Mantegari to sign a deed waiver for 341 South Road. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Christiansen to send a certified letter to 214 North Road requesting the property owner to attend the selectmen's meeting on 5/14/19 to discuss a payment agreement. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Artimovich to send a certified letter to 2 Middle Road requesting the property owner to attend the selectmen's meeting on 5/14/19 to discuss a payment agreement. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Mantegari to send a certified letter to 427 Middle Road requesting the property owner to attend the selectmen's meeting on 5/14/19 to discuss a payment agreement. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Christiansen to send a certified letter to 140 Rte. 125 requesting the property owner to attend the selectmen's meeting on 5/14/19 to discuss a payment agreement. All were in favor.

Christiansen made a motion, 2<sup>nd</sup> by Artimovich to sign a 3 year employment contract for Frank McInnis. All were in favor.

Christiansen made a motion, 2<sup>nd</sup> by Artimovich to sign a credit card application for Chief Joe Bird. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Thompson to release a cash bond for Coastwise Management due to completion of the project. All were in favor.

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Christiansen made a motion, 2<sup>nd</sup> by Thompson to sign a letter to SAU 16 requesting to use the Swasey School for the presidential election in 2020. All were in favor.

Thompson made a motion, 2<sup>nd</sup> by Christiansen to appoint Jonathan Ellis to treasurer for 3 years. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Christiansen to appoint Robert Gagnon to a part time patrol officer for one year contingent on a successful physical and psychological exam. All were in favor.

Robert Gagnon has a conditional letter of offer for a part time patrol officer at a rate of \$20.16 per hour.

Artimovich made a motion, 2<sup>nd</sup> by Christiansen to appoint Doug Mansfield, Lynn Austin, and Brian Duffy to alternate Library Trustees for one year. All were in favor.

Clement said the lease for the copier at the town office is expiring in 4 months. The vendor has offered to pay off the remaining balance, bring in a newer model, and reduce the payment by \$2.00 per month. There is a removal fee of \$150 for the old machine. Clement has asked for the Ricoh machine in the conference room to be disposed of as well at no additional charge. Artimovich said the copier should include a fax option. Christiansen made a motion, 2<sup>nd</sup> by Thompson to authorize Clement to negotiate the terms of the lease contract to include a fax option and execute the contract if the cost is level funded or less. All were in favor.

Artimovich said the camera is set up, but the speakers and microphones have not come in yet. A Vimeo account has been set up, and Clement is working on setting up an account to livestream.

Thompson asked that the photos and home page news on the website be updated.

The board announced an open house to honor Captain David Roy will be held at the BRC on 4/27 from 10am -1pm.

Chief Ellen Arcieri said they have a lot of old equipment including 2 Humvees that the department is interested in selling. Artimovich made a motion, 2<sup>nd</sup> by Mantegari for Arcieri to get 2 estimates and sell the equipment to the highest bidder. All were in favor.

Artimovich suggested Arcieri get all of the paperwork for the Humvees together for the board to review for sale.

At 7:36 pm a motion was made by Mantegari, 2<sup>nd</sup> by Christiansen to go into nonpublic sessions per RSA 91-A: 3, II (a) and (e) to discuss personnel and legal matters. Mantegari– aye, Artimovich – aye, Christiansen – aye, and Thompson – aye. The motion carries.

At 7:52 pm a motion was made by Mantegari, 2<sup>nd</sup> by Christiansen to come out of nonpublic session and seal the minutes. Mantegari– aye, Artimovich – aye, Christiansen – aye, and Thompson – aye. The motion carries.

There was a memo in the mail from the property owner at 47 Northrup Drive stating that the paving that was done last year is causing frost heaves and drainage issues on his property. Christiansen made a motion, 2<sup>nd</sup> by Thompson for Robinson to arrange a meeting with Bell and Flynn (paving contractor), Steve Cummings (town engineer), and the property owner to review.

Robinson will be ready to start Rowell Road next week. Christiansen said the town engineer should be involved in that as well.

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Robinson said the Earth Day clean-up is this weekend and requested a dumpster. Clement said she will call Pinard to arrange that.

Christiansen made a motion, 2<sup>nd</sup> by Artimovich to adjourn the meeting at 8:05 pm. All were in favor.

Respectfully submitted,

Karen Clement

### WEEKLY TREASURER'S REPORT

<b>DATE:</b>	4/16/2019		
<b>Citizens General Fund:</b>			
Previous Balance:	18,211.61		
Deposits:	57,146.73		
Payroll:	18,790.53	DD: \$16575.21	CK: \$2205.32
FICA:	5,036.16		
to Impact Fees			
A/P: Regular	\$220,132.77	Swasey: \$185,000	
Trans to Rec	150.00		
void checks			
From MMA	190,000.00		
TO MMA			
Account Balance:	21,248.88		
Interest Earned YTD:	9.26		
<b>MMA:</b>			
CD's	2,250,000.00		
Unrestricted Balance:	90,766.43		
Total Invested Funds:	2,340,766.43		
Interest Earned YTD:	10,682.28		