

Board of Selectmen  
Minutes September 19, 2017

Convened at 6:00 pm

Present: Ken Christiansen, Chair  
Robert Mantegari  
Andrew Artimovich

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.

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

- Michelle Style, 231 South Road, renovate interior: signed by Board
- Michael Neubert, 301 South Road, demo screen porch and build addition: signed by Board
- Lorraine Woods, 253 Pickpocket Road, plumbing permit for accessory unit: signed by Board
- Cabernet Builders, 106 Lake Road, plumbing permit for new dwelling: signed by Board
- Eric Kelley, 63 Peabody Drive, electrical and minor permit for solar array: signed by Board
- James Gallagher, 144 Crawley Falls Road, window/door replacement and deck: signed by Board
- Bryan Jeffrey, 40 Dudley Road, bathroom remodel: signed by Board.

Mantegari made a motion, 2nd by Artimovich to approve the public minutes of 09/12/2017 as written. All were in favor.

The department head meeting opened at this time.

Marc Wilson and Kathy Sperounis, Library

Wilson introduced the new library director, Kathy Sperounis to the Board. Everyone welcomed her. Wilson said they are trying to increase programming while maintaining the same spirit of the library. Looking for effective ways to increase the use of the library without necessarily having to visit the library, foot traffic has been steady.

Chief Wayne Robinson, Police

- Robinson said the County is pushing to replace all Astro radios. Artimovich said those are about 15 years old. Robinson has one and the cost is about \$2600.
- Cruisers are all getting inspection stickers and does not foresee any major maintenance costs.
- The police department is still using the cover shift. They may need to eliminate that for the remainder of the year to prevent a budget overrun.

Wayne Robinson, Highway

- Robinson said Bell and Flynn needs to finish the shoulder work from the paving in August. Paving cost about \$5000 more than anticipated as Robinson had Gove Road paved as well. He will expend that from his road construction line.
- Robinson will be looking to begin the work on the south culvert on Prescott Road in the next couple of weeks. Artimovich said to make sure electronic message boards were used for traffic and road closure updates.

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- Robinson said the state will require a message board for the next parade.

Chief Bill Campbell, Fire

- Budget is in good shape, expects to spend about \$6000 in vehicle maintenance in relation to inspection stickers.
- Fire and EMS runs are up slightly. Ambulance 2 will be operational at the medic level in October. They are waiting for the state inspection and licensing.
- There are new officers in place. They are looking at succession planning, support networks, officer manuals, and leadership training. Campbell would also like to roll out an officers "on call" program to guarantee that a supervisor is always available on the weekends.
- A new recruitment letter was in the town newsletter and as a result they have received 4 new applications.
- Campbell has been looking at updating the technology. Is researching the installation of a server and new computers in order for the station to work effectively as the emergency operations center (EOC).
- Artimovich asked Campbell to track the number of calls that are missed or not responded to as a result of lack of coverage. Campbell said there is a gap from 6am to when the full timers arrive and similarly on the other end at the end of their work day. Ideally, moving towards a 6am -6pm rotation.

Kathy St. Hilaire, Planning Board

- St. Hilaire said the budget is on track.
- Three Ponds Campground has had a design review hearing for a senior housing development. They will go before the ZBA in October and if approved a final review before the planning board in January.
- M&T is expanding and has met the conditions for planning board approval. The building permit will be issued any time now.
- The master plan is underway and expects another chapter or two in the 2018 budget.

Phyllis Thompson, Town Clerk/Tax Collector

- Kristen Patch is certified as a municipal agent.
- Daphne Woss graduated as a certified tax collector receiving a 95% on her test.
- 97% of first issue taxes have been paid.
- Over 900 dogs have been registered.

David Tovey, Recreation

- Tovey is working with a vendor to create a new logo for the department. All of the time will be donated.
- Summer camp went well. Tovey received good feedback from the community.
- Red Sox trips have sold out. Tovey plans to coordinate a Celtics and Bruins trip.
- The 4<sup>th</sup> of July Parade was successful and well attended. Would like to have a float contest for 2018 to increase participation.
- The 275<sup>th</sup> pancake breakfast was well attended, serving about 75 residents.
- Flag Football has 3 teams going.
- Field Hockey was successful and will be looking to join a league.
- Senior luncheons will start back up this month.

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- Tovey listed all the events that will be coming up in the next month such as Boo Bash, Sip and Sign, Casino, and Pickle Ball.
- The Eagle Scout project will be starting in October.

Rick Murphy, Emergency Management

- Murphy gave the board the schedule for the Seabrook Station drills.
- There is a good train the trainer class “until help arrives” that is offered free of charge. It helps residents understand how to make an effective 911 call and some basic lifesaving skills.
- He is also working with the state on an EMPG grant for electronic message boards.

Kip Kaiser, Building Inspector

- 171 building permits have been issued YTD.
- Permit fees are about \$42K in revenue, enough to cover the entire code enforcement budget!
- Reviewed code enforcement issues that have been addressed and abated.
- Overview of all of the building maintenance and repairs that have been completed this year.
- Kaiser is also Chairperson of the joint loss safety committee. They have worked to purchase and train on AED’s, harassment training, emergency exit plans, and improving traffic flow at the town office/police station.
- Kaiser said for some future planning would like to review the fee schedule, create a mechanical and swimming pool permit, and review software. On the maintenance side, addressing winter snow removal, door replacement at the town buildings, and ADA compliance.

Jeff Donald, Conservation

- Donald said they are looking to have an appraisal done for land they are interested in conserving. They are working on a grant to help offset the appraisal costs.
- They have sent a certified letter to a property owner in violation of a conservation easement.
- Said water quality testing funds could be made available for the 2018 budget if needed.

Christiansen thanked everyone for coming. That closed the department head meeting.

Artimovich made a motion, 2<sup>nd</sup> by Mantegari to approve a failed septic waiver for 71 Middle Road. All were in favor.

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

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT

DATE:

9/19/2017

**Citizens General Fund:**

Previous Balance:	22,276.63		
Deposits:	30,753.34		
Payroll:	23,711.68	DD: \$17,777.14	CK: \$5,934.54
FICA:	6,500.37		
to Impact Fees			
A/P: Regular	\$49,223.26		
Void check			
From MMA	50,000.00		
TO MMA			
Account Balance:	23,594.66		
Interest Earned YTD:	26.51		

**MMA:**

Unrestricted Balance:	3,363,081.80	Incl's Bond \$587,700
Total Invested Funds:	3,363,081.80	
Interest Earned YTD:	8,709.42	