

Board of Selectmen  
Minutes July 3, 2018

Convened at 6:00 pm

Present: Robert Mantegari, Chair  
Andrew Artimovich  
David Menter  
William Faria  
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.

Jonathan Ellis 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:

- David Pickering, 12 Lake Road, deck: signed by Board
- David Hartin, 26 Homestead Lane, pool: signed by Board.

Kaiser said he obtained another quote for the LED retrofit. There are a limited number of pre-authorized vendors to work for Eversource, which makes it difficult for vendors to compete on price. The estimate is for ballasts and LED instant start lights. The cost is about \$8000 and the breakeven point will be in about 3.3 years (re-cooped from savings on utility costs). The estimates do not include the lighting tombstones or covers. Kaiser said he noticed a couple that need replacing but did not anticipate that being a large cost. Faria made a motion, 2<sup>nd</sup> by Thompson to approve moving forward and for Mantegari to sign the proposal by Lighting Retrofit Services, Inc. The funds to be expended out of the capital reserve fund for maintenance of town owned buildings. All were in favor.

Kaiser, Thompson, and Clement had a follow up meeting at Sampson's on the 20<sup>th</sup>. The site was being reviewed for compliance with vehicles left on the site longer than 160 days and considered junk. The State of NH DMV enforces the RSA and license requirements.

As far as the location of some vehicles in the setbacks, Kaiser would conclude that the site is non-conforming at the present time. The property owner contends the use is grandfathered. A site plan could be submitted with notations to document current status and would protect the owner from claims that the use has changed or expanded in the future. Accumulations of junk unrelated to the DMV license and expansion should remain monitored. Kaiser requested that an appointment be made with the Planning Board to establish a site plan.

Kaiser said the water test for 374B has passed. The soil sample was taken and they are awaiting the results. Additional debris to be removed and Kaiser will follow up next week.

Rebecca Dunham and Frank Northrup from the historical society were present to discuss a number of building concerns to make the building safe and more functional. They are looking for construction of the furnace room, a new stairway, stair lift, and electrical associated with each. The estimate is \$12,625-\$17,625 plus the cost of electrical. Dunham also asked that the electrical be reviewed on the second floor for lighting and outlets. Kaiser to coordinate with Monarch Electric for a quote. Kaiser said the wiring alone could get expensive.

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Northrup said the furnace room and the second stairway as an immediate need. He asked if they could proceed with that. Artimovich said he would like more concrete numbers. Menter suggested approving some funds to get them going contingent on Kaiser obtaining some numbers for electrical work. Menter made a motion, 2<sup>nd</sup> by Artimovich to expend up to \$10K from the capital reserve fund for maintenance of town owned buildings to construct a furnace room and add a second stairway to the grange hall. The motion carried with Thompson abstaining as she is on the board of the historical society.

Mantegari made a motion, 2<sup>nd</sup> by Thompson to approve the public and nonpublic minutes of 06/19/2018 as written. All were in favor.

Peter Foster and Bob Glowacky were present to offer options for video coverage of meetings. They suggested 3 options with varying components of cost and equipment. The options were as follows:

1. Basic: Camcorder, tripod, microphone - \$1250
2. Advanced: Camcorder, tripod, microphone, livestream broadcaster, livestreaming subscription - \$5750
3. Professional: Remote cameras, multi-camera switcher, microphones, cables, installation, livestreaming subscription - \$15000.

Glowacky provided pro and cons for each option as well as other costs to consider such as part time staff to operate the equipment. Foster said they would recommend option 2 as it is cost effective, is easy to use, and would provide the livestreaming option. He was not expecting the board to make a decision but wanted to provide the information and hopes this conversation will continue. The board thanked Foster and Glowacky for the information and for coming in tonight.

Glowacky and Fosters full report is available in the selectmen's office to review.

Mario Ouellet of 5 South Road was present to discuss his well. His property is enveloped by land owned by 7 south Road (Kelly Meyers). Meyers' land is in conservation and the town is the grantor of the conservation easement. Ouellet's well is located on the abutting parcel owned by Meyers and in conservation. The easement states that the town reserves the right to maintain the existing drinking water but if the well were to fail, a new well shall be located on the lot of 5 South Road. Ouellet said his well has failed, he has no water, and was aware of the easement when he purchased the house. The issue now is that since the time the easement was signed and now, his septic has also failed. The new septic system had to be installed where the well was to be placed and to meet setbacks and avoid contamination of septic and water, the new well cannot go in the back as originally planned. There are underground utilities across his front lawn and his home sits fairly close to the road.

Ouellet had a letter of support from Meyers allowing access to his property to do whatever Ouellet needs to get water. Clement said she has researched the easement, contacted Southeast Land Trust (SELT), and NH Municipal to see what the process may be to amend an easement. SELT as the executory interest in the easement said they would not be in favor as it serves no public benefit. Ouellet said he maintains that access way, mows it and such to maintain access to his well and asked the board for some direction. Artimovich said he would support the well being placed in the easement but did not think the town should incur a cost to allow it and suggested Ouellet's attorney review further to see what his options may be. Artimovich made a motion, 2<sup>nd</sup> by Faria to sign a letter of support in favor of allowing the well to be placed in the easement area. All were in favor.

Paying taxes quarterly requires a majority vote at town meeting. The administrative costs is about \$2720 each additional billing this includes postage, bills, envelopes, and staff time.

Town meeting session can be conducted at any time within a two week period from the town election. Day to be determined by BOS.

The draft of the road agent job description was in the mail. The board asked for more time to review.

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Our current Wi-Fi network is private. Our IT vendors need to send an engineer on site to create a guest (public) profile on the device. That ticket has been created but not yet complete.

Menter made a motion, 2<sup>nd</sup> by Thompson to appoint Ken Christiansen, Doug Cowie, and Bruce Stevens to the ZBA for 3 years. All were in favor.

The board regretfully accepted the resignation of Chair Michael Hureau from the ZBA after 30 years of service.

Menter made a motion, 2<sup>nd</sup> by Faria to sign the certificate of authority for Citizens Bank. All were in favor.

Menter made a motion, 2<sup>nd</sup> by Artimovich to sign the timber warrant. All were in favor.

Menter made a motion, 2<sup>nd</sup> by Thompson to approve a new veteran's credit. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Faria to sign that PA 28 inventory forms will not be used for 2019. All were in favor.

The registry of deeds has a new process for the town to receive records of property transfers. Artimovich made a motion, 2<sup>nd</sup> by Thompson to sign the agreement with Monarch Data Distribution to receive deeds. All were in favor.

Clement said a report needs to be submitted to DES for compliance with the wetlands permit on Prescott Road. Dubois and King (D&K) prepared the permit but was not on site during construction. Michie Corp. was and they have photos to show that everything was done according to specifications. She is working to coordinate with engineers that the report is completed timely.

D&K submitted a proposal for oversight of the intersection on Prescott Road. Robinson said that was not necessary as the state will send out inspectors throughout construction. The board decided to forego the construction phase's agreement with D&K.

Whitehouse asked if all job descriptions were being updated or just the road agents. Clement said she has been working on keeping them up to date and has updated several over the last few years. As time goes on, we all take on additional tasks and the job description should reflect the jobs we actually do as well as expectations.

Whitehouse confirmed that the Grange Hall was a town owned building.

Whitehouse asked that in the future, developers go to the selectmen with potential road names prior to having Clement check them for E911 status. Clement said they had issues in other developments with sharing road names to the towns of Exeter and Kensington. To be proactive she checked first before having the developer go to the board and potentially needing to go a second time if there is a conflict.

At 8:06 pm a motion was made by Artimovich, 2<sup>nd</sup> by Menter to go into nonpublic sessions per RSA 91-A: 3, II (b) to discuss hiring. Menter – aye, Artimovich – aye, Mantegari – aye, Faria – aye, and Thompson – aye. The motion carries.

At 8:21 pm a motion was made by Faria, 2<sup>nd</sup> by Menter to come out of nonpublic session. Menter – aye, Artimovich – aye, Mantegari – aye, Faria – aye, and Thompson – aye. The motion carries.

Menter made a motion, 2<sup>nd</sup> by Faria to seal the minutes. Menter – aye, Artimovich – aye, Mantegari – aye, Faria – aye, and Thompson – aye. The motion carries.

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Chief Campbell said he is working on formalizing mutual aid agreements with the neighboring towns. Nothing is changing from current practice but formalizing a contract.

Artimovich made a motion, 2<sup>nd</sup> by Thompson to adjourn the meeting at 8:25 pm. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
<b>DATE:</b>		<b>7/3/2018</b>		
<b>Citizens General Fund:</b>				
	Previous Balance:	340,386.96		
	Deposits:	564,965.05		
	Payroll:	27,848.61	DD: \$21072.00	CK: \$6776.61
	Payroll:	444.16		
	FICA:	6,708.86		
	to Impact Fees			
	A/P: Regular	\$1,002,534.36	Co-op: \$754,146	Swasey:\$185,000
	Void checks			
	From MMA	135,000.00		
	TO MMA			
	Account Balance:	2,816.02		
	Interest Earned YTD:	22.09		
<b>MMA:</b>	Unrestricted Balance	4,224,151.97		
	Total Invested Funds:	4,224,151.97		
	Interest Earned YTD:	10,190.02		