

Board of Selectmen
Minutes January 04, 2022

Convened at 6:00 pm

Present: Ken Christiansen
Robert Mantegari
Andrew Artimovich
Jon Morgan

Christiansen called the meeting to order.

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 the report.

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

- Chris Chiumiento, 55 Spruce Ridge Drive, inground pool: signed by Board
- New Height Properties LLC, 60 Middle Road, rewire home and detached garage: signed by Board
- Brian Sullivan, 11 James Circle, basement remodel: signed by Board
- William Anderson, 8 Dudley Road, solar panels: signed by Board
- Daniel Pubyrn, 18 Washington Drive, solar panels: signed by Board
- KG Realty Holding LLC, 109 Crawley Falls Road, electrical for new dwelling: signed by Board.

Kaiser was present to discuss implementing a business occupancy and home occupation permit. These have been discussed previously and the board at that time was looking for more information on why this would be needed, if they would be a registration or permit, and how they would be enforced. Kaiser has reviewed state codes as well as the IBC section 111. This would be a useful tool for knowing what businesses exist and where, if there was a change of use, or if existing structures were further divided. Artimovich asked how economic development felt about this. Morgan said he was not sure, but he could present the information at their meeting next week. Morgan asked if this would be for all people working from home. Kaiser said this is not meant to monitor home offices or people working remotely. People that have businesses in their home would need to file this permit to ensure their home occupation complies with the existing ordinances for this purpose. Artimovich said we should have a selectmen's ordinance defining how this would be implemented. Kaiser said this is defined in the zoning ordinance currently as well as a fine structure. Mantegari said he would prefer the name of the permit be changed. He said business occupancy sounds like it references being able to occupy the space and not necessarily tied to the use of the property. Morgan said he is not for charging a fee for the permit but would like to see a fine schedule for violations. Mantegari asked how often this would be filed. Kaiser said only when there was a change of use. This could be used in conjunction with the planning board process and will help alleviate some code enforcement issues. Kaiser to work on changing the name and a fine schedule and Clement to work on drafting a BOS ordinance.

Mantegari made a motion, 2nd by Artimovich to approve the public minutes of 12/21/2021 as written. All were in favor.

Mantegari made a motion, 2nd by Morgan to approve the nonpublic minutes of 12/21/2021 as written. All were in favor.

Paul Brown, 59 Lake Road, was present to ask for a reduction of the impact fee for the construction of an accessory dwelling unit (ADU). Christiansen asked if Brown had children in the school system. Brown said no. Kaiser said a building permit was pulled in 2016 to build an ADU. This was a 3 bedroom home originally. The 3-bedroom home was demolished, and a new one-bedroom home was constructed in its footprint. A one-bedroom ADU was then constructed and attached per zoning. Christiansen asked what the impact fee was. Clement said \$9386 for a single-family home and \$3618 for a senior development. Christiansen said personally he did not feel the full amount should be paid. Mantegari said there is no impact because it went from a 3-bedroom structure to a 2-bedroom structure.

Board of Selectmen
Minutes January 04, 2022

Christiansen said they have waived the school portion on previous ADU's. Brown asked if this would be due immediately or if a payment plan could be arranged. Christiansen said we could discuss a payment plan if needed. Morgan said we have impact fees for a reason and just because they have been waived in the past does not mean it was necessarily the right thing to do. Clement said the purpose of impact fees is to offset the impact to the town for offering additional services due to growth. This is broken down for police, fire, town office, and school services etc. Mantegari said if they are reducing a bedroom, there is no impact. Mantegari made a motion, 2nd by Artimovich to waive the impact fee due to no additional impact on the town. All were in favor.

Clement said she had some requests to encumber funds:

- Fire would like to encumber \$21330.85
 - \$3255 for hose
 - GOFERR grant and that will be for \$50,000. The match for that is 10% or 5,000. They are looking at purchasing 2 new Life packs and some assorted equipment. These are used similar to and AED as well as for vital signs and other important lifesaving information.
 - Bird has also submitted a radio grant the safer program and I have enclosed the copy of that grant The match for that is 5% or 13,075.85.

Artimovich asked if the hose had been purchased. Clement said no. A quote was received dated 12/30/2021. The grants have been applied for but not awarded. The funds need to be available to apply. There is \$66000 roughly remaining in the fire budget. Christiansen said the grants are a great opportunity for the town. Mantegari made a motion, 2nd by Artimovich to encumber \$3255 for the hose. All were in favor.

Artimovich said he would like more information on the grants. Clement said she will ask Chief Bird to attend next week.

Clement requested to encumber \$20,000 from the legal budget to be added to legal contingency. There are several code enforcement violations and injunctions currently. Mantegari made a motion, 2nd by Morgan to encumber \$20,000 for legal contingency. All were in favor.

Clement said the library has \$4,500 remaining from their Q4 quarterly payment and would like to request that be encumbered for legal fees associated with fulfilling a right to know request. Morgan made a motion, 2nd by Artimovich to encumber \$4,500 from the library for legal contingency. All were in favor.

Mantegari made a motion, 2nd by Artimovich to sign an addendum to the Century Consulting Contract for Mass Appraisal Services. All were in favor. Morgan asked if this has been put out to bid. Clement said no, but we would not find a better rate anywhere. All vendors and contracts must be submitted and approved by DRA.

Clement said the equalization ratio is in and has fallen from 93.4 to 80.87. This is typical to what we are seeing in the market in southern NH. Artimovich asked if that would impact our revaluation schedule. Clement said the requirement is to complete a revaluation at least every 5 years. The equalization ratio must be within 10 percent in the revaluation year. Michaud, contract assessor, would not recommend a partial or cyclical revaluation unless values fell to 50% or reached 125% of market value. Mantegari made a motion, 2nd by Artimovich to sign the equalization certificate for 2021. All were in favor.

Liz Faria, 209 South Road, had some questions on the tree cutting done by NHEC on scenic roads. She said many trees were cut outside of the right of way (ROW). She said the ROW is 25' from the center of the road and they cut 15' around each pole. She said they left all of the dead trees that were larger than 15" in circumference. She said NHEC claims they notified everyone in March of the work to be done, which was not done until October. She wanted to know the benefit of a scenic road. Clement said we had a lot of issues with the vendor NHEC hired for the cutting as they were blocking traffic, refused to pull permits or have a scenic road hearing. She said she was having the sheriff drive around looking for them to enforce traffic details. They never pulled a permit for a scenic road hearing and that is why they left all trees greater than 15" in diameter. Clement said she spoke with Andrea Bickum, planning board AA, about

Board of Selectmen
Minutes January 04, 2022

amending the zoning to require a hearing for any cutting on a scenic road and implementing a fine schedule. Bickum brought this forward to the planning board, but they did not support amending the ordinance. Clement said without that we have no mechanism to enforce the statute. Faria asked if there was a list of scenic roads and said they should have signs on them. Wayne Robinson, Road Agent, said he has a list and there are signs on each end of a scenic road. Artimovich said the benefits of a scenic road are defined in RSA 231:158.

Clement said Robinson and Andy Gray, Recreation Director, met and discussed paving the BRC parking lot. Robinson said he would like to include that in his paving warrant article. Robinson said Scrabble Road, Mill Road, and Crawley Falls Road to the 125 intersection are slated to be paved in 2022. He said he would recommend removing Mill Road and delaying that one year due to the possibility of the 55+ development and the Mill Road Bridge construction. He said if Mill Road was removed, he had enough money to include regrading and paving the parking lot at the BRC. He said that is a town building and in bad shape. It will cost \$82,000 to pave the BRC. Mantegari said that made sense to wait on Mill Road. Artimovich said Prescott Road needed to be topped. Robinson said that was done with a double mix in 2018 and could wait another year. Artimovich said he thought the BRC should be a separate warrant article. Mantegari suggested \$300,000 for roads and \$80,000 for the BRC. Artimovich suggested \$70,000 and \$10,000 from the revolving fund. Clement said the balance is about \$40,000 with about \$10,000 already slated to be spent on the door project. She was not sure if they could afford another \$10,000 for paving. Bill Faria, 209 South Road, said even the \$350,000 is not enough to keep up and that we probably need \$450,000. Artimovich asked for a list of roads and their conditions. Robinson said UNH completed that study for the town years ago. Clement to work with Robinson on getting a road list and discussing with recreation about contributing some funds from revolving.

The board reviewed the following warrant articles:

Mantegari made a motion, 2nd by Artimovich to recommend:

CRF Solar Array: To see if the Town will vote to raise and appropriate the sum of Seventeen Thousand Dollars (\$17,000) to be added to the existing Solar Array Capital Reserve Fund. (Majority vote required).

All were in favor.

CRF IT Hardware: 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 Information Systems Hardware Capital Reserve Fund. (Majority vote required)

Clement to reevaluate 5-year costs to see if this could be reduced.

Mantegari made a motion, 2nd by Artimovich to recommend:

CRF Revaluation: 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 Revaluation 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. (Majority vote required)

All were in favor.

Clement said there is \$70,000 in the CRF currently. She has a list from Kaiser on maintenance items for the town office, BRC, and Grange and they exceed \$70,000.

Mantegari made a motion, 2nd by Artimovich to recommend:

CRF Maintenance of Town Buildings: 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 Maintenance of Town Buildings Capital Reserve Fund. (Majority vote required)

All were in favor.

Christiansen said Gil Tuck passed away on 12/30/2021 and calling hours will be on Saturday from 1-3 pm at Stockbridge.

Bill Faria, 209 South Road, asked about the changes to 91A. Clement said she understood a list of nonpublic sessions needed to be kept with dates of meeting, purpose, time in and out, and sealed yes or no. Faria said he thought all

Board of Selectmen
Minutes January 04, 2022

minutes needed to be disclosed unless related to personnel. Clement said not if they are sealed. Artimovich said if the status changes and the reason is no longer valid, they can be made public. Clement said she'll look further into it.

At 7:20 pm Mantegari made a motion, 2nd by Artimovich to go in to non-public for personnel and legal. Artimovich – aye, Morgan – aye, Mantegari - aye, and Christiansen - aye. The motion carries.

At 7:41 pm a motion was made by Mantegari, 2nd by Artimovich to come out of nonpublic session and seal the minutes. Artimovich – aye, Morgan – aye, Mantegari - aye, and Christiansen - aye. The motion carries.

Artimovich made a motion, 2nd by Mantegari to accept Sarah Parkhurst's resignation effective Thursday, January 6, 2022. All were in favor.

Artimovich made a motion, 2nd by Mantegari to accept Kristin Patch's resignation effective immediately. All were in favor.

Clement said she was previously given approval to post positions as vacancies became available if the position was going to be posted "in kind". She received Parkhurst's resignation last week while on vacation and immediately posted the vacancy on NHMA.

Morgan made a motion, 2nd by Mantegari to post the clerk's position. All were in favor.

At 7:43 pm Mantegari made a motion, 2nd by Morgan to adjourn. All were in favor. The motion carries.

Respectfully submitted,

Karen Clement

Board of Selectmen
Minutes January 04, 2022

| WEEKLY TREASURER'S REPORT | | | | |
|---------------------------|----------------------|-----------------|-------------------------|------------------|
| DATE: | | 1/4/2022 | | |
| General Fund: | | TD BANK | | |
| Previous Balance: | | 6,926,621.92 | | |
| Deposits: | | 25,849.38 | | |
| Payroll: | | | DDP: \$ | |
| | | | CHK: \$ | |
| FICA: | | | | |
| to Impact Fees | | - | Reg A/P Cks \$40,763.22 | NH Retirement \$ |
| A/P: Regular | | 40,763.22 | Swasey : \$ | CO-OP: \$ |
| FICA Return | | | | |
| void checks | | | | |
| | | | | |
| | | | | |
| Account Balance: | | 6,911,708.08 | | |
| | | | | |
| Interest Earned YTD: | | 2,468.05 | | |
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| Former MMA | Interest Earned YTD: | 1253.26 | | |
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