

**Selectmen's Meeting
Monday, July 24, 2017**

These minutes were recorded by Ellen White, Town Administrator.

Call to Order:

Chairman Morgan called the meeting to order at 4:15 PM.

Morgan opened the meeting with the Pledge of Allegiance.

Attendance by Roll Call:

Present were Selectmen Richard Morgan, Robert Freeman, and Sandra Martin.

Public Input:

Barry Knight asked if the Board has a response on the status of his neighbor's property. Morgan responded with a memo received from Zoning Enforcement Officer Steve McConarty which states the building permit expires 7/31/2017 and the mobile home is ready for hookup to utilities; the owner is awaiting contractors to do so. If this is not completed and the travel trailer is not disconnected from utilities by this date, a cease and desist order will be issued. Also, the alleged manure piles in the driveway were found to be wood chips, and the actual animal waste is stored well over the required setback of 100' as per the Zoning Ordinance.

Knight questioned the Water & Sewer truck being at the Irving gas station and whether the employees should be having breakfast there at 7:00 AM. Morgan responded that it is a 2-person Department and the employees do a good job at completing their tasks and display good time management.

Knight questioned the air conditioning running in the scale house at the Transfer Station, stating no one is ever in the building. Morgan responded that there are three employees at the Transfer Station that attend to the scales when there is a hauler of demo materials or commercial debris.

Knight stated someone was selling rubber ducks for the Main Street Program at the Transfer Station and asked if she would be accommodated in an emergency. Morgan responded that she would.

Knight questioned the oath Selectmen must take when elected and then referenced the 3rd Amendment.

Knight asked why the Selectmen's Meeting takes place at 4:15 and not later. Morgan responded that it has been tried in the past but there was no increase in attendance. Morgan also added that at this time, Department Heads are able to attend to answer any questions, without being subject to overtime. Morgan also stated that with the meetings being recorded by Governmentoversite.com, more people are able to stay informed.

Meeting Minutes:

Morgan made a motion to accept the minutes from the Selectmen's Meeting held on 7/17/2017. Martin seconded. A unanimous vote was taken.

Morgan made a motion to accept the minutes from the Selectmen's Department Head Meeting, Work Session & Non-Public Session held on 7/17/2017. Martin seconded. A unanimous vote was taken.

The minutes from the meeting of the Economic Development Committee held on 7/17/2017 were presented for review.

Accounts Payable & Payroll Manifests:

The Payroll Voucher was submitted for the week ending 7/22/2017 in the amount of \$45,686.95. The Accounts Payable Voucher total for the week ending 7/15/2017 was in the amount of \$63,051.88. The Water & Sewer Accounts Payable Voucher total for the week ending 7/15/2017 was in the amount of \$9,775.97. Morgan made a motion to approve and sign the check vouchers. Freeman seconded. A unanimous vote was taken. Morgan stated that the Board reviews each invoice prior to approving the batch totals in the weekly manifest.

Review of Red Folder:

The Board received a memo from Steve McConarty, Zoning Enforcement Officer, reviewing the quotes received to complete electrical service upgrades needed at the Town Hall for the air conditioning. The quotes received are as follows:

Christopher Olds	\$6,155.00
Deyab Electric	\$6,100.00
E & E Electric	\$5,300.00

McConarty's recommendation is to award the bid to E & E Electric as the lowest bidder. Morgan made a motion to approve E & E Electric. Martin seconded. A unanimous vote was taken. Morgan noted for transparency that E & E Electric is owned by the Town Administrator's husband but that had no bearing on their decision; he does quality work and submitted the lowest bid.

The Board received a memo from McConarty reviewing the quotes received to install air conditioning in the Town Hall. The quotes received are as follows:

Accu-Temp	\$16,900.00
American Air Systems	\$16,854.00
Joy's HVAC	\$19,462.00

McConarty also gave an option to install the air conditioning in one half of the building this year. His recommendation is to award the bid to Accu-Temp for their reliability and quality service provided to the Town in the past. Morgan made a motion to approve Accu-Temp's quote for \$16,900.00. Martin seconded. A unanimous vote was taken.

The Board received a memo from Brad Harriman, Public Works Director, reviewing the quotes received for the installation of the new meters purchased for the Water & Sewer Department. The quotes received are as follows:

New England Backflow, Inc.	\$125.00/hour meter
Mark Bishop Plumbing & Heating	\$220.00/house meter
Advanced Standards Plumbing & Heating	\$65.00/hour + \$35 travel/day

Harriman's recommendation is to award the bid to New England Backflow, Inc. Morgan made a motion to approve New England Backflow, Inc. Martin seconded. A unanimous vote was taken. Harriman reported that the new meters arrived last week.

A Request for an Abatement was received from Shawn & Jenna McLaughlin for the property located on Map 29, Lot 1, Sub Lot B08. The abatement/refund in the amount of \$152.00 is due because the camper was registered and should not have been taxed in 2017. Morgan made a motion to grant the abatement. Martin seconded. A unanimous vote was taken.

The Board received a copy of a check received from the State of NH in the amount of \$817.13 for the DRA Allocation of the Railroad Tax.

Morgan stated that a Purchase Order payable to MacMulkin Chevrolet was approved in March for the purchase of a new Police cruiser. The vehicle was ordered, built in another country, and is in transit with a

delivery date unknown. The Police Chief was able to locate another cruiser from a different dealership that has it available for delivery. Morgan made a motion to rescind the purchase order to MacMulkin Chevrolet. Martin seconded. A unanimous vote was taken. Morgan then made a motion to approve a Purchase Order payable to Irwin Automotive Group in the amount of \$28,486.00 for the purchase of a 2017 Ford Police Interceptor. Martin seconded. A unanimous vote was taken.

An Authorization for Representation form authorizing Ellen White to represent the Town in a small claims filing for unpaid Transfer Station fees was presented for signatures. Morgan made a motion to appoint White and sign the authorization. Martin seconded. A unanimous vote was taken.

The three Municipal Work Zone Agreements for the State of NH DOT projects along Route 16 were presented for signatures. A response received from Victoria Chase, Project Manager at NH DOT, explained that the documents are required, giving the State the authority to construct the project within Town limits. Morgan made a motion to sign the agreements. Martin seconded. A unanimous vote was taken.

The Highway Department Work Log was received for the week ending 7/22/2017.

The Board received three letters from the University of New Hampshire acknowledging the Roads Scholar One status achieved by Neil Eldridge and Shawn Berry, and Roads Scholar Two and Senior Roads Scholar status achieved by William Eldridge. Morgan requested letters of recognition be prepared for each of the recipients.

The Board received a copy of a check received from the State of New Hampshire in the amount of \$43,200 for reimbursement made on the Whittier Covered Bridge Project.

The Board received a letter from Medication Bridge stating they will not be requiring funding for the 2018 budget year due to lower participation numbers and adequate reserves.

A notice of an increase of surcharge fees was received from Charter Communications.

The Consent Calendar Agenda was received from the meeting of the Governor and Executive Council held on 7/19/2017.

Water & Sewer Red Folder:

A Request for the Reimbursement of Payroll Expenses in the amount of \$3,345.80 for the week ending 7/22/2017 was presented for signatures. Morgan made a motion to sign the request. Martin seconded. A unanimous vote was taken.

A Water & Sewer Warrant in the amount of \$28.47 for July service charges was presented for signatures. Morgan made a motion to approve and sign the warrant. Martin seconded. A unanimous vote was taken.

A Water & Sewer Warrant in the amount of \$155.36 for July service charges was presented for signatures. Morgan made a motion to approve and sign the warrant. Martin seconded. A unanimous vote was taken.

A Request for an Abatement was received from Gypsy Enterprise Properties, Inc. for the property located at 5 Spruce Lane. The abatement/refund in the amount of \$28.47 is due to an incomplete step after the final bill was processed and paid. Morgan made a motion to approve the request. Martin seconded. A unanimous vote was taken.

A Request for an Abatement was received from Richard & Doris Gaskill for the property located at 12 Main Street. The abatement/refund in the amount of \$18.42 is due to an incomplete step after the final bill was processed and paid. Morgan made a motion to approve the request. Martin seconded. A unanimous vote was taken.

A Request for an Abatement was received from Frank S. Cunio for the property located at 13 Dorrs Corner Road. The abatement/refund in the amount of \$28.47 is due to an incomplete step after the final bill was processed and paid. Morgan made a motion to approve the request. Martin seconded. A unanimous vote was taken.

A Request for an Abatement was received from Ossipee DG LLC for the property located at 18 Route 25 East. The abatement/refund in the amount of \$35.34 is due because the second meter only tracks the amount of water flow to the irrigation system. Morgan questioned the second meter and whether the charges are appropriate because the property owner requested the second meter. Morgan requested Harriman to look into this and report back next week.

A Request for an Abatement was received from Michael S. Houle for the property located at 21 Dorrs Corner Road. The abatement/refund in the amount of \$225.56 is due because the water usage was from a water system bleed to prevent the line from freezing. This abatement request was denied 7/17/2017. Morgan requested that Harriman also look into this and report back next week.

Old Business:

Water & Sewer Department Rules & Regulations – Revisions are still being made to the document. Tabled.

Intersection of Routes 28 & 171 – NH DOT will be presenting an update on the proposed intersection improvements on Monday, 8/14/2017 at 6:00 PM.

Town Hall Electrical Upgrade & A/C – already acted upon.

New Business:

Jeff Hayes from Lakes Region Planning Commission (LRPC) – Discussion took place on the Planning Board's vote to not pay the annual dues to the LRPC and the services that the LRPC provides to the town. Additional discussion took place on the involvement with road safety audits, household hazardous waste collection and regional collaboration projects including the current electrical service supplier rate initiative. Martin discussed the percentage of the LRPC budget that consists of labor, travel and benefits. Hayes reviewed the formation of the LRPC under RSA 36 and the bylaws which would disallow the Town from a vote as a non-dues paying member. Morgan reviewed the importance of the Town's involvement in relation to transportation concerns. Morgan then made a motion to pay the dues from the Selectmen's Office budget. Freeman seconded. Martin voted opposed. Majority vote carried. Bob Gillette spoke in favor of the Boards' decision to pay the dues and added that the LRPC is a great resource for the updating of the Town's Master Plan in addition to implementing a Capital Improvement Plan. Hayes added that economic development services are also available. Morgan thanked Hayes for his time.

This concluded the business portion of the meeting and Morgan re-opened the meeting to Public Input.

Public Input #2:

Barry Knight suggested the Board wait until 8/1 to act on the neighboring property and questioned who is responsible for cleaning up the mess if a cease and desist is ordered. Morgan stated there are steps to be taken. Knight commented that his water tastes funny. Morgan suggested having his water tested.

Knight questioned whether Stoneview Road is a private or public road. Morgan responded that it is private and a percentage of it is owned by all property owners on the road.

Harriman presented the application from Stantec Consulting for the groundwater monitoring permit at the Transfer Station. He stated that four copies have to be signed in front of the Town Clerk. Morgan made a motion to appoint Harriman as representative to sign the application. Freeman seconded. A unanimous vote was taken. Harriman stated that the 5-year permit should be the final needed to complete the monitoring required since the landfill closure.

White announced the NH DOT will be presenting on the proposed intersection improvements for the intersection of Routes 28 & 171 at 6:00 PM on Monday, 8/14/2017.

The next meeting will take place on Monday, July 31, 2017 at 4:15 PM.

Adjournment:

Being no further input, Morgan made a motion to adjourn. Martin seconded. A unanimous vote was taken.

Adjourned at 5:16 PM.

Richard H. Morgan, Chairman

Robert C. Freeman

Sandra P. Martin

To be approved 7/31/2017