

Minutes
Board of Selectmen Meeting
Tuesday April 8, 2014 @ 7:00 PM

Selectmen Present:
Colin Stubbings, Robert Lang and Ernest Hartley

The meeting was called to order @ 7:01pm by Chairman Stubbings.

Chairman Stubbings tabled the review of the minutes and the manifests until the end of the meeting.

Emergency Management – Bernie Marvin informed the Board that the Emergency Operations Center is complete. The wiring has been completed and it is operational. Tomorrow (04/09/14), Paul Hatch will be in town at 3:00pm for a final inspection. All the equipment that Mr. Marvin had stored at various locations has now been moved into the EOC.

Selectman Hartley asked Mr. Marvin to provide to the Board in a sealed envelope all the passwords that he has for his systems. They will be kept in a file for emergency purposes.

Police Department – Chief Garvin requested an executive session with the Board, during this Thursday's work session, to discuss a security issue at the police department. He would also like the Emergency Management Director to be there as well. The Board granted his request.

Selectman Hartley mentioned that he had received a complaint from the school regarding an issue with the basketball poles. The poles had been fractured and he wanted Chief Garvin to review his security tapes to see if he could determine what had happened. Chief Garvin said that he would look into the incident.

Highway Department – Frank Rodimon has received a letter from Liberty International that needed to be signed by the Board. Chairman Stubbings read the letter and then signed the Federal Excise Tax Exemption Certificate on behalf of the Board. The certificate stated that anything purchased by the Town from Liberty is for the exclusive use of the Town. Ms. Collins will copy and mail the signed document tomorrow.

Mr. Rodimon said that the roads are pretty good. Selectman Hartley asked Mr. Rodimon how much gravel the town had received from the project that was being done to repair the washout next to the school. Mr. Rodimon said that he had received about 100 yards or so.

Fire Department – Chief Henry stated that they had a couple of calls since the last meeting. The Twin State Fire School will be held the weekend of the May 4th and 5th.

Chief Henry and Chris Yeager went up to Newbury for a live burn and he said it was a great learning experience. The Fire Department gave out 15 smoke detectors at the March Town meeting. The firefighters are painting the ceiling at the fire house. Chief Henry mentioned that they have been having issues with the fire alarm over at the school and he was looking into why it was not working. Matt Hogan went to the school yesterday and did some work on the system and Chief Henry hoped that would fix the problem.

Roy Belyea, who is in charge of the forestry training, has scheduled a grass burn at the Transfer Station to take place either next week or the week after. If anyone is going to have any outside fires, they need to get a burn permit for them since the ground is no longer snow covered.

Chief Henry wanted to know if there was any update on the Mazzilli Fire Pond. The Board said that they have been waiting for the snow to be gone before they did anything further with the pond. Now that it was gone, they would contact the surveyor and get things going.

They had a small flood at the Fire Department. Selectman Hartley said that they will need to dig up the ditch again and seal it sometime this summer.

Sewer/Town Grounds/Ball Field – Mr. Metcalf had gotten a hold of Mary Jane Meyers and gave her the letter approved by the Board in regards to the certification of the sewer plant operator. Ms. Meyers will review the letter and get back to Mr. Metcalf if there are any corrections that need to be made. Everything else at the sewer plant is working okay at this time.

Mr. Metcalf said that they will start spring clean up on the town grounds when things start to dry out. Mr. Metcalf wanted to know about the rails at the Town Common. The pipe is falling down and wanted to know if it should be removed. Selectman Hartley asked Mr. Rodimon what he feelings were on removing the rails and Mr. Rodimon said to go ahead and remove them. Chairman Stubbings asked Mr. Rodimon if he could possibly fix a hole on the side of the road by the common while he was there. Mr. Rodimon said that he would take a look at it. It was noted that there was a drain in the area of the hole.

Mr. Metcalf has been in touch with the company that will deliver the material for the infield and they will deliver the materials once it is dry enough. Mr. Metcalf will coordinate with Mr. Rodimon when the delivery will be made since the roads are currently posted.

Treasurer – Erik Wagstaff said that he needs to start working on pulling statements and other items for the auditors.

Cameron Prest – Mr. Prest reported that the committee is working on installing the dugouts and had received donations so that they could purchase benches for the dugouts, but then the benches ended up being donated. The committee had talked about possibly using the money to purchase a tree or two to be planted at the ball field and wanted to know the Board's

thoughts. The committee had contacted J.M. Landscaping about the type of tree that they should put in at the ball field and it was suggested that they plant either a silver maple or a willow tree.

Selectman Hartley stated that he was all for putting a tree at the ball field and he asked Mr. Metcalf his position. Mr. Metcalf said that as a ball player he wouldn't like it. There was discussion about the location of the tree(s) and where they could be planted without causing problems. Mr. Metcalf also noted that the 250th committee was looking for locations to plant trees as well for Arbor Day so before any plans were finalized the Dugout committee might want to talk to the 250th committee. Barbara Fowler mentioned that her late husband had previously planted trees in that area and they had died. It was mentioned that a tree might work well down the 3rd baseline side of the field closer to the town garage. The Board said that the Dugout committee should work with Mr. Rodimon and Mr. Metcalf in the loop.

Mr. Metcalf asked about the ditching behind the backstop and the road to stop water from coming into the home plate area. Mr. Rodimon said that they would do some more work in that area. The work that he did last fall helped a little bit, but there was still a lot of water.

Mr. Prest wanted to know what size tree should be purchased. Selectman Hartley said that that would depend on how much money they had.

Recording Meeting – Chairman Stubbings noted that he had forgotten to mention at the start of the meeting the meeting was being recorded for the purposes of preparing the minutes.

Executive Assistant – Ms. Collins noted that she is working on the inventories and getting them into the system. She is also working on the audit items, which will be discussed further on in the meeting. She is also working on reconciliations. She also noted that Donna Keeley from PSNH had stopped into the office to introduce herself. While she was there, she was inquiring as to what was going on in our Town. Ms. Collins said that she told Ms. Keeley that the Town was celebrating their 250th anniversary. Ms. Collins said that Ms. Keeley asked her to send her an e-mail about the anniversary and what events were taking place and she might be able to get the town a donation. Ms. Collins said that she also mentioned the Veterans Memorial Garden, but Ms. Keeley was hesitant about saying that they could donate to that as well. Chairman Stubbings said that he would put together a package about the Memorial Garden to send to Ms. Keeley and that Ms. Collins should put together a follow up letter regarding the 250th Anniversary request. Selectman Lang asked to make sure that Abby Metcalf was included in our discussions as well.

Selectman Lang asked if Ms. Collins was current on the inventories. She said that she was not. She is still going through them. The cutoff deadline is April 15th to have them submitted to the Town without penalty.

Old Business

MS-2 – The MS-2 was submitted on March 31st. This is the report of appropriations voted on at town meeting.

Veillette Situation – Chairman Stubbings noted that while the property has been improved, the courts decision for the reimbursement of the Town legal expenses has not been met by the Veillette's. Chairman Stubbings noted that they had asked the Town Attorney to raise a motion for post judgment attachment so that the Town can get their money. The Board is not quite sure what is happening with the properties at this time. One of the properties had a fire and all the contents from inside the home had been moved outside onto the lawn. Chairman Stubbings asked Chief Henry if they had moved some of the contents out onto the lawn when they were putting the fire out. He said that they had taken some of the contents out from the kitchen to get to the fire, but that was it. Selectman Lang was asked if there was any inquires from the insurance company on the fire. Chief Henry said that the he had just spoken with the insurance adjuster today.

Former Smith Property – Chairman Stubbings noted that the Board had sent a letter to the previous owner with a list of options that were available to him. This was approximately 90 days ago and the Board has received no response in return. The Town is looking to recoup their taxes on this property and will be reviewing their options in the next few weeks to see what needs to be done.

2013 Audit – Ms. Collins received the initial e-mail from the auditors, which requested a number of reports and other items to be gathered and sent to them so that they can start the audit process for the 2013 audit. There has been no date set for when the auditors will be in Town. They usually come to town around Memorial Day weekend. Ms. Collins stated that she has not started collecting the information at this point. She has forwarded it to Mr. Wagstaff and Ceil Stubbings but still needs to forward the e-mail to Joyce Tompkins for the Library information. Chairman Stubbings asked Ms. Collins to make sure she forwarded the e-mail right away.

New Hampshire Municipal Association Member Agreement – Previously the Board had looked into filing a claim with the New Hampshire Municipal Association Member Agreement because of improper procedures followed by a previous tax collector, but the Town has since received a large portion of the outstanding taxes and has decided not to pursue that claim any further. However, the Board has mentioned to them about the 2011 small claims actions and stated that may need to look into filing a claim against the bond in regards to this issue.

Board & Committee Members – A notice has been put in the paper requesting residents to respond to the Board if they are interested in serving on any of the Boards or Committees that have positions that are vacant or have expiring terms. The advertisement also asks for any residents that are interested in becoming a Deputy Tax Collector or Deputy Treasurer. Residents need to notify the Board of Selectmen's Office by April 18th.

Indian Pond Beach Monitor Charge – A check was cut last year for the swim program, but was not sent. It was being held so that a letter could be drafted to accompany the letter. One of the Orford Selectman had attended one of Piermont’s Selectmen’s meetings to discuss the concerns that Piermont had in regards to the beach monitor. However, what was discussed at that meeting, did not seem to get relayed correctly to the other Orford Selectmen. Chairman Stubbings intends to attend an upcoming Selectmen’s meeting for the Town of Orford to discuss the issues with the beach monitor and he will hand them the swim program check at that time. Selectman Hartley said that we need to keep in mind that we do have our own beach that we could use for the swim program if we need to. He did not that if we did pull out of the swim program with Orford, then Piermont residents’ access to Indian Pond could be limited as well.

Joseph Kenney Contact Information – The Board received contact information for newly elected District counselor, Joseph Kenney. It is available upon request. Terri Mertz asked if that information could be posted on the website and Chairman Stubbings said that he would put it on there.

Website – Chairman Stubbings has been in discussions with the host of the website to determine dates that are good for training individuals so that we can update the website ourselves instead of contacting the host each time to need to add something. Terri Mertz asked if there would be a webmaster and Chairman Stubbings said that there would be a couple people responsible for making the updates, but no one has been appointed at this time.

New Business

Pay Increase – The Board approved a pay increase for the Animal Control Officer to \$12/ hour. Ms. Collins did not have the paperwork ready that the Board needed to sign, but would have it completed for Thursday so that the Board could sign it then.

Warrant Article 20 – Ms. Collins drafted letters to send to State and Federal representatives and the President of the United States regarding Warrant Article 20 that was approved at Town Meeting. There was a typo in the letters so the Board did not sign them. The Board will review the letters and make corrections and they will sign the corrected copies at Thursdays work session. Once the letters are signed they will be sent out certified/return receipt.

Meeting Policies – Chairman Stubbings wanted to notify the public of some town polices that are in place that related to public meetings. The first is in regards to the recording of public meetings. The Board records the meetings only to substantiate the minutes that are produce. Once the minutes are approved the recordings can and will likely be deleted.

Any member of the public who wishes to record the meeting must notify the Board prior to the start of the meeting so that the Board can inform the public that this is occurring. This policy was approved by the Board on January 6, 2009.

Another policy issued in January 2010 asks that anyone wishing to discuss issues at the Selectmen's meeting must submit their request in writing 7 days prior to the meeting. There is currently an Agenda Request form online that can be filled out and submitted. The agenda will be finalized and out to the public by noon on the Monday prior to the meeting. Chairman Stubbings noted that this policy would be reviewed.

Timber Tax Policy – At the 03/27/14 work session, the Board met with Jesse Bushaw from the Department of Revenue Administration to discuss the timber tax process and gave the Board a more in depth understanding of the process. The Board will start writing a procedure up based on the information that he provided. The main concern is the matrix form and when in the process should it be distributed so that the Town can prepare accurate timber taxes.

Timber Abatement – The Board signed an abatement for William Nichols' timber taxes in the total amount of \$4,247.56. Selectman Hartley suggested that going forward that the Board take Mr. Bushaw's advice and hire a forester to do random checks on the cuts in town to verify that the matrix is being filled out correctly.

Timber Tax Warrants – The Board signed a warrant for the new timber taxes for Mr. Nichols in the amount of \$2,792.89. They also signed a timber tax warrant for David and Judy Whitcher (R05-10) in the amount of \$168.70. It was noted that the Whitcher's fill out a matrix for their timber taxes.

Ms. Fowler noted that the Board had not discussed that some of these cuts could be affected by microbursts, which pretty much render the timber useless and can be a loss for the land owner. Chairman Stubbings said that the Board does understand this and Selectman Hartley said that the Town has made adjustments for this type of situation in the past.

It was noted that the timber taxes must be paid prior to a new intent being signed.

Veteran's Credit – The Board received an application for a veteran's credit. Ms. Collins recommended to the Board that this application be denied. While the applicant has the required time of service and was honorably discharged from service, she has not met the residential requirement for this credit. The NH RSA requires that the applicant be a New Hampshire one year prior to April 1st of the year in which the credit is being claimed. The applicant did not move to NH until July of last year. Therefore, is ineligible for the credit this year, but can resubmit the application next year. The Board would like a letter to be drafted to the applicant stating the reason for the denial. The Board will sign this letter at the Thursday work session.

Sewer Bills – The Board talked about sending the sewer bills out more consistently and having them go out prior to the property tax bills instead of with the property taxes. The Tax Collector thought that sending the sewer bills out separately from the property tax bills was better. Selectman Lang asked if there was a policy about when the sewer bills needed to be paid. Mr. Metcalf said that there was not a policy that he was aware of. Selectman Lang moved to have

the sewer bills billed annually on May 1st and November 1st. Selectman Hartley seconded the motion. Mr. Metcalf questioned the Board on whether they had heard anything further in regards to when the Town will receive funding from the grant. The Board said that they had not heard anything further.

Timely Reporting – Chairman Stubbings noted that the Board has not been receiving enough information and they are going to come up with a procedure and they hope to present it at the next meeting. This is in regards to the financial reporting.

Scenic Byways Inventory Workshop – The North Country Council will be holding a public scenic byways inventory workshop at the North Haverhill town hall on May 1st from 4:30 – 5:30. They are looking to gather information from the public about resources available in the local areas, primarily along the Connecticut River. They will use the information to develop the corridor management plan. Chairman Stubbings asked Selectman Hartley if any member of the Conservation Commission would attend. Selectman Hartley said that someone probably would. More information will be available in the town office.

Public Input – Ms. Fowler wanted to know the classification of the bridge that is located approximately 400' feet from her driveway. Mr. Rodimon stated that it is technically not a bridge it is a box culvert. It is not long enough to be classified as a bridge. She wanted to know if the box culvert was within the Class V town maintained road. Mr. Rodimon said that it was. Ms. Fowler noted that at a previous town meeting the hill beyond the bridge was placed in summer cottage highway. Mr. Rodimon confirmed that was correct. However, he does not believe that there was ever a defined area as to where it started. His understanding is that it starts wherever the sign is placed. Ms. Fowler states that she was in attendance at the town meeting in which "Cole Hill" was placed in summer cottage highway and she said that the box culvert was not part of the summer cottage highway. She also noted that Mr. Rodimon had recently placed a sign on the west side of the box culvert and she felt that it was wise to move that sign to the east side of the culvert. Mr. Rodimon felt that it would be better to change the designation of what is the summer maintained road back to just past Ms. Fowler's driveway. He said that if it wasn't then Orford would have to plow across the bridge and complete a new turn around spot or we would have to go up there and plow. Ms. Fowler said that this would have to go on a Town Warrant and approved at town meeting. Mr. Rodimon said that he was not 100% sure that was true, but more than likely it was. He noted that there was a specific chapter on making a summer maintained only road and he will look into it. Ms. Fowler thanked Mr. Rodimon and felt that this addressed some of the confusion that they had been talking about.

Mr. Metcalf asked what happened to the veteran's credit that is being received by a veteran if the veteran passes away. Ms. Collins stated that there is a provision in the law that allows the spouse to continue to receive the veteran's credit after the veteran has passed away. The spouse will need to fill out a separate application in their name and can continue to receive the credit as long as the spouse does not remarry and continues to live and own property in town.

Ms. Mertz asked the Board to clarify the committee that is being formed to study the new town offices. Chairman Stubbings said that the Board has not discussed this further since the last meeting. The Board is thinking about it, but not racing ahead with this committee. They will discuss this over the next couple of meetings to see how they would like to proceed.

Ms. Mertz said that there is a woman who is from the Department of Labor who has been going from town to town pointing out violations. Ms. Mertz feels that the Board needs to be timely with this.

Manifests – The manifests were reviewed and signed by the Board.

Selectman Lang moved to adjourn to executive session at 8:34pm. Selectman Hartley 2nd the motion. The Board adjourned from executive session at 9:45pm.

Minutes – The minutes from the 02/25/14 meeting were reviewed. Selectman Lang moved to approve the minutes as amended. Selectman Hartley seconded the motion. The Board voted all in favor of this motion.

The minutes from the 03/25/14 meeting were reviewed. Corrections were made. Selectman Hartley moved to approve the minutes as amended. Selectman Lang seconded the motion. The Board voted all in favor of this motion.

Selectman Lang moved to adjourn from the regular meeting at 10:21 pm. Selectman Hartley seconded the motion. The Board voted all in favor of this motion.

Respectfully Submitted,
Jennifer L. Collins

Board of Selectman
Colin Stubbings, Chairman

Approved:

Members of the Public Present at the general meeting as recorded by “sign-in sheet” included:
B. Fowler, F. Rodimon, E. Wagstaff, T. Mertz, R. Garvin, D. Mitchell, B. Henry, C. Yeager, B. Marvin, C. Prest, J. Metcalf and J. Collins