

Minutes
Board of Selectmen Meeting
Tuesday May 20, 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 announced that the meeting was being recorded for the purposes of preparing the minutes and that others inside the meeting were also recording the meeting.

Treasurer – Treasurer Erik Wagstaff noted that he had sent the auditors more information and that the audit appears to be right on track. He has talked with Susan Belyea, the new Deputy Treasurer, and told her that he is waiting for his schedule to slow down a little bit. He will get back in touch with her so that she can be added to the Town's accounts and they can begin training.

Police Department – Police Chief Robert Garvin informed the Board that Camp Walt Whitman will have approximately 25 staff at the camp starting May 30th. The rest of the staff will arrive between June 14th and June 21st. The campers will start arriving on June 28th and will be there through August 16th. After August 16th the camp will have a few maintenance staff members around to work on closing things up for the season.

Chief Garvin noted that he had been contacted by Rob Wifler from Camp Kingswood and a meeting has been arranged for Thursday May 22nd at 2:00pm between the Camp and Piermont Police Department, Fire Department, Fast Squad and Emergency Management to discuss safety issues.

Chief Garvin stated that he had spoken with Police Standards and Training Council last week and they will accept the ammo that the Police Department currently has in its evidence room. However, the council needs to give its final approval on accepting the ammo and they only meet once a month. Chief Garvin stated that he will be in training at PSTC on June 17th & 18th and he hopes that he will have the final approval by then so that he can bring the ammo down with him at that time and doesn't have to make a second trip.

Chief Garvin wanted to know if he could set a date and time to meet with the Board to discuss the renewal of his contract now that that the Country Attorney is done with her investigation. Chairman Stubbings said that they would discuss it on Thursday morning at the work session and determine an appropriate date and time.

Selectman Lang asked Chief Garvin to have Bernie Marvin look at the ammunition and document what is there. Chief Garvin stated that everything has already been documented. Selectman Lang said that he just wanted to have a second person look at it and double check it to make sure that the PD and the Town are covered. It was also noted that once the ammunition is given to PSTC that they will sign off to confirm what they have received. Selectman Lang felt that Mr. Marvin was the most logical choice. Chief Garvin said that was fine.

Selectman Hartley asked Chief Gavin about the garbage that had been left in the bay where the cruiser is kept. Chief Garvin said that he had been doing some work at the PD and needed to use his pickup truck, but at the time he had some personal garbage in it, which he took out and put it in the garage. Selectman Hartley noted that the cat had gotten into it and that Selectman Lang had removed and cleaned up the garbage today. Chief Garvin thanked Selectman Lang.

Emergency Management – Bernie Marvin noted that last Tuesday he attended a Health Consortium for the Upper Valley in which the topics under discussion included a number of health issues and the manner in which to respond to pandemics. There was an update on MERS, Middle East Respiratory Syndrome. At this time it is not considered a pandemic, but it is spreading and it could reach pandemic status. Mr. Marvin gave the Board copies of e-mails that he received so that they could review them and possibly put them on the website.

Mr. Marvin informed that Board that all the paperwork has been submitted for reimbursement of the Emergency Operations Center Grant. Mr. Marvin submitted invoices totaling approximately \$12,000 and the Town will be reimbursed 50% of those costs.

Highway Department – Road Agent Frank Rodimon noted that the new garage door has been installed at the Town Garage. It works quite well and he is very happy with it.

The Town received approximately 2” of rain on Saturday (05/17/14) morning, but most of the roads in Town held up well. There were a few issues with Piermont Heights Road.

There is a bad tire on the backhoe and Mr. Rodimon said that he could be going to Pete’s Tire Barn on Thursday to look at new tires. Mr. Rodimon said that he would be looking at a different tread on the new tire since most of the time the backhoe is run on the roads. Mr. Rodimon and Mark Nickles will also be at an Equipment Demo on Thursday (05/22/14) at Mt. Sunapee.

Selectman Hartley asked Mr. Rodimon if he had been in contact with Janice Sommerer. Mr. Rodimon said that he had spoken with her and the issue has been resolved. Mr. Rodimon said that the water that she was getting in her basement is ground water and therefore, not a direct result of the town road malfunction.

Chairman Stubbings noted that he had tried to contact Nancy Mayville a few times, but she had been out of the office. She is now back in the office and will get the letter concerning the

Indian Pond Bridge out either today or tomorrow. Mr. Rodimon wanted to know if the letter was an approval letter, but Chairman Stubbings was not sure. The e-mail that he received only stated that she would be getting out a letter. Chairman Stubbings has left her a message to call him back to discuss.

Mr. Rodimon noted that the Town will be getting some ledge products from Brad Simpson. Mr. Rodimon met with Mr. Simpson and they agreed upon a price for this material. Mr. Rodimon gave the Board a signed contact with Mr. Simpson for the agreed upon price.

Town Grounds – Mr. Metcalf stated that they have been mowing the Town grounds and getting everything ready for Memorial Day. There is still a mound of dirt behind the Fire Department and he wanted to know if it would be moved. Mr. Rodimon said that it would be moved and they are still working on a plan for the drainage.

Recreation – Mr. Metcalf noted that they had decided not to put down the clay on the ball field because of the time constraints and the weather.

Town Pool – Mr. Metcalf said that they went down and took a look at the pool area, and they are getting ready to clean it up. Mr. Metcalf stated that when they were done, they would contact Mr. Rodimon to hook up the pipe. They will be looking at getting the clean-up done by the 2nd Monday in June. Selectman Hartley noted that the Board needed to know when the pool was ready to be opened so that we could order a port-a-potty.

Sewer – Mr. Metcalf stated that they had changed the sewer beds over. They have now split the beds into 4 and are running one at a time. He plans on keeping a close eye on them to make sure that everything still runs smoothly.

Cemeteries – Mr. Metcalf said that they have been mowing in the cemeteries and there have been a few burials. The trees that were recently planted in the cemeteries appear to still be doing well. The Piermont Veterans Memorial Garden looks good and the Trustees are very happy with the work done by the volunteers. Flags have been put out at 3 of the cemeteries and they will do another one tomorrow, and last ones will be done with the kids at Piermont Village School.

Selectman Lang asked about the status of the letter regarding the sewer plant DES operator regulations. Mr. Metcalf stated that he will come into the office on May 27th and sit with Ms. Collins to have her type up the letter.

Fire Department – Fire Chief Bruce Henry reported that there had been no calls for service. There was a water leak at one of the homes on Highview Meadow. Chief Henry stated that the individuals didn't know how to shut their water off and Chief Henry showed them how to do it.

On June 9th, the department will have training in Bradford regarding Dart Landing Zones. Chief Henry noted that he had done a house inspection on Bedford Road. He also stated that the Forestry gear had come in.

Chief Henry stated that they didn't get around to doing any grass burns. He said that he was unable to get enough firefighters together at any given time to perform the burns and at this point the grass is too green to burn.

The firefighters attended the Twin State Fire School recently and it was noted that it appeared that they had the most participants they have ever had. There were approximately 177 firefighters in attendance during Saturday's classes and close to the same amount showed up on Sunday.

Last night, May 19th, the Fire Department had a drill on Indian Pond and they had 10 members in attendance.

Chief Henry asked the Board where things stood on the by-laws. Chairman Stubbings said that they still have not heard anything back from the Town Attorney, but he will follow up with her.

Chief Henry also wanted to know the status on the Mazzilli Fire pond. The Board stated that Byron Kidder was going to try and meet with them on Thursday morning.

There is a new individual interested in joining the department and a back ground check has been submitted. If everything comes back okay then this person can be officially voted in as a member of the department.

The painting has been started on the ceiling and it is looking really good.

Chief Henry asked the Board about insulating the Fire Department. Selectman Hartley said that they are still planning on doing it this year.

Selectman Hartley asked Chief Henry about the grass burn that Walter Gladstone wanted done on his property. Chief Henry said that Mr. Gladstone had contacted him and he informed Mr. Gladstone that if they could get enough help then they would do the burn, but they were never able to get enough help so they couldn't do it.

Chief Henry noted that they still have smoke detectors that they are handing out and there is a list over at the Town Clerk's office if anyone wants to sign up to receive a free smoke detector.

It was also noted that a new roster sheet will be given to the Board shortly. Selectman Lang said that the Fire Department did a good job with the brush burning that was done at the Transfer Station/Recycling Center.

Supervisors of the Checklist – Supervisors of the Checklist Chairman, Sam Rounds, said that they all work well together and she is very pleased. It was noted at the previous meeting it had been mentioned that Ms. Rounds was resigning, but Chairman Stubbings stated that she was not resigning and Ms. Rounds confirmed that she had no plans to resign.

Selectman Lang asked if there had been any resolution to the key issue with the supervisors. Chairman Stubbings said that it had not been resolved. Selectman Lang said that he does not see any need to change what the Board is currently doing regarding the issuance of the keys. He feels that if another individual needs the key to the office then they can borrow Ms. Rounds' key. Ms. Rounds noted that the laptop is unable to print to the Sharp copier/printer. Erik Wagstaff said that can be fixed.

The Board further discussed their concerns with issuing too many keys for the Town Offices and noted that it is also a safety issue that will be discussed later on.

Executive Assistant – Ms. Collins said that she has been working on getting the information needed for the audit as well as the reconciliations. She wanted to have the reconciliation done and available at tonight's meeting, but she ran out of time. She stated that she would have them completed and to the Board by tomorrow, which is the deadline that Chairman Stubbings had set.

Ms. Collins noted that the auditors had been in town and gathered lots of information/documents and they have requested additional information be sent to them. Ms. Collins hopes to have all the information to them by the end of this week, but if not then it should be to them by the middle of next week.

Ms. Collins noted that the Board had received a letter in the mail today from the Plymouth Water & Sewer District. The letter included the renewal contact for the intermunicipal septage agreements between the PWSD and the Town of Piermont. The letter also stated that the annual fee would be increased to \$150, but there is a 5-year agreement that the Town can sign and the annual fee will only be \$100. The Board will review the document and sign at the next meeting.

Ms. Collins stated that she had received an Intent to Excavate from Stacey Thomson, but she further stated that she was not aware that his pit had actually been approved yet. Chairman Stubbings said that the Planning Board had approved it subject to Mr. Thomson submitting a reclamation plan and a bond. The Selectboard can not sign the Intent to Excavate until the Planning Board has received the bond information along with the reclamation plan. Ms. Collins wanted to know if the Board wanted her to hold onto the Intent to Excavate especially considering there is a \$100 check attached to it. Chairman Stubbings said to e-mail him about the Intent and he would follow up with the Planning Board at their meeting tomorrow night. As far as he knew the Planning Board still had not received the documentation that they had requested.

Ms. Collins said that the Town Clerk had given her a list of the dogs that were still unlicensed in Town and informed the Board that new notices will be sent out to these individuals to remind them that they are late in registering their dog(s).

Ms. Collins said that Wayne Godfrey had sent the Board his reports for the Transfer Station via e-mail. She noted that Mr. Godfrey stated that the Haz-Mat day went well and that they are now accepting used oil again. It was noted that you can not leave oil anymore out front. It has to be dumped into the new tank by an attendant. Mr. Godfrey is still working on his financial figures.

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

Old Business

Bagley Abatement Appeal – The Bagley case will be heard on July 25th at the Superior Court in Haverhill, NH.

Camp Walt Whitman Mediation – Nothing has been finalized regarding a new date for the mediation, but it appears that this will happen sometime in June.

2013 Audit – Chairman Stubbings noted that the auditors had been in Town last Wednesday. He also noted that they had some observations and he went through the management letter with them. The auditors indicated to Chairman Stubbings that someone should be countersigning any invoices submitted by Mr. Rodimon that were for his requesting payment to his personal business, Rodimon Excavation. The auditors also want one of the Board members to counter sign all the mangers timesheets. Chairman Stubbings has requested that Ms. Collins make sure that this becomes part of the payroll process.

Chairman Stubbings said that he went through the management letter with them and outlined what changes the Board has made to comply with the auditors recommendations. The management letter has been much the same since at least 2009. The majority of the changes have been made in 2014. Chairman Stubbings reminded Ms. Collins that the financial reports were due to the Board tomorrow.

The auditors told Chairman Stubbings that they had received sufficient information to start working and were pleased with what they had been receiving.

Legal Letters – The Board signed two letters addressed to our attorneys that are required as part of the audit process. The wording of the letters is standard wording and asks our attorneys to inform the Board out any outstanding legal cases and the anticipated monetary affect.

Orford Indian Pond Beach – Chairman Stubbings was originally scheduled to attend the last Orford Selectmen’s meeting, but he had a scheduling conflict and had to reschedule. He plans on attending their next meeting on May 28th. Chairman Stubbings had drafted a letter to the

Orford Selectboard outlining the concerns that the Piermont Board of Selectman had regarding the Orford Beach Monitor. Chairman Stubbings read the letter to the public and the Board signed the letter.

Town Clerk Meeting Update – The Board met with the Town Clerk and the Deputy Town Clerk last week in a non-public session. The minutes for the meeting were sealed, but the Board is considering unsealing them.

The Board discussed the current hours of the Town Clerk and it was agreed that a survey would be sent out to the residents to see if they felt that the current hours were acceptable. After further discussion by the Board at the work session the next day, they decided that the survey would include all departments.

It was noted that Deputy Town Clerk, Nancy Cole, had tendered her resignation to the Town Clerk a while ago. The Board wished her well. It was noted that Ms. Cole was leaving because she wanted more personal time.

Liz Kingsbury – Liz Kingsbury informed the Board that she is the coach for the girl's softball team and her husband is the coach for the boy's baseball team. They had to purchase several items for the teams and wanted to know if they could be reimbursed for those items. The Board said that they would reimburse them. Ms. Kingsbury gave the receipts for the items purchased to Ms. Collins.

Tax Warrant – The 1st issue tax warrant is for \$1,086,480.00. The Board signed the tax warrant.

Office Security – Recently an employee was followed closely into the office by a resident when they made a quick stop into the office to drop something office. There was no ill intent on the resident's part, but the incident did raise some concerns. It was mentioned that employees have panic buttons that they can use in case of an emergency, but in this instance there would not have been time to push the button nor was it the employee's intent to stay in the office so they would not have even thought to take the panic button out.

Tasco Security has recently provided the Town with quotes for security systems at the Fire Department and the Town Garage. Tasco was unable to do the Town Office when they were in Town because the office was not open.

The Board will be looking at possible changes to the security at the Town offices. They are looking for suggestions if anyone has any.

Selectman Hartley stated that he stressed that employees wear their call buttons when they are in the office. Ms. Rounds asked about the panic buttons and said that she was not aware of where they were located in the office. Ms. Collins will show Ms. Rounds when she comes into the office on Thursday.

Chief Garvin stated that it didn't matter who the Town went with for security, but felt that only one company should be used for security. He also stated that all the locks on the doors can be switched over to keypads, which will provide better security.

This issue is currently under discussion.

Intern, Brendan Jones – Brendan Jones stopped into the office to find out when the Board would like to have him start. The Board asked Ms. Collins to prepare and send to them a list of items that she has planned for him and they will discuss a start date at Thursday's work session. Chairman Lang moved to increase Mr. Jones's rate of pay to \$11/hr. Selectman Hartley seconded the motion. The Board voted all in favor of the pay increase.

Memorial Day – Bernie Marvin gave the Board a schedule of events for Memorial Day as well as the parade permit. At this point, the Memorial Garden is 90% done. The Board noted that the Humvee was not in the parade. Chief Garvin said that he had no law enforcement official to drive the vehicle.

Intent to Excavate – The Board signed an Intent to Excavate for Jared Shipman. Mr. Shipman had received a letter, the Board was copied on this letter, that informed him that his Report of Excavated Materials had not been received for 2013. Mr. Shipman has since return his Report into the Town and the State showing that he did not excavate any material in 2013.

Excavation Taxes – The Board signed an Excavation Tax Warrant for Brad Simpson in the amount of \$13.58.

Timber Taxes – The Board signed Timber Tax Warrants for Bruce and Sarah Schwaegler (\$1,166.65) and Fernand and Nancy Fagnant (\$2,271.13).

Intent to Cut – Ms. Collins gave the Board an Intent to Cut for Stacey Thomson. The Board wanted to look into this further. They were concerned about what was actually being cut. It was also noted that the Intent did not indicate a start date. The Board asked Ms. Collins to contact Mr. Thomson and ask what his anticipated start date would be as well as what he intended to cut.

PMFIC – John Metcalf gave the Board two checks from the PMFIC. The first one was in the amount of \$13,000 for the Piermont Veteran Memorial Garden and the second one was in the amount of \$5,000 and was for the 250th Anniversary Committee.

Minutes – The minutes from the 05/06/14 meeting were reviewed and changes were made. Chairman Stubbings moved to accept the minutes as amended. Selectman Hartley seconded the motion. The Board voted all in favor of this motion.

The minutes from the 04/22/14 meeting were reviewed and changes were made. Selectman Hartley moved to accept the minutes as amended. Selectman Lang seconded the motion. The Board voted all in favor of this motion.

Selectman Hartley moved to adjourn from the meeting at 9:42 pm. Selectman Lang 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: F. Rodimon, R. Garvin, B. Henry, E. Wagstaff, J. Metcalf, W. Rodimon, B. Marvin, S. Rounds, H. Mueller, and J. Collins