

Minutes  
Board of Selectmen Meeting  
**Tuesday August 12, 2014 @ 7:00 PM**

Selectmen Present:  
Colin Stubbings, Robert Lang and Ernest Hartley

The meeting was called to order @ 7:02pm by Chairman Stubbings.

Chairman Stubbings announced that the meeting was being recorded solely for the purposes of preparing the minutes and that others inside the meeting may also be recording the meeting.

Chairman Stubbings noted that a copy of the Town's Charter was now located on the wall behind the public seating area if anyone wished to take a look at it after the meeting.

**Stephen Whitney** – Stephen Whitney is the Republican candidate for Grafton County Commissioner. Mr. Whitney had attended the Town's 250<sup>th</sup> Anniversary parade and ceremonies this past weekend (08/09/14) and had noted that it was very, very good. Mr. Whitney mentioned that he had married a local girl about 5 years ago. His wife is the former Theresa Rodimon. Mr. and Mrs. Whitney rode in the parade along with their two granddaughters.

Mr. Whitney had been approached to run for commissioner largely due to the fact that he had worked for the County for over 25 years. Mr. Whitney worked at the old County jail and retired just before they opened the new facility. Mr. Whitney was also part of the diversion program and would visit schools to talk to the children and would give them tours of the County facility as well. Mr. Whitney was also a member of the volunteer Grafton County Employee Council. The council members would negotiate with the County Commissioners concerning employee issues.

Mr. Whitney was interested in knowing what issues the Town has with the County and then he wants to see what he can do about those issues. He noted that he thinks that most people don't know exactly what goes on in the County Government. Mr. Whitney feels that a Commissioner should not only represent his District, but the entire County. Mr. Whitney had known Ray Burton, late County Commissioner, for close to 50 years.

Mr. Whitney felt that a Commissioner should not go in as a Democrat or a Republican, but should focus on what is best for the County. He also discussed several areas of the County government including the Country Farm, Healthcare, County Nursing Home and the Alternative Sentencing Program.

Mr. Whitney thinks that there may be some waste in the County budget. He doesn't know if there is any waste right now, but he has seen it in the past and if there is any waste, then he will work on eliminating it.

Selectman Lang mentioned the surplus that the County had a few years back that the County decided to keep and not return to the towns. Mr. Whitney thought that the Commissioners felt that by keeping the surplus they would be helping to lower the County taxes. He stated that he could see Selectman Lang's point and thinks that it should be returned to the Town. However, the commissioners would need to look at it closely and look at all the factors before making that decision. He also thought that the Commissioners should consult with the Towns to get their feeling on what should be done with the surplus. Mr. Whitney stated that if he is elected then he would look at everything and see what is needed.

Chairman Stubbings expressed concern about the hardships that the Town can face when the elderly are kept in their homes through the programs that the County runs.

**Treasurer** – Erik Wagstaff reported that he is still working on the 2014 reconciliation of the records. They are going a little slower right now because he is showing Susan how to complete them. Mr. Wagstaff noted that the Town hasn't needed to borrow any money right now. Susan Belyea has been doing well and catching on very quickly.

**Emergency Management** – Bernie Marvin noted that there is a storm coming later this week and he has been forwarding all the alerts to the Road Agent, Frank Rodimon. The weathermen are calling for 3+ inches of rain and some river flooding is possible.

**Cemetery** – John Metcalf noted that there is a stone in the South Lawn Cemetery know as the Clayburn Stone, which used to have a star on it. A few years ago, the star came off and it couldn't be found. Mr. Metcalf said that they found the star recently when they were working on the grave and raising it back up. He will restore the star to the stone.

Mr. Melcalf also noted that they have started taking the fence down at the South Lawn Cemetery and the Piermont Mutual Fire Insurance Company was donating some money to the Town to cover the costs of replacing the fence.

The rest of the Piermont Veteran's Memorial Garden has been loamed out, seeded and mulched.

**Sewer** – Mr. Metcalf noted that the Town septic tanks have been pumped and the testing on the sewer is well under the guidelines. He stated that Jennifer Collins had corrected the letter to the Department of Environmental Services and has it ready for the Board to sign. He also noted that there is a good chance that the DES will grant the Town the relief they are requesting in the letter.

**Landfill**- They are done at the landfill with the mowing and weedwacking. Mr. Metcalf noted that he had contacted the gentleman at Northeast Ag about taking care of the rest of the knotweed at the landfill and he told Mr. Metcalf to call him when it reaches a certain stage and then he will come in and hand spray it. Dennis Mason has been bombing the woodchuck holes at the landfill. So far he has found 6 or 8 woodchuck holes and two of them were within the fence area.

**Town Grounds and Ball Field** – Mowing is being done on the Town grounds and the ball field. Mr. Metcalf is getting ready to lay down the Greenfield Baseball clay on the ball field that the Town got back in the spring.

**Town Pool** – Mr. Metcalf noted that the water is flowing into the pool, but it appears that there are some algae that are covering about 20% of the bottom of the pool. He thinks that maybe the Health Officer should possibly come and take a look at it.

Selectman Lang asked Mr. Metcalf if he knew how much use the pool got. Mr. Metcalf said that he didn't know.

**Fire Department** – Tim Cole stated that the Fire Department had purchased a Blitzfire nozzle, which was at no cost to the Town because of a donation received from the Piermont Mutual Fire Insurance Company. Cape Moonshine fire hydrant is working fine. The by-laws are in the process of being split and the inventory is done.

Mr. Cole said that he had met with Selectman Hartley and talked about taking Engine 1 down to Valley Fire to get an estimate for next year's budget. They want to move some of the valves on the Engine that will help make the vehicle easier to operate and the pump operator doesn't need to keep running back and forth.

**Executive Assistant** – Jennifer Collins said that Brendan Jones is coming to the end of his internship. His last day will be August 18<sup>th</sup> and he has been working on organizing and cleaning out the safe. He has been going through all the records to see what has to be kept and what can be gotten rid of. Selectman Lang asked Ms. Collins to explain the RSA that pertains to the retention of Town records. He noted that he had spoken with George Mertz prior to this meeting and Mr. Mertz had some concerns about the records being destroyed. Ms. Collins stated that RSA 33-A:3-a listed the documents that the Town needs to keep and for how long they need to be kept them for. As the boxes are being pulled out of the safe they are reviewed to see what they contain and then the RSA is checked to see if the records can be destroyed or not.

Mr. Mertz said that he is familiar with the RSA and is aware of the destruction process, but he had concerns related to items being taken out and destroyed without being logged and whether the documents with personal information were being destroyed correctly. He noted that other Towns had destruction policies that required destruction logs to be kept and signed off by two individuals to state that the items had been disposed of properly. Mr. Mertz wanted to know where our destruction logs were and if we were following the Town's policy. He was also concerned with why the Supervisors of the Checklists' materials had been removed. He said that it had taken them several hours to locate most of their books and then stated that it took another day before Sam Round and Ms. Collins found the other folders. Ms. Collins noted that she and Ms. Rounds found the missing files within minutes of going into the safe.

Mr. Mertz said that if the Town doesn't have a destruction of records policy then they should adopt one and he can provide the Board with copies of policies from other towns that Piermont could draft

theirs from. He also asked that in the future if the Board was going to move the Checklist files that one of the Supervisors be contacted.

Chairman Stubbings noted that the Board took advantage of an opportune moment to clean the safe. The wire shelves were being fitted with plywood to make it easier to put binders on them and remove the binders as well. He also noted that the work needed to be done. Selectman Lang stated that the plan chest that former Town Clerk/Tax Collector Linda Lambert had gotten for the Town was so big and they didn't have room in the safe for it so they are planning on getting rid of it. However, things needed to be cleaned and organized before they could even try to get it out of the safe. He also noted that we couldn't find anything in the safe because there was no organization to it at all and the Board wanted to take advantage of Mr. Jones while he was still here.

Ms. Collins noted to Mr. Mertz that one of the files for the Supervisors that had been temporarily misplaced did not have a label on it and the other one was where it was supposed to be, but was behind the bar of the shelf. All files for the supervisors have been correctly labeled now.

Chairman Stubbings noted that the Town did not have a destruction policy and Mr. Mertz said that he would forward the Board a copy of the policies that he had found.

Ms. Collins noted that the draft financials were ready, but the auditors still needed a few pieces of information from the Town. Ms. Collins had spoken to the Tax Collector tonight to get answers on a few of the items and Ms. Collins would forward those answers to the auditors along with the other items that she had to send them. Chairman Stubbings also needed to complete a couple questionnaires and send them back to the auditors.

Ms. Collins noted that she will start working on getting the information ready to send to the DRA that is needed to set the tax rate. Selectman Lang wanted to make sure that the auditors had completed the MS-5. Ms. Collins will follow up with them to see if it is completed. Ms. Collins noted that the Town should be in good shape with the reports that they need to submit to the DRA prior to setting the tax rate. The only possibly holdups would be the DRA and possibly the school since Pat Amsden left. Ms. Amsden handled the financials for the school at the SAU.

**250<sup>th</sup> Anniversary Committee** – Abby Metcalf stated that people have been telling her that the Town should have an annual celebration like what was just put on for the 250<sup>th</sup> Anniversary, but on a smaller scale. Ms. Metcalf also noted that the 250<sup>th</sup> Anniversary Committee should have some money left over and a discussion needs to take place to determine what will happen with the leftover money.

Tim Cole asked about the insulation at the Fire Department. The Board said that they are still planning on having that done this year.

### **Old Business**

**Camp Walt Whitman Appeal Update** – The trial has been tentatively set for September 16<sup>th</sup> or 17<sup>th</sup>. Since mediation between the Town and the Camp Walt Whitman had failed the case will now go to court.

**Police Department Update** – The Town cruiser is back out on the road. Corporal Blanchard is back on duty in the interim based on the recommendation of the Police Department Advisory Committee. Chairman Stubbings noted that the Taser is not functioning correctly and it needs to be replaced. The Board is looking at the pricing of a new Taser. The replacement cost is approximately \$1,200. The Board is looking at getting a service agreement along with the new Taser, which would be a five year agreement and at the end of the agreement the Town will get another new Taser to replace the one that the Police Department would receive at the beginning of the agreement.

The Board is not sure what the committee will recommend in regards to the number of officers that the Town should employ, but if they recommend more than one, the Board will look into getting additional Tasers so that each officer has his/her own.

The advisory committee met with five candidates last Monday (08/11/14). Mr. Mertz asked the Board about background investigations and whether or not they would be done on all candidates or would they be done on the final one or two candidates. Chairman Stubbings noted that the Board would do background investigations based on what the committee recommends.

**Veillette Property** – Chairman Stubbings noted that a letter had previously been sent to the Veillette's asking what was being done with the burned out mobile home, but they had not received any response to that letter. There is some work being done on the property and it looks like the mobile home will be rebuilt. A lien has been placed on the properties so that the Board can recover the costs they incurred from the recent court case with the Veillette's.

Selectman Lang said that the Board will also need to look into the camper that has been setup on the property.

**Sewer Letter** – Mr. Metcalf and Ms. Collins redid the sewer letter, which is requesting that the Department of Environmental Services eliminate some of the requirements that the Town's sewer operator needs to meet. The Board signed the revised letter and Ms. Collins will mail it out.

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

### **New Business**

**Unanticipated Funds from Piermont Mutual Fire Insurance Company** – The Town received two checks from the Piermont Mutual Fire Insurance Company. One for the Piermont Fire Department in the amount of \$3,300 for the purchase of a new nozzle and the second for the South Lawn Cemetery in the amount of \$4,400 to cover the cost of repairing the fencing in the South Lawn Cemetery. The Board accepted these funds and Chairman Stubbings noted that the Town is very grateful to receive these funds.

**250<sup>th</sup> Anniversary** – Last Saturday August 9<sup>th</sup>, the Town celebrated their 250<sup>th</sup> Anniversary and the Board wanted to thank everyone who was involved.

**Lake Armington Association** – The Lake Armington Association will be holding their annual meeting this Saturday (08/16/14) and had invited the Board to attend. Chairman Stubbings would be attending and would be discussing the status of the ambulance situation.

**Letter from Town Clerk** – The Town Clerk submitted a letter to the Board requesting that Jennifer Rugar be appointed as Assistant Town Clerk. Selectman Lang moved to accept the Town Clerk's recommendation. Selectman Hartley seconded the motion. The Board voted all in favor of this motion.

Abby Metcalf asked if this new person would be filling in the hours that Nancy Cole had worked. Selectman Lang said that in response to the surveys that were received there will be some adjustment in the hours including the addition of the last Saturday of each month.

Mr. Mertz asked if anything was being done with the e-commerce on the website to help eliminate some of the burden. Chairman Stubbings said that they are working on it. The Tax Collector portion will probably be done first since the Town Clerk page is not up and running yet. He also noted that he wants to make sure that everything is in place and working before the e-commerce is up. Also if either the Town Clerk or Tax Collector does not want the e-commerce for their department then the Board can not force them to use it. However, the Tax Collector is all for it. The Board was not sure about the Town Clerk yet.

**North Country Scenic By-Ways Council** – The North Country Scenic By-Ways Council is looking for a response from the Town to see if we want to have a representative on the Council or not. Selectman Hartley has asked Susan Belyea if she would be interested in being the representative for the Town. Ms. Belyea asked to review the information and will get back to the Board with her decision.

Selectman Hartley said that he had some concerns about the Council. He noted that groups like this are formed with good intentions, but they don't always consider all the consequences.

Chairman Stubbings said that his only concern is what the costs would be to the Town.

Mr. Mertz asked for a copy of the information to look over. Selectman Hartley gave him his copy.

**Public Input** – John Metcalf noted that an arborist from Hanover was concerned about the Christmas tree located in the Town Common & has volunteered to trim the tree if the Board approves. The Board said that it was okay to go ahead and prune it.

Chairman Lang said he would like to see the lilacs in the parking lot at the Town Office trimmed up. Mr. Metcalf said that they do this every fall.

Mr. Metcalf asked if the Board knew where the tree would be relocated to once the State reconfigures the junction at the intersection of Church Street & Route 25. The Board did not know yet.

Mr. Mertz had some questions about the budget sheets. He wanted to know why there were no budget amounts listed for revenue accounts. Ms. Collins said that she would add the budget figures for the revenue accounts.

Terri Mertz asked about the fire pond on Mazzilli Drive. The Board said that they haven't heard anything back from Byron Kidder. They will follow up with him to see where he is on the project. Ms. Mertz said that she was aware that it was a working pond right now, but her concern at this time is the safety around the pond.

**Minutes** – The minutes from the 07/29/14 meeting were reviewed and changes were made. Selectman Lang moved to accept the minutes as amended. Selectman Hartley seconded the motion. The Board voted all in favor of this motion.

Selectman Lang moved to adjourn the meeting at 9:31pm. 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. Marvin, E. Wagstaff, A. Metcalf, J. Metcalf, T. Cole, S. Whitney, S. Belyea, G. Mertz, T. Mertz, and J. Collins