

.SELECTMEN'S MINUTES
MONDAY, MAY 22, 2017

The Selectmen's meeting for Monday, May 22, 2017 started at 6:30 p.m. Present were Selectman Ayer, Selectman Bailey, Selectman Hatch, Selectman Knapp, Chairman O'Brien, Administrator Scruton and Clerk McNeil.

Chairman O'Brien welcomed everyone and led in the Pledge of Allegiance.

APPOINTMENTS

Bid Opening – Electricity, Paving, Striping, and Backhoe – Chairman O'Brien opened the bids at 6:31 p.m. Four paving bids were received. The following were the bid prices: Advanced - \$542,714.00, Brox - \$616,560.03, R & D - \$566,690.30, Pike - \$716,888.00. Peter Cook and Erin Paradis will review the bids to make sure everything requested in the bids was included. Three striping bids were received. The following were the bid prices: Industrial - \$26,966, Markings Inc. - \$31,211.50, HiWay Safety - \$29,726.00. Two bids were received for the backhoe. The following were the bid prices: Case - with trade-in \$102,800, John Deere – with trade-in \$93,600.

With the electricity bid, the term is either for 12 or 18 months. Doug Langdon provided the rates which change from day to day. Chairman O'Brien said the current Eversource rate is lower than the bids. Mr. Langdon will also be charging a fee of \$900 when in other years he has volunteered his services. Selectmen Bailey moved to stay with the current provider until the term expires and then go to back with Eversource, seconded by Chairman O'Brien. It was unanimously voted in the affirmative.

Advisory Budget Committee – Steve Saunders represented the ABC. Administrator Scruton summarized the Board's thoughts from the last meeting and the requests from the ABC. There will be a review on a quarterly basis of the revenues and expenditures. The ABC would like to use a three year average for the baseline budget and not just last year's numbers. Administrator Scruton has provided a four year side by side expenditure report. It was agreed that the ABC will be included in the budget discussions and are invited to actively participate with the Board of Selectmen and the Department Heads sitting at the table. The revenue reports will be available more often with more detail. There will be two reports one of expenditures and one of revenues with a breakdown of department revenues. The ABC wants some consideration of "buying down the tax rate" with unreserved fund balance instead of putting the money towards warrant articles. Those decisions would need to be made by the Board at the end of the year.

PUBLIC COMMENTS

Robert Arsenault from Town Farm Road was present to discuss Town Farm Road and the parking for access to the A. Harlan Calef Reserve. He feels he no longer has privacy as there have been more cars at the A. Harlan Calef Reserve. People have been crossing his property.

His tenant also wants privacy – that is why they moved to that area. Administrator Scruton suggested a “Dead End Road” sign be installed. Selectman Ayer feels the town needs to do more parking enforcement in the area. The parking area needs to be finished to help resolve parking problems. Town Farm Road resident, Cheryl Lamontagne, noted that she is concerned about partying and kids drinking in the area. Ms. Lamontagne lives next to the proposed parking lot. Dogs are allowed to run loose and are scaring her cats and messing on her lawn. She asked for more police visibility. Chief Walker viewed the property and thought the area where the proposed parking lot is going is too wet. Mr. Arsenault lives on a right of way and the Chief would like to be able to access the right of way in an emergency. People are parking on town property that is Mr. Arsenault’s easement to his home. Chairman O’Brien suggested that he, Peter Cook, Administrator Scruton and Marcia Gasses view the property on Tuesday.

Steve Saunders thanked the Board from the ABC. He feels the Board should be more transparent on the Selectmen’s meeting agendas. Any key decisions need to be listed on the agenda so the public knows what is going on.

Selectman Hatch received a call from Kenneth Cain who received a letter stating that he is operating a junk yard when it was actually on his neighbor’s property. John Huckins received the complaint and did not double check the house number that was supplied to him by a Selectman. The letter was sent to the wrong property owner. John Huckins has corrected the matter.

Selectman Knapp noted that he received an email – from Steve Jeffery about a building permit on a lot that has no frontage. John Huckins stated that the lot was part of an approved subdivision that had gone before the Planning Board. Selectman Knapp also received a memo from Chris Vachon which he will forward to the Board.

EMS Week Proclamation - Chairman O’Brien presented the Proclamation to Chief Walker as Selectman Knapp read the Proclamation. EMS Week will be from May 21st – 27th. Chief Walker thanked the Board on behalf of the EMS.

Selectman Bailey recently attended a presentation that was put on by the Coast Guard regarding dealing the PTSD. He asked if the town has anything in place to treat our workers for this disorder. Chief Walker noted that the Town has a program/plan in place if there is an issue of post traumatic stress.

REVIEW OF MINUTES – March 13, 2017 & May 8, 2017 – Selectman Hatch moved to accept the minutes of March 13, 2017, seconded by Selectman O’Brien. It was unanimously voted in the affirmative. Selectman Hatch moved to accept the minutes of May 8, 2017 as amended, seconded by Selectman Knapp. It was unanimously voted in the affirmative

STAFF REPORT
Administrator Scruton

1. Administrator Scruton requested a decision from the Board regarding the public safety garage. Selectman Ayer stepped down from the Board. Selectman Knapp moved to reject the two bids from Groen Builders, seconded by Chairman O'Brien. The motion passes. Chairman O'Brien moved to hire Brocks Plywood for materials and have the highway crew do the excavation, gravel work and paving, seconded by Selectman Bailey. Selectman Knapp didn't support the use of the town highway crew as it is not an effective use of their time. Chairman O'Brien asked for a roll call, Bailey – aye, Hatch – aye, Knapp – nay, O'Brien – aye. The motion passes. Chairman O'Brien moved to hire Duplouy Enterprises LLC for the garage doors, seconded by Selectman Bailey. The motion passes. Selectman Knapp moved to hire Norman Vetter Foundations for the foundation work, seconded by Chairman O'Brien. The motion passes. Administrator Scruton explained that the Vetter bid was \$100 higher than the other bid but much better on meeting code. Selectman Knapp asked if low bidder had done the work at the transfer station of which several were critical – the answer was yes. Selectman Ayer returned to the Board.
2. Personnel Plan – Administrator Scruton suggested that the Board focus on those sections of the plan that the Board would like to discuss. Administrator Scruton would like to make several recommendations. The Board has had a lot of discussion on earned time and holiday pay. Administrator Scruton hopes to get through the review before the end of September. The review will start at the next meeting with the first 30 – 40 pages. Tara Barker asked when the Department Heads could weigh in. The Board will look at their written suggestions and there can also be discussions at the public hearing at the end.
3. Administrator Scruton has prepared a draft RFP for legal services for the Board's review. The Town uses different lawyers from different firms depending on the purpose i.e. labor, cable franchise, environment, general municipal work.
4. Administrator Scruton noted that he and several town employees met with representatives from Accu-Fund to review their computer program. He further explained that the numbering for the chart of accounts may be changing with the new software. He is planning to have AP and General Ledger up and running in September and payroll will start in January.

Clerk McNeil

1. Intent to Cut for Dawn and Donald Skipper that was signed in the office.
2. Chairman O'Brien moved to sell a piece of property that was taken for non-payment of taxes back to the owner "as justice may require" seconded by Selectman Knapp. It was unanimously voted in the affirmative.
3. One Land Use Change Tax Warrant was approved and signed for \$26,000.
4. Clerk McNeil asked the Board if she could stop sending the Board copies of the DES letters. The Board asked her to keep forwarding the letters.
5. Payroll manifest dated 5/7/2017 was signed in the office. The Board signed payroll manifest dated 5/14/2017.
6. Vendor manifest dated 5/9/2017 was signed in the office. The Board signed vendor manifest dated 5/17/2017.

7. The Board signed the first half property tax warrant in the amount of \$11,907,481 in the office. The property tax bills will be due July 3rd.

OLD BUSINESS

The Conservation Commission supplied a list of land that is under a conservation easement. Chairman O'Brien stated that there is a lot of land open to the public without parking areas. The Conservation Commission receives 75% of the LUCT money. Their 2017 budget was cut due to their having access to various conservation accounts and the Board wanted them to use some of the money out of their funds.

Peter Cook and Erin Paradis reviewed the various bids that were opened at the beginning of the meeting. There was an error in the announcement of the Advance Paving bid. It should have been read as \$584,844.87. Mr. Cook recommended R & D Paving as the low bid. Selectman Bailey moved to support the recommendation of R & D Paving, seconded by Chairman O'Brien. Ayer - nay, Bailey – aye, Hatch – aye, Knapp – aye, O'Brien – aye. The motion passes.

Mr. Cook recommended Industrial for striping. Chairman O'Brien moved to support Industrial for line striping, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

Mr. Cook wanted to wait on a selection for a backhoe until Case supplies a backhoe for the crew to demo.

SELECTMEN'S REPORT

Selectman Ayer attended a recent Conservation Commission meeting where management issues were discussed along with the Calef Easement parking problem.

Selectman Bailey recently met with the Rec. Director and attended a Library Trustees meeting. The Barrington Public Library has a State Parks Pass, and passes for local museums courtesy of the Friends of the Library. The summer reading program will start shortly.

Selectman Hatch attended a Recreation meeting but there wasn't a quorum so it was a work session. She received a copy of spring and summer programs. Selectman Hatch attended a ZBA meeting where one case was continued and one was granted.

Selectman Knapp attended the School Board meeting where Diane St. Jean spoke of the unified arts project that was placed at the Route 125/9 intersection, Stephanie Dimke spoke for the Trustees of the Trust Funds. The elementary school paving project was awarded to Advanced Paving. The PTA purchased a sign that does not comply with the town sign ordinance. The Champion of Children's Award was given to Richard Conway who is a site supervisor for the Recreation Department's before and after school program.

Chairman O'Brien attended the last Planning Board meeting. Discussed were the garage behind the public safety building, school board paving project, and conservation commission parking lot on Town Farm Road. The Memorial Day parade will be on May 30th at 6:00 p.m. starting at the public safety building and ending at the War Dog Memorial at the cemetery.

PUBLIC COMMENT

Chief Walker asked that the Board look at going back to the old policy of opening bids at a public opening not at a Selectmen's meeting. The bids would be opened and the department head could review the bids and make a recommendation for the next Selectmen's meeting. This would streamline the process and the Selectmen's meeting. This would give the Department Head time to review the bids along with the Board of Selectmen.

Selectman Knapp thanked Peter Cook for the installation of the guard rail on Orchard Hill Road.

Selectman Knapp responded to Steve Diamond regarding municipal Wi-Fi and a town newsletter. Selectman Knapp recommended contacting the Communication Committee regarding the newsletter. Tara Barker offered that the Town Common could be done by someone else as she is looking for someone to take over that job.

Tara Barker updated the Board on the playground. The playground was inspected by PRIMEX. New mulch has been put down by volunteers and staff.

Again, Stephanie Dimke and her crew did a great job placing the flags on Route 9

Selectman Hatch moved to go into non-public session at 9: 20 p.m. for reputation, land, personnel and legal per RSA 91-A:3 ii(a,c,d,e), seconded by Selectman Knapp. Chairman O'Brien asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Knapp – aye, O'Brien – aye. The motion passes.

Selectman Hatch moved to exit non-public session at 10:42 p.m., seconded by Selectman Knapp. Chairman O'Brien asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Knapp – aye, O'Brien – aye. The motion passes.

Selectman Knapp moved to seal the minutes indefinitely as it could adversely affect the reputation of a person not a member of the Board (RSA 92-A:3, iii), seconded by Selectman Hatch. Chairman O'Brien asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Knapp – aye, O'Brien – aye. The motion passes.

Meeting adjourned at 10:43 p.m.