

Selectmen's Meeting Minutes

July 26, 2010 5:00 p.m.

Corner Meeting House

Chairman Ron Cormier called the meeting to order at 5:00 p.m.; also present were Selectman Jon Pike, Selectman David Morse, Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, Public Works Director Jim Fortin, Code Enforcement Officer Steve Dalton, Allen Daisy, Fire Chief David Parenti, Meagan Siegler and Kenny from the Citizen.

Those present stood for the Pledge of Allegiance.

Minute

Selectman Morse moved to accept the minutes of the July 12, 2010 meeting as written. Selectman Pike seconded and the motion passed unanimously.

Investment Policy Adoption

Town Administrator Beaudin explained that the auditing firm requests that the Investment Policy be readopted on an annual basis and the document has been reviewed by Selectman Morse, Town Accountant Brenda Paquette and Treasurer Nikki Wheeler and no changes have been recommended.

Selectman Morse moved to accept the Investment Policy as written in line with the State Treasurers recommendations. Selectman Pike seconded and the motion passed unanimously.

Establish Sewer Capital Reserve Account (Surplus Funds)

Town Administrator Beaudin explained that it was previously thought that sewer funds could be used for maintenance work, however has been advised that in order to expend those funds a Capital Reserve Account must be established. The establishment of the account must be a unanimous vote by the Board of Selectmen. She indicated that the funds are in the form of a CD that is due for renewal in August in the amount of \$460,000. She is recommending that the account be established with \$250,000 from that CD at time of renewal. This account could then be replenished annually from sewer surplus funds. The capital reserve account would then be used for large repair & maintenance projects but not general repairs. She added that the account that was over expended due to pump replacements that were required earlier this year could be replenished from the capital reserve account.

She added that in the future that Board can vote to move funds as long as they are surplus.

Selectman Morse moved to approve the establishment of a Capital Reserve Account in accordance with RSA 35:7 and RSA 149-I:10 III to be known as the Sewer System Repair and Maintenance Capital Reserve, and further to authorize the transfer of \$250,000 from the Sewer Department Fund Balance to be placed in the reserve account. Selectmen Pike seconded the motion and the motion passed unanimously.

Shaker Road Sewer Pump Station

Jim Fortin noted that he is still working with an electrician for a cost to their piece of the project; however the current estimate for the Shaker Road Sewer Pump Station project is \$72,979. Town Administrator Beaudin stated that she learned this morning that DES is requiring engineering plans before the project can proceed; she noted that they are less detailed plans but are still required before the project can get started. Selectman Morse noted that although the Public Works Department may have a good working relationship with the Water Industries firm he would recommended that due to the expense of these pump station projects future projects should go out to bid.

Selectman Morse moved to authorize the engineering for the Shaker Road Sewer Pump Station project, not to exceed \$5,000. Selectman Pike seconded and the motion passed unanimously.

Central NH Regional Emergency Planning Committee

Fire Chief Parenti explained that the request to participate is a formalization of a process that is currently in place and allows for the sharing of information.

Selectman Morse moved to participate in the Central NH Regional Emergency Planning Committee. Selectman Pike seconded and the motion passed unanimously.

Waiver of Municipal Liability – Dock Road/Matthews

Town Administrator Beaudin explained that Zoning Board has granted a variance for construction of a single family residence on a private road. The waiver releases the Town of any liability to maintain the road. It gets recorded at the registry and stays with that property forever.

Selectman Morse moved to accept the Waiver of Municipal Liability for the Matthews property on Dock Road. Chairman Cormier seconded and the motion passed unanimously.

LRPC TAC Representatives - Appointment

Lakes Region Planning Commission is requesting the reappointment of a representative and alternate to their Transportation Advisory Committee. Rick Ball and Candace Daigle have served in these positions and request reappointment.

Selectman Pike moved to reappoint Rick Ball as the representative and Candace Daigle as the alternate of the LRPC Transportation Advisory Committee. Selectman Morse seconded and the motion passed unanimously.

Mill Roof Bid Award

Chairman Cormier explained that although the bids were previously discussed, questions and options were sent back to the bidders to be certain they all had the opportunity to bid on the same things. Following resending the specs and options to the bidders the 3 low bidders were, FGF Construction Network at \$\$48,525; Viking Roofing at \$51,750 and Yankee Energy Services at \$70,060. Upon further review of bid information, it was Steve Dalton's recommendation that the bid be awarded to Viking Roofing. He noted that he is going to meet with Wallace Rhodes for some final review of the esthetics of the work that will be done, but otherwise ready to award the bid and move forward with the project.

Chairman Cormier asked where the funding for the project is going to come from and he was advised that the funding will be from the Municipal Facilities Capital Reserve account. It was noted that there is a 2 year warranty on workmanship and 50 year warranty on the shingles. Selectman Pike confirmed that there will be a membrane covering the entire roof; Steve Dalton indicated that there will be. It was recommended by the Board that Steve Dalton and Allen Daisy act as the clerk of the works for the project.

Selectman Morse moved to award the Mill Roof Project to Viking Roofing in the amount of \$51,750 to be funded from the Municipal Facilities Capital Reserve account. Selectman Pike seconded and the motion passed unanimously.

Belmont Lighting Project Bid Award

Town Administrator Beaudin explained that the Town had received a grant from ARRA for the lighting project and it went out to bid, with 6 companies bidding on the project. The 3 lowest bidders were; TNT Electric at \$57,593.90, Northeast Electrical Solutions at \$73,200 and Gove Electric at \$83,295. Further review of the bid documents determined that the lowest bidder TNT Electric had not covered in their bid the repaving of areas that would be dug up, therefore Town Administrator Beaudin is recommending awarding the bid to Northeast Electrical Solutions. Because the bid is less than the grant that was awarded to the Town additional work may be reviewed and added to the project i.e. lighting the Bell Tower and additional lights for Sargent Park.

Selectman Pike moved to award the Belmont Lighting Project #247 to Northeast Electrical Solutions for \$73,200; the project to be completed in accordance with the guidelines outlined by the New Hampshire Energy Efficiency and Conservation Block Grant Program which is funded through the American Recovery and Reinvestment Act. Selectman Morse seconded the motion and the motion passed unanimously.

Town Administrator Beaudin will contact the successful bidder and review the specifications of the project including lighting fixtures, placement and additional work which the Board and Linda Frawley have requested.

LRCC Contract Amendment Approval

The Board was advised that Tom Goulet has returned the contract with language change requested by LRCC's attorney that allows either party to terminate the lease with 90 days notice.

Selectman Pike moved to authorize Town Administrator Beaudin to sign the amended lease with LRCC. Selectman Morse seconded and the motion passed unanimously.

Special Town Meeting

Town Administrator Beaudin reminded those present that the Special Town Meeting to vote on the Safety Union Contract will be held tomorrow from 11:00 a.m. to 7:00 p.m. at the Belmont High School.

Johnson Street Discussion

Public Works Director Jim Fortin explained to the Board that following their prior conversation regarding the construction on Johnson Street being done by the Public Works Department; he has learned that Busby Construction could do the job and free up the Public Works Department for approximately \$13,000 more than the previously estimated \$41,000 if the work were done by the Public Works Department. He added that the savings being seen on the Bean Hill project; due to less police detail requirements being covered by flaggers, cost of pavement being down, etc., would more than cover the \$13,000.

Selectman Pike moved to authorize Busby Construction to do the Johnson Street drainage and resurfacing project for approximately \$54,000. Selectman Morse seconded and the motion passed unanimously.

Chairman Cormier clarified that this project was awarded in this manner because Busby is already working in Town which already generates a savings and sending it out for bid would initiate a greater expense.

Miscellaneous

There was a brief discussion if there would be a need for the Town to apply for the Water/Sewer Resolving Fund, it was determined that the need for those funds isn't present at this time.

There was discussion regarding the revitalization committee reforming and what direction they may be looking in to improve the village area. The discussion

Selectman Morse asked Fire Chief Parenti about the outstanding collections through Comstar. Town Administrator Beaudin noted that she and Chief Parenti had met regarding the Comstar receivable's and would like the Board to adopt a policy regarding that process. Following a brief discussion the Board agreed that a policy should be adopted similar to other receivable areas such as taxes where an individual may be having difficulty paying. Town Administrator Beaudin indicated that she would check with Town Council as to whether the Town can lien for outstanding Comstar billings.

Non-Public Session

Chairman Cormier called the non-public session to order at 6:30 p.m. in accordance with RSA 91-A: 3 II (c). Those present and voting were Ron Cormier, Jon Pike and David Morse. Also present was Town Administrator Jeanne Beaudin and Fire Chief David Parenti.

Chairman Cormier closed the non-public session at 7:05 p.m. Selectman Pike left the meeting at this time.

Town Administrator Jeanne Beaudin advised the Board that she had received information during the meeting relative to the proposal for engineering of the Shaker Road Pump Station; she noted that the estimate is between \$9,000 and \$11,000. Selectman David Morse moved to authorize the engineering work for an amount not to exceed \$11,000. Chairman Ronald Cormier seconded the motion and the motion passed.

Next Meeting

The next regular Board of Selectmen's meeting will be Monday, August 9, 2010 at 5:00 p.m., at the Corner Meeting House.

Document Approvals

The Board approved weekly accounts payable and payroll manifests and any other documents submitted for action.

Adjournment

The meeting adjourned at 7:06 p.m.

Ronald Cormier, Chairman

Jon Pike, Vice Chairman

David Morse