

## Selectmen's Meeting Minutes

October 3, 2006, 6:00 p.m.

Corner Meeting House

Chairman Watterson called the meeting to order at 6:00 p.m., also present were, Selectman Reginald Caldwell, Selectman Ronald Cormier, Town Administrator Jeanne Beaudin, Administrative Assistant Cary Lagace, and Elson Moody.

Those present stood for the Pledge of Allegiance.

### **Minutes**

Selectman Caldwell moved to accept the minutes of the September 19, 2006 meeting as written. Selectman Cormier seconded and the motion passed unanimously.

### **Old Business** **Recycling Update**

Town Administrator Beaudin met with Paul St. Hilaire and Jim Vargus regarding manning the recycling containers at the Bestway Facility. Mr. St. Hilaire indicated that the containers would be located in the Cul-de-sac initially to avoid any problems with the construction that is in progress at that location. Mr. Vargus and Mr. St. Hilaire are prepared for the start of recyclable collection that will begin on Wednesday October 4, 2006.

### **Joubert Tax Deed**

McGuiness Auctioneers has forwarded an absolute auction contract between Mr. Joubert and McGuiness for the sale of the Joubert property located on Sunset Drive. The Auction will take place on November 18 at 12 noon; the contract stipulates the payment of all

taxes owed. Cancellation or postponement by the seller would initiate immediate deeding of the property by the Town. The Russell property is under eviction order, she would have to buy back to property or be out of the property by October 30, 2006.

### **Budget Work Session**

Town Administrator Beaudin reminded the Board of their Budget Work Session scheduled for Wednesday, October 4, at 12 noon at the Corner Meeting House.

### **New Business**

#### **Town Administrator Report**

The Police Department is preparing for the final senior luncheon Tuesday, October 10, at 12 noon at the Belmont Lodge and have extended an invitation to the Board of Selectmen. The lunch will be hosted by Lieutenant Lewandoski with approximately 70 seniors in attendance.

Town Administrator Beaudin referenced a memo to the Board which explained that our receptionist Melissa has had the good fortune to be able to stay at home with her new baby, which has left us in search of a replacement. The memo requested the Board of Selectmen approve the hiring of Sharill Conley whom was interviewed when the position was first advertised. Ms. Conley is available to start immediately at a Grade 6 Step 2 \$11.21 per hour, 30 hours per week. She will also take over the Budget Clerk function. Selectman Caldwell moved to hire Sharill Conley for the Town Hall Receptionist position at Grade 6 Step 2 to start immediately. Selectman Cormier seconded and the motion passed unanimously.

Town Administrator Beaudin noted that Candace in the Land Use office had responded to the letter that the Board had received from the residents on Woodland Drive to advise the status of the road being taken over by the Town, which is subject to conditions of the subdivision that haven't been met yet.

On September 21, 2006 Town Administrator Beaudin and Gary Boisvert interviewed three people for the position of Code Enforcement Field Inspector and are recommending that Richard Strocsher be hired for the position. The position is part-time, 10-15 hours per week at a rate of \$15.00 per hour. There was discussion of whether there were enough hours being allotted to perform the function; Town Administrator Beaudin pointed out that with consistent follow up the process should be able to be done in the allotted time. It may require additional hours initially for Mr. Strocsher to get a handle on the existing issues, but should level out after that. It was noted that Mr. Strocsher will work for Town Administrator Beaudin with input from Gary. Selectman Cormier move to hire Mr. Strocsher as part-time Code Enforcement Field Inspector to start on October 5, 2006 at \$15.00 per hour and 10-15 hours per week. Selectman Caldwell seconded and the motion passed unanimously.

Town Administrator Beaudin discussed with the Board a recent email that was sent to them regarding some changes that are taking place regarding the signing of the manifest due to the Town now offering Direct Deposit to employees. The new offering requires the Board to get into Town Hall sooner to sign the manifest so that the payroll can be processed electronically to the bank. It was suggested that the Board could authorize the Town Administrator to approve the Payroll manifest so that it can be processed but the Board of

Selectmen would still give final approval through signing the manifest as they normally do. Selectman Cormier moved to authorize Town Administrator Beaudin to review and give initial approval to process the Payroll manifest for Direct Deposit with the Board giving final approval upon signature. Selectman Caldwell seconded and the motion passed unanimously.

Town Administrator Beaudin noted that Representative Thomas had been in to see her and advised that he felt he was making progress with addressing the State giving surplus land back to the Town and wishes to come before the Board of Selectmen at their October 17, 2006 meeting to discuss it. The Board was in agreement to have him come to that meeting.

A 92% response has been received on the income surveys for the Pleasant Valley project with 75.14% meeting the low-moderate income level. Having reached the 65% level necessary to move forward with the grant process, Town Administrator Beaudin has contacted Donna Lane and Keith Pratt and requested that they move forward with the CDBG process. Although Bob Morency had requested that the Board hold another public meeting to thank the residents of Pleasant Valley Selectman Cormier suggested that a letter be sent to the residents so that everyone would receive it, he felt not all residents would attend a meeting. Town Administrator Beaudin indicated she would prepare a letter to the residents for the Board to sign.

Town Administrator Beaudin was contact by Scott Johnson from Rural Development and advised that the Town does not qualify for loan monies from his organization for the Route 3 water project as the Town has little to no debt and low operating costs. Mr. Johnson suggested that the Town could receive a low interest loan from a bank or contact the State regarding their revolving fund. Selectman Watterson expressed that the Town was being penalized for their frugality.

There was discussion regarding the purchase of a ladder truck as representatives from E1 had been in to talk about lease purchase programs available this year. They advised that there is a truck available now that can be purchased for \$786,500 or if a new one were purchased after the first of the year it would be \$894,000. The current rate offered is 5.3% with the payment of \$117,900 for 10 years. After further discussion the Board of Selectmen expressed that they would wait to make any decisions until the Fire Department Study is ready.

Chairman Watterson noted that he would like thank you letters to the School Board and Jennifer Ferguson to be generated.

Town Administrator Beaudin noted that the work at Bryant Field is coming to an end with only two paved aprons left to finish the project. The hydrant has been relocated; a gravel berm was built and loamed. The paving is estimated to cost \$3400 which Town Administrator Beaudin requested she be authorized to pay for out of Highway Block Grant funds.

Curbside Solid Waste RFP's have been completed and mailed out with a return date of November 3, 2006 and a bid opening date of November 6, 2006.

The web survey for community input on the site options for the new Police Department building is up and running. A notice to the public to go and vote at the website will be posted on the Park & Ride sign board.

Town Administrator Beaudin recently met with Underwood Engineers and reviewed the draft Road Management project, which is almost complete. Public Works Director Bob Bennett advised Town Administrator Beaudin that having to wait for the road management information to come through before deciding on the Cotton Hill Road project has not left enough time to complete the project before bad weather, so he has withdrawn his request to do work on that road for this year. Town Administrator Beaudin noted that when complete the road management program will include estimated cost of the project, pictures & videos of the roads as well as road boring samples.

The Fire Department Study is moving forward, the Fire Chief has sent a box of data to the consultants doing the study and two of their representatives will be visiting Belmont again to finish collecting the data they need for the study.

Town Administrator Beaudin advised that the assessment sales update projected is being finalized and she has advised the contracted company that the project must be completed in enough time to have our taxes bills in the mail by November 15, 2006.

There was discussion regarding renting the Winnisquam Fire Department hall for private functions since it is now Town owned and the Board of Selectmen agreed it was best to have the same guidelines for that facility as we have for our other Town owned buildings, which are not rented out and are primarily used by community groups. The current policy for the other buildings will be rewritten to include this new facility.

The BRATT trail clean up took place with approximately 40 people showing up to help clear and clean up almost a mile of trail.

Elson asked in the Town had fuel that was stored if it was recorded who was using it. Town Administrator Beaudin explained that the Town does have a supply of fuel on hand and it is tracked by department with a key code system.

### **Next Meeting**

The next regular meeting will be October 17, 2006 at 6:00 p.m. at the Corner Meeting House. During this meeting a Public Hearing will be conducted for public input on the new Police Department building site options.

### **Non-Public Session**

Chairman Watterson moved to enter non-public at 7:10 p.m. in accordance with RSA 91-A:3 II(c), Selectman Cormier seconded and the motion passed unanimously. Roll call was taken, those present and voting were Brian Watterson, Reginald Caldwell, and Ronald Cormier.

Chairman Watterson closed the non-public session at 7:40 p.m. Selectman Caldwell moved to extend the terms of Town Administrator Beaudin's contract to December 31, 2008 with a 2007 salary adjustment to \$74,250 and to \$77,873 in 2008.

**Adjournment**

The meeting adjourned at 7:50 p.m.

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Brian Watterson, Chairman

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Ronald Cormier

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Reginald Caldwell