

## Selectmen's Meeting Minutes

January 9, 2006, 5:00 p.m.

Corner Meeting House

Chairman Brian Watterson called the meeting to order at 5:00 p.m., also present were Selectman Reginald Caldwell, Selectman Ronald Cormier, Jr. (at 5:40), Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, George Condodemetraky, Rich Fournier, David Morse, Elson Moody and Melanie Nelson of the Citizen.

Those present stood for the Pledge of Allegiance.

### **Municipal Facility Committee**

Town Administrator Beaudin advised the Board that two letters of interest in serving on the Municipal Building Committee have been received. The interested individuals are George Condodemetraky and Rich Fournier. She noted the Budget Committee Chairman Ron Mitchell had expressed an interest to serve on the committee too. The first meeting for the committee has been set for February 2 at 4:00 pm upstairs at the Corner Meeting House. George Condodemetraky expressed that he feels the committee needs to be more than 3 people, Chairman Watterson explained that Selectman Cormier will be on the committee as well as Town Administrator Beaudin and Police Chief Vincent Baiocchetti who will sit in as advisory members.

It was explained by Town Administrator Beaudin that David Provan through the Town's membership with the Local Government Center will be providing 2 hours of consulting time for the project. Rich Fournier asked if the PowerPoint presentation would be represented for the committee, Town Administrator Beaudin advised that Mr. Provan will be reviewing and editing the presentation and then it will be reviewed by the committee.

Selectman Caldwell moved to appoint George Condodemetraky, Rich Fournier, Selectman Ron Cormier, Ron Mitchell and advisory members Town Administrator Beaudin and Police Chief Vincent Baiocchetti to the Municipal Facility Committee, Chairman Watterson seconded the motion.

Additionally discussed was the addition of members to the committee, which will be at their discretion and formalized through the Board of Selectmen. Chairman Watterson thanked George and Rich for their interest.

With no further discussion Chairman Watterson called for a vote, the vote was unanimous the motion passed.

### **Highway Block Grant**

Town Administrator Beaudin advised the Board that the Budget Committee had voted on the Highway Block Grant with the amount based on 15% decrease over last year. The State had previously indicated that the level of funding would be approximately 15% less than the previous year.

Selectman Caldwell moved line item 01-4319-001 \$141,771, Chairman Watterson seconded and the motion passed unanimously.

### **Impact Fee Study**

Town Administrator Beaudin explained that the Planning Board at their December 12<sup>th</sup> meeting decided to wait to pursue any further impact fee studies. Selectman Caldwell felt that the funds should be in the budget in case the decision is made to go ahead with the studies later in the year. Town Administrator Beaudin advised that the amount is \$9,500 if the Board asks the Library Trustees to fund their own portion which is \$3,500, she recommends the Board of Selectmen fund the entire amount if they are going to support it rather than wait to see if the Library Trustees will support it.

Selectman Caldwell moved to put \$13,000 in a Capital account for Impact Fee Studies, Chairman Watterson seconded and the motion passed unanimously.

### **South Road Cemetery**

Chairman Watterson reviewed a letter from Bob Lemay regarding a financial situation that the South Road Cemetery Association is having and requesting assistance from the Town. Town Administrator Beaudin explained that she had done some research and found that although it is a private cemetery they provide a valuable service to the community being the only cemetery with lots available, the language of the law may allow for a fee for service program to get through this situation. Another option, although not recommended, would be for the Town to take over the cemetery as a municipal cemetery; this option creates an extensive amount of work. Town Administrator Beaudin noted that the Association may need to look at their rate structure.

Chairman Watterson suggested that the Town assist the Cemetery Association and ask them to come in so the situation can be evaluated. Chairman Watterson moved to fund \$2,000 for the South Road Cemetery Association, Selectman Caldwell seconded and the motion passed unanimously. Town Administrator Beaudin indicated that she

would look into the law regarding private cemeteries and the Board could have the association in after Town Meeting.

### **Waterline Expansion Update**

Town Administrator Beaudin advised the Board that last week the meeting with the property owners on route 3 was help to discuss the possible expansion of the waterlines in that area and funding mechanisms for the project. She indicated that 5 people attended the meeting and they all currently have water supplied to their property, 2 of which are Town water users. Keith Pratt will be looking at and preparing additional reports to help determine what the owner's contributions for the project will be.

There was discussion that the greater benefit in that area would be for the undeveloped lots and new businesses going in so the current owners were cautious. They indicated that they would be will to contribute some to the project if it is a reasonable amount of \$5,000 and not willing if the costs are to be \$50,000, so they wanted a firm cost before committing to anything.

Town Administrator Beaudin noted that she has set a meeting with Representative John Thomas for January 23<sup>rd</sup> to discuss the relocation of the water lines in that area and she has also research the RSA for the Highway Block Grant and it clearly states its use for construction, reconstruction and road maintenance only.

### **DOT Sidewalk Maintenance Agreement Route 140 & 106**

Town Administrator Beaudin explained that the State requires maintenance agreements and all sidewalks as it relates to the Town's sidewalk maintenance policy. The State is requiring an agreement for the sidewalk that is to be installed at the Route 140 & 106 intersection. Chairman Watterson commented that he feels this agreement is different from the one previous that the Board chose not to sign because the location of the sidewalk allows for a continuation of plowing of the sidewalk that the Town already does in that area.

Selectman Caldwell moved to sign the sidewalk maintenance agreement for the intersection of Route 140 & 106, Selectman Cormier seconded and the motion passed unanimously.

### **Minutes**

Selectman Cormier moved to accept the minutes of the meeting held on December 19, 2005 as written. Selectman Caldwell seconded, the motion passed unanimously.

### **Property Appraisal Contracts**

Town Administrator Beaudin explained that the property appraisal contracts for the coming year need to be signed. She noted that Commerford, Neider & Perkins will

do an update to bring properties up to fair market value, as well as commercial property pick ups. The Town will be required to do an update this year because the equalization ratio has fallen again and in order to comply with State requirements for certification the update will have to be done this year. Town Administrator Beaudin explained that sales analysis will be used for the update and the measure and list quadrant program will continue as well.

### **Chertok Request**

Town Administrator Beaudin advised the Board that Land Use Technician Rick Ball had forwarded a request from Ken Knowlton asking the Board of Selectmen to talk with the Chertok's regarding their property before they move forward with other options. Chairman Watterson suggested that a letter be sent to them explaining that the Board of Selectmen stand by the decision of the Conservation Commission to not pursue the purchase of the property and thank them for their efforts working with the Conservation Commission. Chairman Watterson also feels it's important to get a public statement out regarding the property because the information regarding the Conservation Commission possibly purchasing had gotten out into the community and they deserve to know that the Conservation Commission is not going to pursue that purchase.

### **Town Administrators Report**

Town Administrator Beaudin advised the Board that with their recent request for less paper, she has created a report to provide them with information on all departments.

The Deputy Town Clerk/Tax Collector interviews are underway and they hope to have someone in place by the first of February.

The Water Rate structure is being implemented for the first quarter billing.

Assessing contracts will be in place for work to begin in the spring. She noted that Cary Lagace will be attending a Fundamentals of Real Estate Appraisal class at NHTI beginning January 19, 2006. Town Administrator Beaudin and Cary Lagace will be attending a meeting January 31, 2006 in Concord at the DRA regarding the 2006 Certification process for the assessing functions the Town will under go this year.

The Board was reminded that the Bond Hearing for the Ladder/Pumper truck and the Budget Public Hearing are being held Wednesday, February 8, 2006 at 6:30 p.m. at the Corner Meeting House. Chairman Watterson expressed that he is surprised that discussions regarding the CIP weren't part of the Budget Committee's decision to support the purchase of the truck, Selectman Cormier confirmed that the CIP was not part of the discussions but if with the Winnisquam Fire Department merger happening and the other vehicles being moved around between departments and other new purchases being pushed out were highlighted. Chairman Watterson felt that bumping things up with in the CIP like this defeats the purpose of it.

Town Administrator Beaudin reviewed a memo from Public Works Director Bob Bennett advising of the hiring of a new employee for the department to fill the vacancy left with the recent promotion from within. He requested that the Board of Selectmen approve the hiring of Claude B. Patten for the position of operator/laborer beginning January 9, 2006 at a grade 10 step 2 \$13.39 per hour per the 2005 Union Wage schedule.

Selectman Caldwell moved to hire Claude B. Patten for the operator/laborer position at grade 10 step 2 on the 2005 union scale effective January 9, 2006, Selectman Cormier seconded the motion and the motion passed unanimously.

At the Fire Department, Chief Siegel recently met with the Officers of his department and the Winnisquam Fire Department regarding the merger. A meeting is scheduled for January 9, 2006 for all members of both departments, a chart of officers will be provided to Town Administrator Beaudin following the meeting. Attorney Rogers has been experiencing personal issues, however, the vote for dissolution by the Winnisquam Fire Department is on track and he will keep the Town informed of the status. Tilton-Northfield has requested a meeting with the Town Administrator and/or Board of Selectmen to discuss the dissolution and more specifically the Winnisquam Fire Department Comstar funds. Selectman Cormier feels they should be directed to Attorney Rogers for any discussion regarding the Winnisquam Fire Department Comstar funds. Town Administrator Beaudin indicated she would advise them that the decision to allocate the funds is up to the Winnisquam Fire Department and they should contact Attorney Rogers.

The Police Department has two pending new recruits and two individuals will need to attend the Police Academy in April. Chief Baiocchetti has confirmed that the Department does have a pursuit policy in place. The Department has been very busy with a recent rash of suicides in Town. Dispatcher Wheeler has completed her training and is doing well. Chief Baiocchetti currently has a pending application for the 2<sup>nd</sup> full-time dispatch position. David Morse asked if the Board is provided with any sort of figures for number incidents, Town Administrator Beaudin explained that in an effort to reduce the amount of paper work that the Board receives she is providing them with her report, which is a summarization of activity of each department, for the first time tonight and all the statistical information does get printed in the Town Report.

The recent Code Enforcement issues have been resolved with minimal legal action with the owners complying with the Town's requests. Candy recently provided a memo requesting amendments to the Commercial Building Permit fees and the Board will be asked to address them at their January 23, 2006 meeting. Selectman Cormier expressed the Board of Selectmen have discussed ways to open up the community to Commercial development and the continued changes could push them away, Town Administrator Beaudin explained that the changes are to make commercial and residential different because they are currently the same. The \$150 permit fee has been removed and the commercial permit fee is being proposed to be a cost per square foot. Selectman Caldwell added that the fees are being used to offset the significant amount of staff time needed to process the permits.

The Land Use office has provided a copy of the Impact Fees for the Public Schools for the Board of Selectmen. January 9, 2006 at 7:00 pm there will be a Public Hearing held for input on Zoning Amendments, one to clarify the definition of frontage to include “the frontage of a lot is intended to provide vehicular access to the portion of the lot developed, or to be developed with the primary use” and second to replace “in-law” apartments with “accessory” apartments with hopes that simplifying the process will encourage owners to get permits, and the “accessory” apartment would be regulated based on the size of the house and only a percentage of that home would be allowed to be used for an apartment. Candy has begun to work to review the town-owned lands to get them back on the tax base.

Town Administrator Beaudin noted that she has spoken with the Rowel family, the victims of the Nelson Court fire and they have begun the process to rebuild their home at that location. She also noted that the plumbing work at the Mill will be starting in the very near future.

David Morse commented that he had come this evening to see if the Board of Selectmen were going to change their position on the purchase of the Ladder/Pumper truck, Selectman Watterson assured him that the Board was not changing their previous decision to not support the purchase.

### **Next Meeting**

The next regular meeting was set for January 23, 2006 at 5:00 p.m. at the Corner Meeting House. The Board of Selectmen’s Bond Hearing for the Ladder/Pumper Truck will be held Wednesday, February 8, 2006 at 6:30 p.m. at the Corner Meeting House.

### **Adjournment**

The meeting adjourned at 6:45 p.m.

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Brian Watterson, Chairman

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Reginald Caldwell

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Ronald Cormier, Jr.