



## SELECTMEN'S MEETING MINUTES

May 08, 2018

*Meeting called to order at 6:00pm.*

**ATTENDANCE:** Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher (absent), Laurie Champy, Marilou MacLean, Ed Nason, Ed Comeau

This meeting began early to allow time for the annual property tour of the town office complex. There were several topics of discussion resulting from this walk around.

- 1) Selectman Robischeau stated he is awaiting a response from Mr. Madden regarding the Town Office building roof work.
- 2) Selectman Robischeau, Selectman Surette and Marilou MacLean will reach out to several local contractors for proposals to scrape and paint the Townhouse building.
- 3) It is time for Hayden Robischeau to begin mowing and raking the property.
- 4) Ed Nason will remove a pile of bricks and the truck located to the right of the sand/salt shed.
- 5) Ed will work on obtaining pricing for a new garage door. The existing door is in need of replacement.
- 6) Ed will work on moving the gravel displaced from plowing back into the driveway.
- 7) Ed will address damage to the right side of the large salt shed structure and will remove the non-functioning tractor from the property.
- 8) It was evident there were a few dead trees between the road and parking area near the office building that need to be removed promptly, preferably by the beginning of next week.

***MOTION: Selectman Surette made a motion to have the Road Agent remove the trees. Selectman Robischeau seconded, all in favor, motion carries.***

- **Approval of Minutes:**

***MOTION: Selectman Surette made a motion to accept meeting minutes from April 24, 2018 as presented. Selectman Robischeau seconded, all in favor, motion carries.***

- **Treasurer:** Marilou MacLean presented an updated budget report as of the end of April.
- **Administrative Assistant:** Laurie Champy stated she continues to work on the website upgrade. She is still seeking a color, high quality photo of the Townhouse for use on the new website.

In anticipation of receiving the Newsletter by the middle of the month, Laurie will order colored paper in preparation for printing in house.

- **Planning Board:** Selectman Surette stated the PB will meet in 2 weeks.
- **Code Enforcement:** Ed Nason stated he continues to answer multiple questions regarding spring projects.
- **Road Agent:** Ed Nason reported that the culvert has been installed on Robinson Rd. Brice Drive, Robinson and Lyford Roads have been graded and he will begin grading Tumbledown Dick Road. He will replace the missing road sign while working in that area. He will also be patching a small section of gravel on Moose Mountain Road.

Ed spoke of his attempts to contact Holden Engineering for a status update on the Moose Mountain Road bridge project. He suggested a letter be sent regarding their lack of response regarding the contract. Laurie will scan and send a copy of the contract to Selectman Robischeau who will then draft a letter to Holden Engineering and request they satisfy the contract.

A letter was received from the State of NH DOT requesting follow up on the missing E2 sign on the Moose Mountain Road bridge. Ed Nason stated it had been repaired and replaced. Laurie will send a response letter indicating compliance.

Ed asked about the Stoneham Road kiosk that was previously motioned to be removed from service. The Selectmen noted enough time had passed for residents to be aware of the change and gave him authority to physically remove the structure.

- **Heritage Commission:** Marilou MacLean stated they would be meeting next Tuesday at the Town Office at 7pm. They are still seeking new members.
- **Cemetery Trustees:** Selectman Surette stated they will begin memorial work soon.

Laurie presented a letter of recommendation from the Cemetery Trustees to appoint Craig Evans as Alternate.

***MOTION: Selectman Robischeau made a motion to accept the recommendation that Craig be appointed an Alternate for the Trustees. Selectman Surette seconded, all in favor, motion carries.***

- **Old Business:** Selectman Robischeau stated he will work with Laurie on the Pole License language.

An update was given on the recent attic tour. Diana Peckham, Craig Evans and the Selectmen viewed the attic. It is evident that shelving is needed for organization. Marilou MacLean will look into specifics regarding disposition of town property. Selectman Surette will contact the High School to seek a volunteer in need of fulfilling community service hours to aid in removing materials from the attic.

Ed Comeau said the Grant Review Committee met regarding the Grant for the forester; they are waiting for final clarification on a question he has for the biologist. He anticipates they will recommend moving forward with the grant.

***MOTION: Selectman Robischeau made a motion to accept this grant contingent upon completion of the Grant Review Committee study. Selectman Surette seconded, all in favor, motion carries.***

The Selectmen requested Laurie call the forester and let him know they expect he should receive a signed copy of the grant by next week.

Ed Comeau stated the GRC has made a flow chart that they intend to use for the next grant review process. They would like this process to be streamlined and efficient. There will be a control number assigned to all reports from the GRC. Ed suggests this same number be placed in the budget for reference to received unanticipated funds and also as a means of showing due diligence for reviewing the grant.

He asked if the Selectmen knew if they had accepted by Warrant Article the statutes of receiving unanticipated funds without town approval. The Selectmen recalled the need to establish this previously.

- **Mail/Bills:** Each bill to be paid was read, by Selectman Robischeau, indicating the payee and amount due.

***MOTION: Selectman Robischeau made a motion to accept bills as read on record. Selectman Surette seconded, all in favor, motion carries.***

Meeting adjourned at 7:18pm.

The next regular Selectmen's meeting is scheduled for May 22, at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy  
Administrative Assistant