



SELECTMEN'S MEETING MINUTES

May 24, 2016

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Brian Robischeau, Selectman Rich Zacher, Selectman Bill Nelson, Laurie Champy, Marilou MacLean (tardy), Rose Zacher, Dianne Smith, Ed Nason (tardy), Diana Peckham, Tom Hill

- **Approval of Minutes:**

MOTION: Selectman Nelson made a motion to accept meeting minutes from May 10, 2016 as printed, Selectman Robischeau seconded, all in favor, motion carries.

- **Treasurer:** Marilou MacLean gave account balances. Marilou stated she received and paid the invoice for town services from Wakefield. Marilou stated that she returned the signed T.A.N, as a line of credit, to Meredith Village Savings Bank. The funds will be available to access in June if necessary. She stated Primex will be issuing a contract for signature for Property and General Liability insurance coverage to begin on July 1, 2016.
- **Tax Collector:** Diana Peckham presented two abatements for signature from the Selectmen. The first abatement for West River Road, LLC for the first issue of 2013. It was initially thought this property was under new ownership due to the deed having not been read properly. The second one is for the cemetery on the Wiggin property. She also presented for signature from the Selectmen a deed for Map18 Lot 3, West River Road LLC, which Marilou notarized. Diana stated that the tax bills are ready to be mailed following the arrival of the magnets that are to be included in the same mailing.
- **Administrative Assistant:** Laurie Champy stated that Susie Warren contacted her and has requested that the Town House be available for December 03 for the annual craft fair. It was suggested that the donation from the craft fair be made to the Scholastic Fund as in years past, now that the private/public monies have been separated. Laurie will contact Susie to confirm. Laurie stated that she contacted Fairpoint and set up the phone mailbox as discussed at the last BOS meeting. Laurie will script a message, to include advising the use of the town website for information, and record it upon approval by the Selectmen. Rose Zacher presented her proposal for updating the homepage on the town's website. Based on feedback, a few changes will be made and the new homepage will be implemented shortly.

- **Planning Board:** Selectman Zacher stated that the Planning Board had a preliminary discussion on a Lot Line adjustment request for property located between Tumbledown Dick Road and Kingswood Lake. There will be a public hearing on Monday, June 06th at 6:30pm at the Town Office building. The hearing will be publicly noticed and abutters will be notified.
- **Code Enforcement:** Ed Nason stated that he did deny one building permit application and recommended the party contact the ZBA.
- **Road Agent:** Selectman Robischeau stated that Stoneham Road has been ground, leveled and rolled once. Cold patch has been placed on several roads and continues to be worked on. Ed Nason stated that the potholes on Brice Drive, Moose Mountain Rd, Pike Brook and the paved apron on Lyford Rd have been worked on. He stated that calcium for dust control is being put down starting tomorrow.
- **Heritage Commission:** Marilou stated that they met last week and discussed options for the replacement of the large chandelier and the wall sconces in the Town House. It was suggested by Dame Electric that they choose quality fixtures that will have longevity. Marilou will continue exploring options.
- **Old Business:** Selectman Robischeau stated that he will contact Attorney Jae Whitlaw for a response to his inquiry regarding the pole license language.
- **New Business:** The subject of emergency staffing backup was discussed. The two departments in need of backup coverage are Assessing and Treasurer. Hours have been budgeted for Laurie Champy to shadow Jessica. Marilou stated that she spoke with Amanda Peirce who is willing to temporarily cover in an emergency. Marilou will provide her with the necessary passwords and will add her name for bonding coverage and authorization for check writing. The replacement of the computers used by Marilou and Laurie was discussed. Marilou will speak with Lance and get his recommendation on options for making new purchases and/or setting up the capability of storing information on the cloud for access outside of the office as a significant amount of work is done off site. Selectman Nelson will contact a surveyor to install boundary monuments on Brice Drive to reflect the agreed upon survey. The Selectmen extended their appreciation to Frank Frazier for placing flags on the Veterans graves. Marilou will contact Mr. Frazier to discuss the purchase of new flags as needed. Selectman Robischeau stated that a couple residents have mentioned the need for better lighting on the parking lot side of the town office building. While the electrician is already on site, Selectman Zacher will speak with him about installing a motion activated light, an on demand hot water heater for under the sink in the Town House, and the hot water heater in the town office building that is in need of replacement/repair. Selectman Nelson will contact 3 companies for propane bids for the 2016-2017 season. Virginia McGinley asked the Selectmen in a note where the elections will be held this year. Selectman Zacher will contact and inform her of the decision to hold the elections in the Town House. Selectman Zacher extended a thank you to Nick and Brian Robischeau for cutting the grass as it wasn't completed by the groundskeeper due to illness.
- **Public Comments:** Dianne Smith asked that the clock be changed to reflect the correct time.

- **Correspondence:** A letter was received from Avitar reviewing the specifics of a current use change request.

MOTION: *Selectman Robischeau made a motion to accept the assessing recommendation on the current use for 41 Moose Mountain Rd, Selectman Zacher seconded, all in favor, motion carries.*

Selectman Zacher read aloud a letter received from the State of NH, Department of Motor Vehicles, that stated a satisfactory audit was performed on the Town Clerk and the motor vehicle process.

Checks and bills were reviewed and signed.

The meeting was adjourned 7:32pm.

The next regular Board of Selectmen meeting is scheduled for June 14th, at 6:30pm at the Town Office Building.

Respectfully Submitted,

Laurie M. Champy
Administrative Assistant