



SELECTMEN'S MEETING MINUTES

November 27, 2018

ATTENDANCE: Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Laurie Champy, Marilou MacLean, Ed Comeau, Rose Zacher, Ed Nason, Tim and Sarah Straz, Brad Williamson, Dianne Smith

- **Approval of Minutes:**

***MOTION:** Selectman Surette motioned to accept the minutes from October 09, 2018 as drafted. Selectman Zacher seconded, all in favor, motion carries.*

***MOTION:** Selectman Surette motioned to accept the minutes from October 23, 2018 as drafted. Selectman Zacher seconded, all in favor, motion carries.*

***MOTION:** Selectman Surette motioned to accept the minutes from November 13, 2018 as drafted. Selectman Zacher seconded, all in favor, motion carries.*

- **Public Comments:** Dianne Smith stated SRPC is drafting a 10 year plan with a target completion date of May. She advised the Town should expect a visit from them prior to completion.

Dianne Smith requested during the budget process that the BOS consider preparing an ordinance for ballot to create a Local Option Fee, described in RSA 261:153. The revenue would be placed into a dedicated Capital Reserve Fund for use on specific town projects as allowable by law.

- **Road Agent:** Ed Nason provided a road condition report following the storm. He added that the salt supply is low and more is on order.

Ed stated he will call tomorrow to schedule tree removal on Brice Drive. It had to be rescheduled due to meeting the 30 day notice requirement.

Ed Nason stated he will call Holden Engineering tomorrow as he still does not have a design for the proposed new bridge on Moose Mountain Road. He added that he has clear instructions for submitting the required permits, they have not yet been submitted to the State due to waiting for further info. Selectman Surette spoke with the landowner who would be hosting the temporary bridge and that led to additional questions that need

to be answered. Ed Nason is working on a quote for a temporary bridge. Selectman Surette requested a copy from Ed of the Red List report from the State. Selectman Surette said he made contact with a company that may be able to repair the abutments rather than replace them. He will explore this further.

The Selectmen discussed with the Road Agent the road sign request made at the prior BOS meeting for Robinson Road. Ed will look into cost.

- **Treasurer:** Marilou MacLean reported that she has posted on the website the 2018 budget w/proposed 2019 budget numbers.
- **Administrative Assistant:** Laurie Champy stated department budget requests were sent out and a deadline of 12/01 was issued for response.
- **Planning Board:** Ed Comeau reported they had to cancel their last meeting due to not having a quorum. Their next scheduled meeting is 11/29.
- **Conservation Commission:** Selectman Zacher stated the Forestry Plan is complete. A walk through of the property has been scheduled with the biologist. The next CC meeting is scheduled for 12/05.
- **Heritage Commission:** Marilou MacLean provided a letter indicating they voted to appoint Robert and Karen Servacek and Ron Prior as Members with term expirations of 2021.

MOTION: Selectman Robischeau motioned to accept these new members as indicated in the letter. Selectman Surette seconded, all in favor, motion carries.

The next Heritage meeting is scheduled for January 2019.

- **Joint Loss Committee:** Selectman Robischeau made the following motion due to the need to resume the JL Committee. He explained the committee would meet quarterly and minutes would be kept.

MOTION: Selectman Robischeau motioned he would Chair the committee, Marilou and Laurie will be on the committee as members with a 1 year term. Selectman Surette seconded, all in favor, motion carries.

- **Cemetery Trustees:** Selectman Surette reported that Craig Evans supplied the information on the use of funds to Marilou.

A letter from Mr. Derrick Hart was read aloud. He enclosed a \$500 check toward the requested creation of a graveyard trust that he suggested naming *Original Churchill Settlers Graveyard*. The graveyard is currently known as the Churchill Graveyard and is located on Map 28, Lot 18.

MOTION: Selectman Zacher motioned the \$500 be submitted to create a new trust for the cemetery as indicated in the letter. Selectman Surette seconded, all in favor, motion carries.

- **Forest Fire Warden:** Brad Williamson presented a Memorandum of Understanding from the State for matching the \$1,380 cost of fire hose. It was noted that this is not a grant; the State does reserve the right to inspect the equipment and verify the purchase.

MOTION: Selectman Robischeau motioned to accept this MOU for \$1,380 for the purchase of the fire hose. Selectman Zacher seconded, Selectman Surette nay, motion carries.

Brad asked about the status of the Emergency Operations Plan. Marilou explained she did acquire a DUNS number and is in the process of completing an additional Federal application.

- **Old Business:** Selectman Robischeau stated he needs to reach out to the contact that Laurie provided information on for the Town House painting project. Marilou provided 2 additional names to contact as well.
- **New Business:** Selectman Robischeau spoke about Pike Brook Road not getting paved this year due to the paving company not paying in October as agreed upon. The Selectmen will send a letter of explanation to the residents on Pike Brook Road. Selectman Robischeau will request the Assessor Clerk to provide Laurie with the names and addresses for mailing.

Selectman Zacher stated the need to enter into nonpublic session.

MOTION: Selectman Zacher made a motion to enter nonpublic session under RSA 91-A:3, II(e).

ROLL CALL: Selectman Zacher, yes. Selectman Robischeau, yes. Selectman Surette, yes.

MOTION: Selectman Zacher motioned to come out of nonpublic session. Selectman Surette seconded, all in favor, motion carries.

MOTION: Selectman Zacher motioned to seal the minutes for 1 year. Selectman Robischeau seconded, all in favor, motion carries.

ROLL CALL: Selectman Zacher, yes. Selectman Robischeau, yes. Selectman Surette, yes.

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

As discussed at the prior BOS meeting, Marilou determined the cost for a PO Box for use by the Tax Collector is \$102/year.

MOTION: Selectman Robischeau motioned to arrange for a PO Box in Wakefield/Sanbornville for the Tax Collector only. Marilou will complete the application. Selectman Surette seconded, all in favor, motion carries.

Marilou provided statements of monies that need to be transferred from the Cemetery Trustees and monies that need to be transferred from the Town to the Trustees of the Trust Funds. The Selectmen are not approving these transfers tonight, they will review the information.

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

- **Public Comments:** Dianne Smith requested email contact information availability on the new website.

Following public comment, budget work commenced.

Further conversation took place regarding the exterior Town House painting project. They agreed to request proposals for siding removal, disposal, and replacement with clear, primed, cedar clapboard. Laurie will post this on the website and will contact John Moran and Peavey Brook directly with a Request for Proposal. A response deadline of 01/01/19 will be issued.

Meeting adjourned at 8:12pm.

The next regular Selectmen/Budget meeting is scheduled for December 04, 2018 at 6:30pm in the Town Office Building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant