



Office of Board of Selectmen

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Selectmen's Meeting Minutes

Monday, July 31, 2017, 5:00 p.m.

Corner Meeting House

Chairman Ruth Mooney called the meeting to order at 5:00 p.m. Also present were, Selectman Jon Pike, Selectman Claude Patten Jr., Town Administrator Jeanne Beaudin, Administrative Assistant Cary Lagace, Fire Captain Mike Newhall, Fire Chief Erickson, Public Works Director Craig Clairmont, Building Inspector Steve Paquin, Frank Blaney of Blaney Auto Crushing.

Those present stood for the Pledge of Allegiance.

Minutes

Selectman Pike moved the minutes of the meeting held on July 10, 2017 as written. Selectman Patten seconded and the motion passed unanimously.

Abatements, Manifests, Exemptions & Credits

Chairman Mooney moved to approve the abatements, exemptions and credits; Selectman Patten seconded and the motion passed unanimously. Manifests will be signed following final review.

New Business

Hurricane Road (Blaney) Junkyard Pending Sale

TA Beaudin explained that several years ago when Mr. Blaney bought the junkyard on Hurricane Road he had to come before the Board. He has a buyer and thought he needed to do the same with his buyer. The buyer was present at the meeting. Mr. Blaney noted that he will stay on board for a year or two and operations will be similar to the current operation but on a smaller scale. Chairman Mooney asked Building Inspector Steve Paquin if there are any issues with the permit or license. Steve informed the Board and the prospective buyer that the yearly inspections will continue and they will be required to file a change of use application with the Town. There was discussion of the junkyard being a green operation with Steve noting that the junkyard is not actually "green" certified with the State. Mr. Blaney was acknowledged for the great job he has done with the junkyard. Mr. Blaney noted that the new owner was not sure exactly what hours he would operate under, but for now it will be Monday through Friday.

Mr. Blaney noted that there is no longer a scale at the facility and the new owner will be dealing mostly with autos. Public Works Director Craig Clairmont confirmed they are aware that Hurricane Road is subject to the spring road ban.

Chief Erickson Department Promotion

Chief Erickson commented to the Board that he loves 5:00 pm meetings. He advised the Board that the restrooms are 99% complete, all the new portable radios have been given out and new radios installed, the ATV was purchased following Town Meeting and the forestry chassis is in and ready to be installed. The brand-new pumper showed up last week and will be in service by Friday.

The Chief explained that all of this has been completed due to the diligence of Fire Captain Mike Newhall. Because of this and everything else he has accomplished in the last year as Captain of the Department the Chief recommended the promotion of Captain Mike Newhall to Deputy Fire Chief. Chief Erickson noted that since he was made permanent Captain in late October of last year he has exceeded all expectations. As acting Captain, he has been saving money, making sure things are fixed with an eye on details and been doing a phenomenal job. He has taken on the role of disciplinarian when needed and also been dealing with budget. He has made the Chief's job easy. Additionally, he is doing calls as needed as an officer or Paramedic.

Chairman Mooney moved to promote Captain Mike Newhall to Deputy Fire Chief. Selectman Pike seconded and the motion passed unanimously. Chief Erickson noted that the official swearing in ceremony will be at a later date. The promotion is official as of August 1st but the badge pinning will be sometime after the 12th. Chief Erickson added that they will also bless the new fire engine and will invite the Board of Selectman to the ceremony. The Board agreed that they would like to see newly promoted Deputy Fire Chief Newhall in uniform for Old Home Day. The Board and all present expressed congratulations to Captain Newhall on his upcoming promotion.

Public Works Director – Street Signs, Truck #12 Paint Estimate, Staffing

Street Signs. Public Works Director Craig Clairmont presented a proposal to start replacing all street signs in relation to Federal Highway Administration guidelines that changed in 2012. He noted that the change is to the size and lettering with upper and lower case in reflective 6" letters. Craig showed examples of the change to the Board. There was some discussion on how to implement the rollout. The Board agreed that the village and the prominent routes through Town should be done first but left it to Craig's discretion, Captain Newhall added that the more remote streets are harder to find if you're not familiar with them. TA Beaudin indicated that there are funds in the sign line item of the Highway budget, but if it runs over it would be fitting to use highway block grant money. It was noted that there are about 320 signs in Town. Craig estimated that the total cost to do all signs would be roughly \$20,000 including posts and brackets where needed.

Truck 12. Public Works Director Craig Clairmont suggested that we move forward with upgrade to Truck 12. He indicated that a total body replacement would be around \$30,000. Selectman inquired about cost to refurbish Truck 3. Craig indicated that with a new paint job and a new spreader we spent about \$11,500. TA Jeanne Beaudin suggested that we it was closer to \$12,000. Selectman Patten inquired about the year and mileage of vehicle. Craig indicated that he believed the truck is a 2011 with approximately 30,000-40,000 miles on it. He explained that the work would be to the body and frame only (dumper). He also pointed out that we do the work now and save it or it will need to be replaced in about 3 years' time. Selectman Pike brought up that we saved money last year by repairing Truck 3 for \$12,000 instead of buying a new body for \$35,000. The chosen vendor to do the work, JW Fleet, does the best work. They sand it down even though it is a new body, use the right primer and the right paint (epoxy) on it. Epoxy is

better paint as it protects the paint from dings. Craig further explained that there is heavy use of shovels and other equipment that cause the damage. Chairman Mooney also pointed out that salt is a factor in upkeep. Selectman Patten asked how long the truck will be tied up in repairs. Craig said that it will be about 2 weeks and that they can work around this. TA Beaudin indicated that we needed a motion for funds to come from the heavy equipment capital reserve fund. Selectman Pike moved to have the repairs made to Truck #12 with the funds to come from heavy equipment capital reserve fund \$4,695.00. Seconded by Selectman Patten, motion passed unanimously.

Truck 4 This is a 2008 550 truck. The issue is with inspection readiness. Craig received two quotes for body replacement. One for \$3900.00 and the other for \$4195.00 for the smaller 550 dump body only. Joe at JW indicated that it will cost just as much to install prep and paint the body as it would be to replace it. If JW sandblasts, primes and epoxy paints it, we will get 3 more years out of it. Chairman Mooney pointed out that if you can't even inspect it it's probably not safe. Craig indicated that JW would install it, sandblast it and epoxy primer it and do the frame and everything and maybe we will get more time from it. Selectman Pike inquired on number of miles on truck; Craig wasn't certain but guessed approximately 75,000-80,000. It is a diesel truck that had a fire previously where it was repainted and hood replaced. That was covered under an insurance claim. The frame is in good shape. Selectman Patten asked if we had money in budget, Selectman Pike indicated that we are still using the money from the body we never bought. TA Beaudin asked that she have time to verify that we do indeed have the money in the budget before moving forward. The Board discussed that if the funds are available, we move forward. Craig stated that his intent was to just bring it to the Board for discussion. Chairman Mooney verified that the cab was in good shape. Chairman Patten asked how many more years he would expect from the truck. Craig thinks 3-4 years. Selectman Patten thinks that if we have the money available we should move forward. TA Beaudin will verify in the morning if we have funds available. Cost is \$9,000.00. Selectman Pike moved to go ahead with the repairs to Truck #4 if funds are available, not to exceed \$9,000.00. Selectman Patten seconded and the motion passed unanimously.

Staffing. Craig spoke with TA Beaudin and they both feel that the best route to go is to hire a second foreman. His previous supervisor's position was never filled. He will post internally for 5 days. TA Beaudin stated that it would be a Foremen 2, Grade 12 at a minimum of 3 steps below current foreman because of seniority. She indicated that there is money in budget because previous job was never filled. Chairman Mooney believed this had been discussed previously and TA Beaudin confirmed that it has but some internal issues sidetracked it. TA Beaudin indicated that essentially you would be promoting from within for the foreman's position. That would leave that position vacant and you would have a truck driver/laborer position open. Selectman Patten questioned need for 2 foremen. Craig indicated that the need is to have someone to cover if other foreman is out or if crew is divided up at different job sites. The two foremen would also divide on-call service every other week. Right now, Craig is on call 24/7. Selectman Patten expressed a concern that there would be too many supervisors and not enough workers. He asked why if they were low on staff that they not hire a laborer instead. Craig stated that we need backup help emergency services especially in winter. Selectman Patten expressed concern that they would have 2 foremen, and a supervisor for eight men. Chairman Mooney indicated that there could be a need for two foremen if they have staff at two different sites at the same time. Selectman Patten felt that it should be Craig's responsibility to fill in as foreman in a case like that. Craig reiterated the problem that arises in emergencies. Selectman Patten asked what the potential cost increase will be. TA Beaudin indicated that it depends on the grade level of the person applying. Potentially this could be increase of \$1500.00-4000.00. Currently we have a vacant supervisor's position at \$64,000. There is sufficient money in the budget to promote from within and money to get new laborer as well so we would be fully

staffed. We are not adding another body but filling vacancy. Selectman Patten asked what full staff level would be. Craig indicated that we are down by one person.

Craig stated that this is more than a want; he sees it as a need. TA Beaudin indicated that this past year was difficult, they had to hire someone to help plow this winter, which is something they have never had to do, because we were down a person. Without the addition of staff, they anticipate the same scenario this year. In the past Craig has been the person at the shop filling trucks with sand and salt. Workers get burned out in winter. Selectman Patten asked again if it makes sense to just hire another laborer/driver. TA Beaudin reiterated that that would leave no emergency call backup. Right now, Craig is sharing that duty with the current foreman. Phone coverage was part of the supervisor's responsibility but we were unable to fill that slot. See saving of \$20,000 in department this year. TA Beaudin explained that when we do the 2018 budget the laborer position will be at about \$35,000 and the foreman at \$42,000; totaling \$77,000. We are currently at \$99,000 so you will see a potential savings of \$20,000 for the year.

Selectman Pike expressed concern for finding a driver. He sees lots of jobs posted for CDL drivers not sure we can find one. Selectman Patten suggested that post job within and see if we get any attention, then move forward. Craig thinks he has a great candidate in-house for foreman and believes he can get a truck driver. Craig also added that the correctional workers have been doing a great job. Value is phenomenal.

As a side note, Chairman Mooney stated that we need to flatline the budget this year. We need to notify school of this and it may be a good time to contact school board about a meeting for that discussion.

The discussion moved back to Public Works staffing. Selectman Pike suggested that both jobs be posted internally and see what the response is. Based on that response we will move forward accordingly. He also stated that we should move forward but with stipulation that if there is no driver, there will be no foreman.

Craig expressed a concern about a potential issue with union however TA Beaudin sees none. Chairman Mooney thinks this is a good morale builder. All agreed. Agreed that jobs will be posted we will see what the response is and approve both at the same time.

Part time Hire Recommendation – Assessing/Administrative Office Assistant

TA Beaudin advised the Board that she and Cary worked together to find an individual for the part time administrative position. She noted that Cary assumed her new role with great enthusiasm. Together they conducted 3 interviews and are recommending Kathy Ford as the best choice based on references and resume. She will start August 1st and will work Tuesday through Fridays from 9-3 at a rate of 16.09/hr. The offices have been moved around and we are ready to go. TA Beaudin noted that Kathy will process the mail for all offices as well as the support role she will provide for TA Beaudin and Cary. Chairman Mooney moved hire Kathy Ford at \$16.09/hr with 6-month probation to start immediately. Selectman Pike seconded and the motion passed unanimously.

SB 38 – Supplemental Block Grants Awarded – Belmont \$165,695.70

TA Beaudin noted that town had received supplemental block grant funds from the State of NH in the amount of \$165,695.70. There will be a public hearing to accept the funds at the August 21st meeting. Chairman Mooney asked if the money needs to be used before January 1, 2018. TA Beaudin indicated that it carries over. She will account for it in a separate line item in case the Governor's office wants to see what we spend it on. We will have our first road assessment kick off meeting for the roads program tomorrow, August 1st. She and Public Works Director Craig Clairmont have agreed not to rush into a recommended use for this money. Selectman Pike asked how it is that \$30,000,000 million dollars can be misplaced. TA Beaudin indicated that she thought it was from unanticipated revenues. The public hearing on the 21st is necessary because it is over \$10,000.

Corner Meeting House Use Request

TA Jeanne Beaudin informed the Board that Cary Lagace had received a request for use of lower level of Meeting House from Donna Cilley on behalf of Kelly Gaspa for a Suicide Loss Support Group. She explained that Cary gets regular requests from the Girl Scouts and other organizations to schedule use of the space. The Zoning Board uses the lower level on the 4th Wednesday of each month, except in November, when they use it on the 3rd Wednesday. TA Beaudin's main concern is that if we allow use of the space by a group on a continuous basis we won't be able to change their meeting night and we open ourselves up to other groups who want to use it as well. The building has been historically used for Town Boards and Town Committees meetings with occasional use of the downstairs space by other entities.

Chairman Mooney asked if Kelly was a town resident and TA Beaudin indicated that she does not think so but that the individual who runs the program is. TA Beaudin expressed concern that doing this for one group opens it up to other groups requesting it as well. Selectman Pike and Chairman Mooney both felt that it was a good thing to open it up to others, but there needs to be monitoring of the schedule. Cary expressed concerns about too many groups having access. It adds a burden on monitoring people and schedules, relying on them to lock the doors and turn off the lights after use. In addition, there are concerns about cleanliness. Chairman Mooney suggested that we make Donna Cilley responsible since she brought it forward. There was a brief discussion regarding the groups that use the Mill with TA Beaudin explaining that other groups like Smart Recovery, Narcotics Anonymous and the Boy Scouts have their own keys and clean the Mill themselves. Narcotics Anonymous will pick the key up for the Pavilion when they choose to use that space; they sign it out and are responsible for returning it to the Town Hall. Selectman Pike suggested that we ask Donna if she wants to be responsible for downstairs.

TA Beaudin expressed a concern that we have usually designated the Mill space for support type groups. The Meeting House has been reserved for town related groups like the Board of Selectman, the Zoning Board, etc. Selectman Patten asked where they currently meet. TA Beaudin believes that the group currently meets in Laconia. Selectman Patten asked if there were concerns about liability. TA Beaudin explained that we have insurance and that is not an issue.

TA Beaudin commented that if we are clear with them that the original use of the hall is for Selectman and Town meetings and that they would need to be flexible perhaps we could work it out. Zoning Board gets priority if there is any conflict. The Board has suggested that TA Beaudin ask Kelly and her advocate to attend the next meeting to discuss this further.

Miscellaneous

Greta Olson-Wilder has asked that Board to waive any fees or permits for any organization associated with Old Home Day. Chairman Mooney made the motion to waive the permits and fees for Old Home Day vendors, seconded by Selectman Pike and motion was passed unanimously.

Old Business

UEI – Scope of Work, Well Siting

TA Beaudin asked for a proposal for work to get access into Chertok property in anticipation of siting for a well there. The estimate was \$3600. She has not heard back from them. Chairman Mooney suggested that we put this on hold until we know where we are going. No need to higher engineer before we know. The Board agreed.

Prescott Hill – Sewer update

TA Beaudin called Attorney Fitzgerald. He was on vacation but she spoke to the paralegal who said he would advise Attorney Fitzgerald that we were looking for an update. She spoke to Attorney Fitzgerald this morning and they will be meeting tomorrow, 8/1 at 10:30. She will have update tomorrow sent via email to the Board.

Representative Silvia Letter

TA Beaudin advised that Representative Silvia dropped a letter off last week in regards to information that is pertinent to revenues and expenditures at the county level. A public hearing will be held on 8/8 at 7:00 pm at the County Offices to discuss a supplemental appropriation relative the operations of the Sherriff's Department on adequate staffing at Corrections Center and deficiency in the Health and Human Services budget; the total being considered is \$365,352.

New meeting Table

TA Beaudin has been working on the finding a new meeting table for the Board. She found one under National Business Furniture but it does not appear to meet the needs of the Board. She spoke to another company, Paul Downs Inc., and gave them all the requirements. She will get pricing tomorrow and update the Board with that information. She noted that we are looking for horseshoe-shape desk so that all participants can be seen and heard adequately on camera.

Building Strategy Meeting

TA Beaudin informed Selectman Patten that Donna Hepp wanted to invite him to the next Building Strategy Committee meeting on Friday 8/4 at 8:00 am at Town Hall. Selectman Patten said that he will be there.

Next Meeting Date

The Board's next regular meeting will be held Monday, August 21, 2017, 5:00 pm at the Corner Meeting House.

Non-public Session

Chairman Mooney called the non-public session to order at 6:22 p.m. in accordance with RSA 91-A:3 II (c). Roll call was taken; those present and voting were Ruth Mooney, Jon Pike and Claude Patten Jr. Also present was Town Administrator Beaudin, Administrative Assistant Cary Lagace.

The Board reviewed a request from a hardship abatement and asked TA Beaudin to request a financial statement from the property owner.

TA Beaudin updated the Board of Selectmen on the current status of pending litigation relative to the Griffith's code enforcement matter; additionally the Board noted that there is a possible code enforcement violation on the property adjacent to the Griffiths and in light of the Town's stance on Code Enforcement, they asked TA Beaudin to review the matter with Steve Paquin.

Adjournment

Selectman Patten moved to adjourn the meeting at 6:55 p.m. Selectman Pike seconded and the motion passed unanimously.

Ruth Mooney, Chairman

Jon Pike, Vice Chairman

Claude Patten Jr., Selectman