

BOARD OF SELECTMEN
Minutes of August 22, 2016

CALL TO ORDER: Vice-Chairman Bruce Breton called the meeting to order at 7:00 PM. Selectmen Jennifer Simmons and Roger Hohenberger were present; as was Town Administrator David Sullivan. Chairman Joel Desilets and Selectman Ross McLeod were excused. Mr. Breton opened with the Pledge of Allegiance.

ANNOUNCEMENTS/LIAISON REPORTS: Mrs. Simmons extended congratulations to Mrs. Barbara Coish for recently receiving a well-deserved service award from Windham Terrace; extending thanks, as well, for all Mrs. Coish's efforts.

Mrs. Simmons noted that the Griffin Park "Buy-A-Brick" fundraiser has been extended to September 7; forms are available on the Town website.

Mr. Breton noted that Mr. Hohenberger's birthday had taken place the following week; birthday wishes were extended by many in attendance.

BID AWARDS: Mr. Sullivan advised that four (4) bids had been received for the tennis court repairs, as follows:

Name of Contractor	Cost to Repair Courts	Other Costs, if any	Exclusions/ exceptions	Total Cost of Job
Tennis Courts of NH	\$34,000			\$34,000
Track-Lite Systems	\$36,000			\$36,000
New England Sealcoating	\$32,933	\$1,250 (power wash mold)	Town to supply water	\$34,183
CCR/Vermont Tennis	\$23,331			\$23,331

Recreation Coordinator Cheryl Haas approached and noted that she had researched the low bidder, and recommended it be awarded to same for their bid amount of \$23,331. She explained that the difference is they utilize Guardian for the crack sealing rather than Armor which the others use.

Discussion ensued regarding the availability of regional franchises for materials, that Vermont Tennis had built the courts in question and thus have a vested interest in/familiarity with the courts, and the power washing of the courts prior to repairs.

Mr. Hohenberger moved and Mrs. Simmons seconded to award the bid to Vermont Tennis as recommended for the bid price of \$23,331. Passed 3-0.

Mr. Sullivan clarified that \$10,000 will be coming from the Recreation budget, with the balance from the bottom line budget.

Catch Basins: Mr. Sullivan advised only one bid had been received for the catch basin cleanings; that being from Eastern Pipe for vacuum removal at a cost of \$50/basin. Mr. Sullivan noted that seven sets of specifications had been mailed out, and the invitation to bid advertised in the paper and on the website. He noted, as well, that in 2014 only two bids had been received; one being from Bellemore who had bid \$25/basin at the time for clamshell removal. He indicated that the Board could either award the bid and do only a third of the basins, or reject same and re-bid. Discussion ensued regarding the lack of bids received versus surrounding Towns.

Mr. Hohenberger moved and Mrs. Simmons seconded to reject the bid and go back out to bid. Mr. Hohenberger also indicated he would like staff to research bidders for other towns. After brief discussion regarding budget funds, motion passed 3-0.

BEAUTIFICATION COMMITTEE: Mr. Sullivan gave a brief history of the Committee's efforts to date, and extended appreciation to Steve Keach and Karl Dubay for donating their services towards the resulting conceptual drawing. He indicated that the intent is to bring the proposal to the CIP for inclusion in this and next year's funding.

Ms. Maureen Spooner, Chair, then approached and reviewed with the Board the attached proposal for improvements to the Common area, North Lowell Road, and the Town Hall area. Highlights of the ensuing discussion between the members of the Board and Committee included:

- There will be no flashing signal on the proposed crosswalk.
- Mrs. Simmons suggested that the flagpole be lit, and Ms. Spooner advised that they are looking into lamp posts and landscape/uplighting.
- The Committee would also like to clean up the parcel on the corner of Route 111 and North Lowell Road.
- Mr. Sullivan noted that the overall estimated cost is \$250-300,000; with \$150,000 of that being the parking improvements. He advised, however, that there are no firm numbers available.
- The project is recommended to occur in phases, with Phase 1 being the Common side in preparation for the 275th anniversary, and Phase 2 being the balance in preparation for the Nutfield 300th.
- Mr. Hohenberger questioned the need for the sidewalks along North Lowell Road, and Mr. Sullivan clarified they were a pre-requisite for the crosswalk.
- The Committee intends to ask the CIP for full funding of the project over a three year period; Ms. Spooner also noted that, with the Board's approval, they would like to begin looking at fundraising.

Mr. Peter Griffin approached noting that the Design Review Committee is working to set design aesthetics for the Town, and that he is glad the Board supports the concept. He noted there will be interplay between the proposed sidewalks and the Village Center District. Discussion ensued regarding the latter.

Mr. Breton inquired whether this project would increase the reuse value of the historic buildings, and Mr. Sullivan felt it would.

ANNOUNCEMENTS CONTINUED: Historic District Commission Chairman Frank Farmer approached noting that HDC member Derek Saffie would be hosting a book signing on 9/10 from 2-5P at the Museum. Also, on 9/21 there will be a presentation about Benedict Arnold at the Searles facility.

Further discussion then ensued regarding the Beautification Committee proposal and design standards.

Ms. Kristi St. Laurent, Range Road, approached indicating she was very much in favor of this and the added safety it would provide.

Mrs. Simmons then moved and Mr. Breton seconded to support the conceptual design, approve the Committee bringing same to the CIP, and to authorize their beginning fundraising. Passed 3-0.

HIGHWAY SAFETY COMMITTEE: Chief McPherson, as Chairman of the HSC, approached to advise that the Committee had met on 7/13 and 8/10 to discuss parking issues in two locations in Town.

Chief McPherson noted that there are line of sight issues at Range Road and Griffin Park when the latter lot is full and vehicles are parked outside the lot. He indicated that there are currently "No Parking" signs in front of Griffin Park down to Sawtelle Road, however the issue still remains.

Chief McPherson noted the HSC recommends the State be approached about installing “No Parking” signs between the exit of Griffin Park and Squire Armour Road, as well as that the large pot hole at the exit be repaired. Discussion ensued regarding the latter, which could be fixed by the Town provided the State agrees.

Mr. Hohenberger moved and Mrs. Simmons seconded to approve the HSC’s recommendation as presented. Passed 3-0.

Chief McPherson then went on to explain that parking issues related to the rail trail are ongoing on Roulston Road; adding that complaints have been received from the owner of CET. He indicated that these issues will only continue as Salem expands their trail.

Chief Lewis approached noting that the owner of CET has conveyed that the issue relates to employees being unable to exit the lot safely due to line of sight issues; adding he believes something needs to be done regarding the parking there and suggesting that Roulston Road be posted “No Parking”. Chief Lewis noted that the old Rogers Service Station was to be the parking for this end of the trail. Mr. Sullivan concurred that lot is to be the designated parking area, however, it is currently being used as a staging site for the rail trail project and will continue to be for the next month or so.

Discussion ensued regarding the need to address, at a minimum, the parking on the CET side of Roulston Road and the safety issues in the area. Chief Lewis indicated he would recommend at least posting the CET side as “No Parking”, and allow the other side to remain unposted for the balance of the season or until the Rogers site opens up. Further discussion ensued.

Mr. Norm Babineau, Rail Trail Alliance, approached indicating his only concern is that people will then go into the CET lot to park. Discussion ensued in that the lot is private property and has already been posted by the owner.

Mrs. Simmons moved and Mr. Hohenberger seconded to support posting the CET side of Roulston Road as “No Parking”, as well as an additional 10’ on the other side of the roadway. Passed 3-0.

PROPERTY-LIABILITY RENEWAL: Mr. Sullivan advised the Board that he had gathered more information on the possible ramifications of not renewing with Primex; adding he had spoken to the Town of Fremont and found they had ultimately gone with the Primex after doing an extensive analysis of their bids.

Mr. Sullivan requested that the Board consider staying with Primex for another two years; adding that if there were another pooled option available he would support looking into same, but there is not. Discussion ensued, and Mr. Popovici-Muller advised the Board that the School District had recently opted to stay with Primex, as well.

Mr. Breton noted that, while he has respect for the School Board and their decision, he is concerned that it appears Primex has a monopoly on coverage. Mr. Sullivan concurred that, although he had the utmost respect for Primex, this was the case.

After further discussion regarding the 9% cap and whether the Town had ever hit same, Mr. Hohenberger moved and Mrs. Simmons seconded to stay with Primex for the Town’s Property-Liability coverage. Passed 2-1, with Mr. Breton opposed.

OLD BUSINESS: Mr. Sullivan advised that, in keeping with their previous support, the Board needed to authorize the Conservation Commission to officially apply for \$142,000 in grant funds and, further, to authorize him to execute the pertinent documents.

Mrs. Simmons moved to authorize Mr. Sullivan to execute the grant documents applying for grant funding from the DES Wellhead and Watershed Protection bureau. After a brief discussion, Mrs. Simmons amended her motion to include approval of the Conservation Commission officially applying for same. Mr. Hohenberger seconded. Passed 3-0.

Mr. Sullivan noted that Mr. Brian McFarland has requested to be an authorized volunteer for the Town in order to perform forest and trail work; reminding the Board that such authorization affords volunteers greater protection.

Mr. Hohenberger moved and Mrs. Simmons seconded to authorize Mr. McFarland as requested, with gratitude. Passed 3-0.

Mr. Sullivan noted that a Municipal Management Agreement has been drafted relative to beautification of the area abutting Indian Rock by an Eagle Scout candidate. He noted that, after review, the State had submitted amendments to the agreement which included:

- The right for the DOT to terminate the agreement if we breach it by not maintaining the site.
- That the State can terminate the agreement for any reason with 180 days notice and, if they do so, the Town must remove all improvements.

Mr. Sullivan indicated he had spoken to Mr. Stamnas regarding the 180 day clause, and the latter had explained that if it is not in place, the DOT cannot then invoke it in order to transfer the property to the Town; adding the State will not remove the clause.

Mr. Sullivan indicated his recommendation would be that the Board sign the agreement and move forward. Discussion ensued in that this is time sensitive for the Eagle Scout. No decisions were made, and the matter was tabled.

Mr. Sullivan advised that the Town would again be applying for a grant for the Greenway Trail; and are eligible to receive up to \$720,000 of the \$900,000 project cost. He noted that staff will update the previous application in preparation for the 9/2 deadline, and that the Board will be asked to execute a letter of support at the next meeting. Mr. Sullivan also noted that this will be presented to the CIP as an Administration request. Discussion ensued regarding the Town's previous application.

Mr. Sullivan noted that the NHMA's annual legislative policy conference is being held shortly, and he will place the information on the One Drive for the Board. Brief discussion ensued.

CORRESPONDENCE: None.

MINUTES: Mrs. Simmons moved and Mr. Hohenberger seconded to approve the minutes of 8/8 as written. 3-0.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mrs. Simmons seconded to enter into non-public session in accordance with RSA 91-A:3 II b and c. Passed 3-0. Roll call vote all "yes". The topics of discussion were personnel and reputations and the Board, Mr. Sullivan, Chief Lewis and Ms. Devlin were in attendance in the first session. Chairman Desilets was also present via telephone.

The Chief updated the Board on a personnel matter relative to performance of duties. After a lengthy discussion, no decisions were made.

The Board and Mr. Sullivan were in the remaining session to discuss the status of the Planning Director and Community Development Director recruitment. No decisions were made.

Mr. Hohenberger moved and Mrs. Simmons seconded to adjourn. Passed 4-0.

Meeting was adjourned at 10:15 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

Note: These minutes are in draft form and have not been submitted to the Board for approval.