

BOARD OF SELECTMEN
Minutes of April 23, 2007 Workshop

MEMBERS PRESENT: Chairman Alan Carpenter called the meeting to order at 7:00 PM. Selectmen Margaret Crisler, Roger Hohenberger, and Bruce Breton were present, as was Town Administrator David Sullivan. Selectman Dennis Senibaldi was excused. Following the Pledge of Allegiance, Chairman Carpenter read the agenda into the record.

ANNOUNCEMENTS: Mr. Carpenter extended congratulations to Laura Cryts and the Police Department, as well as Captain Yatsevich, on the tremendous turn-out for the recent benefit Spaghetti Supper on behalf of the Captain.

Mr. Carpenter also extended congratulations to the Rail Trail Alliance on their Earth Day Clean-up. He noted 30-40 people had been on hand to volunteer and had done a great job.

Mr. Sullivan noted that the auditors had been in the previous week and extended compliments to the staff on their preparation. He stated that all indicators were that the audit went well.

WORKSHOP/PLANNING DEPARTMENT: The Board met in workshop session with Planning Director Al Turner.

- *Right of Way Ordinance:* Mr. Turner reviewed a revised draft along with suggested changes from Town Counsel with the Board. Discussion included the following:
 - Input should be garnered from the Highway Agent, and Police and Fire chiefs, as well.
 - Emergency situations will be designated to Mr. Turner or Mr. McCartney.
 - Determination of what constitutes an obstruction, orders for removal, and determination of the right-of-way will be overseen by the Board of Selectmen.
 - Enforcement of the ordinance will be overseen by the Code Enforcement Administrator, with removals handled by Mr. McCartney or his designee.
 - It was the consensus of the Board that, in addition to the above, language be added regarding recovery of removal costs by the Town.

Mr. Turner will work with Town Counsel and the Highway Agent to re-draft the document for review by the Fire and Police chiefs. A final draft will then be submitted to the Board at a future meeting.

- Mr. Turner briefly reviewed current operations of the department, and the duties performed by staff.
- *Water Testing:* Mr. Turner sought direction from the Board regarding annual testing of the ponds in Town, noting that Town Counsel had indicated no warnings should be issued by the Town relative to results at private ponds. A discussion ensued regarding the testing periods, logging of the results, testing methods, working with the individual pond Associations relative to testing, and interpretation of Atty. Campbell's opinion.

It was the consensus of the Board that Mr. Turner draft a letter for mailing to the Associations regarding testing, and that he obtain pricing information for external testing.

- *Job Description Revision:* Mr. Turner discussed revisions to the Code Enforcement Administrator job description to reflect greater zoning enforcement duties. He also expressed a need for greater communication between the Zoning Board of Adjustment and staff. A brief discussion ensued regarding the recent appeal by the Board of a ZBA decision.
- *Mr. Turner* requested the Board's support of a partial realignment of duties due to the magnitude of work as follows: Mr. McGuire will handle Building enforcement, Mr. Logue Code enforcement, and Mr. Turner Health enforcement. A discussion ensued, and it was the consensus of the Board to support splitting the three (3) areas of enforcement as suggested, and to discuss additional staff, if necessary, at budget time.
- *Mr. Turner* advised the Board that the Jeep utilized by the Department will need some work in the near future. All other equipment is working fine.
- *Discussion moved* to space constraints within the Department and various means of addressing the issue, as well as concerns regarding their potential loss in the event of a fire.

It was the consensus of the Board that proposals be obtained for the following: scanning of the departmental files; installation of a vault; installation of fire-rated sheetrock in the bays; fire proof file cabinets; and Iron Mountain files. It was also suggested that Mr. Turner contact the Local Government Center to inquire if they had any information as to how other towns handle this issue.

- *Mr. Turner* discussed several maintenance concerns regarding the facility, including: vermin; heating costs; window replacement; and issues with the roof. After a brief discussion, it was the consensus of the Board that Mr. Turner arrange to have PSNH conduct an energy audit of the building. Mr. Sullivan then noted that a workshop with the Maintenance Department is upcoming, and the remaining concerns can be discussed at that time.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mrs. Crisler seconded to enter into a non-public session in accordance with RSA 91-A:3-IIa and c. Roll call vote – all members “yes”. The topics of discussion were personnel and reputations.

Personnel: The Board met with Mr. Sullivan regarding a departmental matter and no decisions were made.

Reputations: Mr. Hohenberger moved and Mrs. Crisler seconded to seal this portion of the minutes. Passed unanimously.

Mr. Hohenberger moved and Mrs. Crisler seconded to adjourn. Passed unanimously.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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