

Selectmen's Meeting Minutes
Monday, September 23, 2013

Present: Chairman Mike Darcy; Selectman Gallagher; Selectman Ebbighausen; Selectman Morel and Selectman Rideout; TA Collins.

6:00 p.m. Chairman Mike Darcy called the meeting to order.

Selectmen reviewed the Manifest.

Selectman Ebbighausen made a motion to approve Manifest of September 23, 2013, Selectman Rideout second. Motion passes unanimously.

Selectman Ebbighausen made a motion to approve Selectmen Meeting Minutes of September 16, 2013, Selectman Morel second. Motion passes unanimously.

Selectman Ebbighausen made a motion to approve Selectmen Non-Public Meeting Minutes of September 16, 2013, with changes, Selectman Morel second. Motion passes unanimously.

Selectman Ebbighausen made a motion to approve Selectmen Non-Public Meeting Minutes of August 26, 2013, Selectman Rideout second. Selectman Morel abstained. Motion passes.

Selectman Rideout made a motion for Chairman Darcy to sign an Open Container/Alcohol Permit for a birthday party, held by Ronald Majer, at the Hinsdale Community Center, on October 19, 2013, from 1:00am to 6:00pm, Selectman Gallagher second. Motion passes unanimously.

TA Collins informed the Selectmen that Public Service of New Hampshire removed the street light that was mounded on the fire department.

TA Collins emailed the Selectmen in regards to the Monument Road project.

Discussion regarding KV Partners three concepts, for the Monument Road project, provided at last week's meeting.

The first concept was liked without the buffer, which would be easier to maintain.

It was suggested having a picture of pedestrian within the sidewalk area.

Concern of concept 2 was with a granite curb and was mentioned would be expensive. Suggestion was made having grass between the road and the sidewalk area instead.

From a cost stand point, it was agreed not to have curbing.

The original concept 1 had the sidewalks width 2 feet on one side and 4 feet on the other, but as presented by KV Partners, at last week's meeting, to the Selectmen, would be 4 feet on both sides of the road.

It was suggested in having a rumble strip within the outside line of the sidewalk to make vehicles aware if they crossed into the sidewalk area.

Discussion of the driveways and possibility of property owners losing 4-5feet of the front property, which may turn them off of having a sidewalk.

Selectman Gallagher made a motion to accept Concept 1, with the sidewalk being 4 feet on both sides of the road, posting pedestrian signs within the sidewalk area, having ghost lines and rumbles strips, Selectman Rideout second. Motion passes unanimously.

The Selectmen discussed if the highway department had scheduled an equipment replacement plan and the potential of setting funds aside for that purpose. The highway department rotates its equipment about every 5 years. Leasing equipment was discussed. Leasing has its benefits potentially due to its warranty and/or dollar buy out at the end of the leasing period.

The Selectmen asked that the highway superintendent get some figures and options, rates and terms, together for their review, regarding a possible new truck.

It was discussed on purchasing of equipment and vehicles in the past, which caused the tax rate to fluctuate immensely.

The Selectmen asked when the department heads had their Capital Improvements Plans together, to have them come meet with the Selectmen for discussion.

TA Collins informed the Selectmen that the department heads are working on their budgets and budgets are due October 3, 2013, with a late date of October 7, 2013. Capital Improvement Plans are due a couple of weeks after the budgets are due. It was suggested to have the department heads come in October 21, 2013 for discussion of their Capital Improvement Plans.

The new Police Department was discussed regarding Police Chief Faulkner possibly having an expendable trust for equipment that would be needed.

TA Collins will be meeting with Mr. Shapiro and Attorney Bonnet to discuss the boundary line and if in agreement, have necessary documents signed. The closing should take place shortly after. The Town is hoping to take down all building prior to winter. The question came up regarding a tax lien on the "old vet" building. The amount of the tax lien will reduce the purchase price.

The Selectmen reviewed job descriptions as follows:

Water and Sewer Superintendent:

It was discussed that all department head know that TA Collins is their supervisor.

#5 – tracts should be changed to tracks

Selectman Gallagher made a motion to approve Water and Sewer Superintendent as reviewed and updated, Selectman Ebbighausen second. Motion passes unanimously.

Water and Sewer Assistant Utility Supervisor:

Selectman Ebbighausen made a motion to approve Water and Sewer Assistant Utility Supervisor as reviewed and updated, Selectman Rideout second. Motion passes unanimously.

Water and Sewer Utility Maintenance Worker #1/Work #2:

It was discussed that moving up pending receiving Certification 1 and 2, should be in the job description. It was also discussed making other departments aware of the possibility of moving up pending receiving the same certifications. The more certifications received the position would be rewarded by a step and grade increase.

Selectman Ebbighausen made a motion to approve Water and Sewer Utility Maintenance Worker #1/Work #2 as reviewed and updated, Selectman Rideout second. Motion passes unanimously.

Waste Water Superintendent:

Section regarding duties, and sewer should be removed, should be just water lines.

#8 changed to #9

Selectman Rideout made a motion to approve Waste Water Superintendent as reviewed and updated, Selectman Ebbighausen second. Motion passes unanimously.

It was discussed having full time or part time positions inserted into each job description, along with whether or not the position was hourly or salary position.

It was discussed whether the Waste Water Operator had the ability and required certifications to fill in or move into the Waste Water Superintendent position if needed, and he does. It was again discussed having other departments trained and certified for these positions, having them crossed trained.

Waste Water Operator:

Selectman Rideout made a motion to approve Waste Water Operator as reviewed and updated, Selectman Gallagher second. Motion passes unanimously.

Highway Superintendent:

It was discussed that the Highway Working Foreman has the ability to fill in this position if needed or has the ability to move into this position.

Selectman Ebbighausen made a motion to approve Highway Superintendent as reviewed and updated, Selectman Gallagher second. Motion passes unanimously.

Highway Working Foreman:

#8, informs changed to inform.

Selectman Rideout made a motion to approve Highway Working Foreman as reviewed and updated, Selectman Ebbighausen second. Motion passes unanimously.

Laborer/Truck Drivers:

#2, operates changed to operated.

Selectman Gallagher made a motion to approve Laborer/Truck Drivers as reviewed and updated, Selectman Rideout second. Motion passes unanimously.

It was mentioned to work on the Town's Snow Removal Policy.

Transfer Station Attendant/Public Works Laborer:

Selectman Gallagher made a motion to approve Transfer Station Attendant/Public Works Laborer as reviewed and updated, Selectman Rideout second. Motion passes unanimously.

It was discussed approving the job description for the employees at the Town Hall.

Water and Sewer Collections Clerk was briefly discussed.

Finance Coordinator was discussed, section regarding back up Welfare having a separate line for job description of Welfare Assistant.

It was asked to have all the Town Hall employees job description sent to all the Selectmen for review and to be discussed and approved at the next meeting.

The floor was open to the public for any comments or discussion. There was none.

Selectman Rideout mentioned the water being turned off at the old Hastings property due to the check for payment bouncing. Has the water been paid? What type of reproduction should there be for the bounced check if the bill has not been paid. The water bill has not been paid to date, the water

collections clerk was giving the property owner until September 24, 2013 to pay the bill, if it was not paid, and then a certified letter would go out in the mail.

Selectman Morel discussed the Planning Board Meeting she attended. There were several permits discussed at the meeting, which were all approved with conditions.

The conditions and requirements of site plans were discussed. In the application process the conditions and requirements of the site plans need to be made clearer. Having the plans be prepared by an engineer should be a requirement.

Selectman Gallagher mentioned he was able to get quite a few signatures for the Hinsdale/Brattleboro Bridge petition for Wednesday's meeting, along with Selectman Morel.

Selectman Rideout had a concern regarding funds Vermont has set aside for the bridge project. Now that Vermont Yankee had a de-commissioning date, he is afraid that the funds set aside would not be there when needed.

Chairman Darcy discussed a complaint letter that was received, regarding a purchase of a cemetery plot back in July 2012. The check for the plot was not cashed until September 2012 and still to this date has not received the deed to the plot. When the Town Clerk was asked about the plot deed by the purchasers, she said the State was the holding up, according to the purchasers. TA Collins asked the Town Clerk about that situation; TA Collins was told she would look into it and to date TA Collins does not have an answer. TA Collins looked back into the minutes of last year, around the time the check for the plot was written and the check was cashed and she did not see where the Selectmen acting on the deed. TA Collins is still waiting for the Town Clerk to look into the status of the plot deed. The letter will be placed into the folder for the auditors.

The Budget Committee is setting up a schedule.

The Library Trustees have been discussion leaving the subscription line open, due to the new computers. Also, due to the storm, the Library alarm blew out, and will need replacing.

7:50 p.m. Selectman Ebbighausen made a motion to go into Non-Public meeting, per RSA 91, A; 3-II (c), Reputation, Selectman Rideout second.

Vote was as follows:

Chairman Darcy – I; Vice Chairman Rideout – I; Selectman Ebbighausen – I, Selectman Gallagher – I; Selectman Morel - I

Motion passed.

8:15 p.m. Selectman Rideout made a motion to come out of Non-Public Meeting, Selectman Morel second. Motion passes unanimously.

Selectman Ebbighausen made a motion to seal the Non-Public Meeting Minutes, Selectman Rideout second. Motion passes unanimously.

TA Collins presented a letter from the Selectmen to Gassett for the board's signature.

8:15 p.m. Selectman Ebbighausen made a motion to go into Non-Public meeting, per RSA 91, A; 3-II (a), Personnel, Selectman Gallagher second.

Vote was as follows:

Chairman Darcy – I; Vice Chairman Rideout – I; Selectman Ebbighausen – I, Selectman Gallagher – I;
Selectman Morel - I
Motion passed.

8:20 p.m. Secretary, Alicia A. Marshall, was excused.

Respectfully Submitted,
Alicia A. Marshall
Secretary