

Selectmen's Meeting Minutes
Monday, October 7, 2013

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

6:04 p.m. Chairman Mike Darcy called the meeting to order.

Selectmen reviewed the Manifest.

Selectman Gallagher made a motion to approve Manifest of October 7, 2013, Selectman Ebbighausen second. Motion passes unanimously.

Selectman Gallagher made a motion to approve Selectmen Meeting Minutes of September 30, 2013, Selectman Ebbighausen second. Motion passes unanimously.

Selectman Gallagher made a motion to approve Selectmen Non-Public Meeting Minutes 1, 2, & 3 of September 30, 2013, Selectman Ebbighausen second. Motion passes unanimously.

Chairman Darcy made a motion to sign an Application to Connect to the Municipal Sewer System for Frank Vakaros, 50 Main Street, Commercial property, connection to 195 High Street; no NHDES discharge permit required, with clarification to connection location, Selectman Gallagher second. Motion passes unanimously.

The Selectmen reviewed a handout from Kathryn Lynch.

TA Collins gave the Selectmen the MS-1 Report for their review.

The Selectmen reviewed the fee schedule for the Planning Department. Discussion took place, regarding the fees being realistic. Selectman Ebbighausen made a motion to accept the fee schedule, Selectman Gallagher second. Motion passes unanimously. The Selectmen requested Kathryn to look at the pricing for a copy of the Zoning Ordinance; Subdivision Regulations; and Site Plan Regulations.

Selectman Ebbighausen made a motion to approve Tax Abatement for Penny Bell, property located at 12 Main Street, in the amount of \$702.23, plus interest, for 2012 tax year and the amount of \$537.27, plus interest for 2013, agreed to abate per agreement, Selectman Gallagher second. Motion passes unanimously.

TA Collins informed the Selectmen that Catamount would be coming on Thursday, October 10, 2013, instead of Tuesday, October 8, 2013, to perform the asbestos evaluation.

Selectman Gallagher made a motion to approve Tax Abatement for Deborah George, property serial #1963, in the amount of \$78.16, for 4th quarter 2012 and property serial #1975, in the amount of \$62.63, for the 4th quarter 2012, calculated incorrect date, Selectman Morel second. Motion passes unanimously.

TA Collins went over the On-Call pay and Stipend pay with the Selectmen. The Selectmen will discuss the On-call and Stipend pay with the Department Heads, when they come in on October 21, 2013, to discuss their Capital Improvement Plans. The amount of the On-Call pay was discussed and how each department rotates the employees that are On-Call. The Stipend pay should be neutral throughout all departments.

TA Collins read a letter that was received from Theodore Whittemore, who wishes to purchase a piece of property owned by the town on Old Chesterfield Road, which borders his property he received from his mother. He is looking to gain more frontage. The tax card for the town's property assesses the property at \$38,800.00. The Selectmen reviewed the tax card and asked TA Collins to write Mr. Whittemore a letter asking him to make the town an offer and the Selectmen will consider the offer.

TA Collins and the Selectmen went over the 6 month of the Board of Selectmen.

4/1 Summer Program Handbook Completed. Mandatory meeting held with parents and campers to discuss book. Park & Recreation are looking to have a section in regard to the sport programs. It was asked to check to see if the handbook was available on the town's website.

Waiting for Treasurer's report to make sure adjustments to balance. Receive Treasurer's report around the 15th of month. Will provide quarter report (July 1 – September) by end on October.

Vehicle rotation – CIP with departments is in process. Department Heads will be attending the October 21, 2013 meeting.

Cell Phone Plans – Currently the Fire Department; Police Department; and Water Department Supervisor has cell phones. The Police Department has 4 cell phones; the Water Department has 1, which the town pays for. The departments also have pagers that the town pays for. TA Collins will get information of various companies and expiration dates of the various plans.

4/15 Cell Phone Policy – Need to make decision if we are going to reimburse for personal cell phones. TA Collins can get samples of policies.

Rotation of vehicles – CIP is 7 year plan. There can be further discussion at meeting of October 21, 2013.

4/22 Job descriptions town offices – will be reviewed tonight.

5/6 Discussion took place at last meeting. Interested parties in salvage should contact Triple T. Some contact to town – granite and store. Chairman Darcy is checking on historical society and Kathy Cunningham.

5/13 Gathering information. Have information for heat, getting usage printout from PSNH.

6/3 Received quote from Triple T. Did not bid out. The Selectmen waived to bid out. It was discussed that an informal bid was considered if the project cost was over \$50,000.00 and a formal bid if the project cost was over \$100,000.00, which includes advertising.

6/17 No policy at this time for smoking around Municipal Buildings. A discussion was started in this regard, but no decision was made.

- 7/8 Fire Explorer link to Town Website has not been provided, which will be further looked into
- 7/15 Use of Town Hall is by Non-Profit Organizations only. Town Hall does not get used for private functions. It is recommended to contact the Hinsdale Community Center first and then possible the Boy Scout Hall. It was mentioned to have the Hinsdale Community Center and the Hinsdale Community Coalition get together to discuss the expired agreement between the two.

Comcast and PSNH lines removed. We are waiting for Fairpoint. Catamount will be assessing for asbestos on Thursday. They had to changed date due to conflict, which was discussed earlier.

- 7/22 Sidewalk in front of 10 Depot completed.

Have not contact Service Credit Union or Brattleboro Savings & Loan at this time. Need to find contact information and set up appointment with Treasurer.

It was discussed to have Police Chief Faulkner and Peter Tennant come and meet with the Selectmen for an update of the New Police Station project.

CDGB will not have funding for their full project, might wait until January 2014 to apply again for the full \$500,000.00.

- 8/12 Audit, will be requesting an RFQ for 2014 audit. RFQ to include school district. MS1 completed. TA Collins is still waiting on documentation from last year's audit. She has sent out an email asking when all documentation can be expected. TA Collins needs the full audit report in order to apply for bonds for the New Police Station. It was discussed preparing a letter from the Selectmen regarding receiving the full audit report. Selectman Morel made a motion for TA Collins to prepare letter to Bob Vachon to have the Chair sign, Selectman Ebbighausen second. Motion passes unanimously.

- 8/26 Received minimal blue bags back from Lisa Bomba.

Budgets have been received and are being entered into system. Will be reviewing – tentative schedule provided to selectmen. CIP packages have been distributed to Department Heads. Longevity pay and On-Call pay info gathered and will be distributed and will be discussed with the department heads on October 21, 2013 workshop.

- 9/16 Yard sale ordinance changes complete. Will schedule public hearing.

Still in the process of gathering rates from bank for PD Project.

Continental Drive – TIF Meeting scheduled for October 24th.

Karen Johnson has provided a community center calendar and it is being worked on getting up on the website.

The Selectmen request to have at least 5 bus stop signs ordered and placed where the bus stops are located, along with ordering a new sign for the Transfer Station.

TA Collins informed the Selectmen that the town has closed on the property located at 12 Main Street. The Highway Department has boarded up the building. Cable wires were removed on Friday, October 4, 2013 and Public Service of New Hampshire removed their wires today, October 7, 2013. Fairpoint still needs to remove their wires, which should be done by the end of the week.

The Hogenmiller's tax abatement was discussed. The Selectmen decided to tell Vision to stand firm at their assessment.

Selectman Ebbighausen discussed the hours of the Transfer Station attendant. The Transfer Station is opened until 4pm and Transfer Station attendant should be allowed to stay late if needed, if a customer shows up at 3:55pm.

Chairman Darcy discussed the recycling pick-up being co-mingled. It was noticed that the trash truck picked up some recycling, which is the case but it does not get mixed in with the trash.

Chairman Darcy received a letter from Local Government Center, informing him they are working on getting a Board of Directors together.

Job Descriptions:

Custodian: Discussion regarding #5 and #14 in Examples of Essential Duties being the same. Selectmen would like to keep #14, more detailed. There is a typo on the second page last paragraph, change "requied" to "required". Selectman Gallagher made a motion to approve Custodian as reviewed and amended, Selectman Morel second. Motion passes unanimously.

Welfare Director/Deputy Welfare Director: Selectman Morel made a motion to approve Welfare Director as reviewed and updated, Selectman Ebbighausen second. Motion passes unanimously.

Selectman Ebbighausen made a motion to approve Deputy Welfare Director as reviewed and updated, Selectman Morel second. Motion passes unanimously.

Selectman Morel handed out some changes to Water/Sewer Collection Clerk, Town Administrator, Secretary/Receptionist, and Budget & Finance Coordinator. Selectman Gallagher made a motion to table approval so the Selectmen have a chance to review the changes, Selectman Ebbighausen second. Motion to table passes unanimously.

7:45 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; Selectman Ebbighausen – I, Selectman Gallagher – I; Selectman Morel - I
Motion passed.

7:55 p.m. Selectman Ebbighausen made a motion to come out of Non-Public Meeting, Selectman Gallagher second. Motion passes unanimously.

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

Selectman Gallagher made a motion to accept Mike McCosker's resignation, with regret, Selectman Ebbighausen second. Motion passes unanimously.

7:55 p.m. Selectman Ebbighausen made a motion to go into Non-Public meeting, per RSA 91, A; 3-II (c), Reputation, Selectman Gallagher second. Vote was as follows: Chairman Darcy – I; Selectman Ebbighausen – I, Selectman Gallagher – I; Selectman Morel – I. Motion passed.

8:27 p.m. Selectman Ebbighausen made a motion to come out of Non-Public Meeting, Selectman Gallagher second. Motion passes unanimously.

Chairman Darcy mentioned there will be a joint Public Hearing with the Selectmen and the School Board, on October 9, 2013, at 6:30p.m. at the SAU office, to discuss the COPS grant.

Chairman Darcy mentioned the ELO is getting ready to start meeting for the small government at Hinsdale High School. Selectman Ebbighausen mentioned it would be nice to get a non-voting member to attend the Selectmen Meetings.

Selectman Gallagher made a motion to sign a letter to Tammy-Jean Akeley, Town Clerk, Selectman Ebbighausen second. Motion passes unanimously.

8:30 p.m. Selectman Ebbighausen made a motion to adjourn, Selectman Morel second. Motion passes unanimously,

Respectfully Submitted,
Alicia Marshall
Secretary