

**Selectmen's Meeting Minutes**  
**Tuesday, February 3, 2015**

Present: Chairman Ives, Selectman Bowles and Selectman Krieger.  
Also present: Police Chief/Code Enforcement Officer Bob Fiske.

- I. Selectman Bowles moved to approve the Selectmen's Meeting Minutes of Tuesday, January 20, 2015 as written. Seconded by Selectman Krieger. All in favor. Motion carried.
  
- II. The Board met with Chief Fiske and Donna White, Planning/Zoning Administrative Assistant.
  - a. Chairman Ives explained that the Selectmen discussed with Donna that there was an opening in the Code Enforcement office for an assistant. He said that Donna has time on her hands with the Planning and Zoning Board her work load is not sufficient to keep her busy. Chairman Ives said that to be prudent and to make best use of the towns resources they'd like to have her fill the position as part-time assistant in Code Enforcement. Chairman Ives said they are looking at Donna's hours for Code Enforcement being Monday through Thursday either 7:30am to 12:00pm or 8:00am to 12:00pm, whichever works best for that office. He said she would be in the Planning/Office Monday, Wednesday and Thursday 12:00pm to 4:00pm and Tuesday 12:00pm to 7:00pm. Chairman Ives said it was their understanding that mornings are best for Code Enforcement. Chief Fiske said his preference would be 3 six-hour days; Monday, Tuesday and Thursday like they've had it, that's what is in the Ledger and all over the place. Donna asked Chief Fiske what hours on those days. Chief Fiske said 9:00am to 3:00pm. Donna said that would really cut her out of the other office; she explained that she tried to make it so she would be evenly at both places. She explained that she ran it by Tom Dow, Planning Board Chairman and Dave Powelson, Zoning Board Chairman and by doing it this it allows her to meet her office deadlines. These hours would also allow her to return messages and emails in her office the same day as she gets them. Selectman Bowles said in his opinion these hours are workable, he's not concerned about what hours are posted now, they can all be changed. He said that he thinks if they all work together they can make this work for the betterment of the town. Donna asked Chief Fiske what she would be doing. Chief Fiske said she would be going through building permits; making sure that all the paperwork is in order, a lot of filing, septic systems to file, everything that has to do with building which is quite extensive. He said answering telephones for building and code. Chairman Ives said he believes that with her background with septic's and reading plans for the Planning Board it is a win-win situation for the town and for the taxpayers as far as keeping her busy and keeping the budget tight. Donna explained that she has no problem doing it and after reviewing the hours with Tom and Dave they all felt that these hours would be fair to all departments. Chairman Ives said Monday through Thursday 7:30am to 12:00pm would be 18 hours. Chief Fiske said he's the only one there at 7:30am; the earliest she could start would be 8:00am. Selectman Bowles asked why she couldn't start at 7:30am with filing if he is there. Chief Fiske said he is there periodically at 7:30am not every day. Chairman Ives

asked if Donna would have extra time on the weeks that she doesn't have minutes or deadlines. She said yes; if she's in the middle of something she could stay extra. She explained that she just doesn't want to commit 9-3 out of her 8-4 day. Chairman Ives said he would think it would be better to have a partial day at each office. Donna said if she doesn't have minutes to get back to do on a Monday she can stay longer, on the Wednesday's that she doesn't have to meet a deadline for the Concord Monitor she can stay longer. Chairman Ives asked if the others agreed that the hours will be Monday through Thursday 8:00am to 12:00pm. Selectman Bowles agreed; he stated that she has the experience and knowledge and if everyone pulls together this is very doable. Donna asked if they are in but not open on Friday's. Chief Fiske said he is in and out on Friday's; that is the day that he does what he has to on the outside so to speak. Donna said that she also has Friday's that are flexible. Chairman Ives asked if Selectman Krieger has anything to add. Selectman Krieger explained that Donna would be going into a different environment; people that she may know might be under arrest, there could be fighting, a lot of words that people don't like to hear; all things to consider. He said he's sure she can handle it but there is a lot that goes on in the Police Department that nobody on the outside knows. Selectman Krieger said there are things that can't be talked about. Chief Fiske concurred with that. Chairman Ives and Donna said that would be for anybody. Chairman Ives said that in the next year or so Code Enforcement will be in the new town office building. Chairman Ives asked when Chief Fiske wants to implement this action. Chief Fiske said it was up to Donna. Selectman Krieger suggested Monday, February 9. Discussion ensued about timesheets and pay. Donna will keep track of her hours for each office but at this time all of her pay will come out of the Planning and Zoning budget. Selectman Krieger suggested that in fairness to Donna and Chief Fiske that this be a trial run and they come back and talk about how it's working. Chairman Ives and Selectman Bowles agreed. Chairman Ives said that is why they don't want to change the budget at this time. Selectman Krieger suggested they get back together the beginning of May unless it's not working and someone wants to meet sooner. Selectman Bowles asked when the new schedule would start. Chief Fiske said Monday.

III. The Board met with Chief Fiske.

- a. Chief Fiske said he met with Keith Cota from NHDOT regarding the intersection of 106 and Staniels Road. He explained that they have redone the municipal agreement that they want the Selectmen to sign. Selectman Krieger suggested that they have an attorney look at the agreement. He said the first priority is the safety of the people using the roads during construction and the second is the town's liability during the construction. The Board will have it sent off to get an attorney's opinion. Chief Fiske said that he noticed a typo in the "Town of Loudon Policy for Flagger and Uniformed Officer in Work Zones"; he amended the policy. Selectman Krieger moved to amend the policy stating that under *Authority: the RSA was 105:2-a* it was amended to *RSA 105:9*. Seconded by Selectman Bowles. All in favor. Motion carried.
- b. Chief Fiske explained that during the last storm Rob, owner of the Beanstalk, didn't have any tankers coming in and was low on fuel. His intent was to maintain 500

gallons for emergency vehicle use. Chief Fiske thanks him for doing that; it eases his mind for the future.

- c. Chief Fiske said the owner of the Village Store is going to be seeking an off premise sign permit to be on vacant property on the corner of Chichester Road and 106.
- IV. Chairman Ives commended the highway department for a phenomenal job and for all the hours they put in being short handed; their work is appreciated. Selectman Bowles agreed.
  - V. The Board recognized Martin Anderson. Chairman Ives explained to Mr. Anderson that they could go into a non-public session if he would like to. Mr. Anderson said it wasn't necessary. Mr. Anderson explained that he and his wife moved to Loudon in October 2013. He explained that he did not receive any tax bill for 2014. The first thing he received was a delinquency letter that evidently went out to the wrong address, was returned and sent out again with the correct address. Mr. Anderson said that he has now accumulated \$258.52 in interest which he has paid but is asking to be refunded. Selectman Bowles clarified that Mr. Anderson did not receive his July and December 2014 bills. Mr. Anderson agreed; he said that the town office said they sent them out, he didn't receive them but they were not returned. He said he came right down to pay the bill as soon as he received the notice. The Board agreed that the \$258.52 in interest will be refunded.
  - VI. Chairman Ives read the following: PUBLIC NOTICE: The Board of Selectmen of the Town of Loudon will hold a Public Hearing Tuesday, February 3, 2015 at 6:30 pm to establish and set an Emergency Medical Services Fee for Paramedic intercepts. At the Loudon Community Building, located behind the Town Office. Selectman Bowles moved to open the public hearing. Seconded by Selectman Krieger. All in favor. Motion carried. Chairman Ives explained that Fire Chief Wright came to them and explained that they have a paramedic in the department now. He said that other towns charge \$525.00 for paramedic intercepts. Chairman Ives said we pay other towns for paramedic intercepts so now that we have one in Loudon we should charge when he/she gets called out. Selectman Bowles made a motion to establish a fee of \$525.00 for Emergency Medical Services for Paramedic intercepts to take effect February 3, 2015. Seconded by Selectman Krieger. All in favor. Motion carried. Chairman Ives closed this public hearing.
  - VII. The Board began their review of weekly correspondence.
    - a. The Board received the Road Agent Job Posting for review. Discussion ensued about the job and when it should be posted. The Board decided to post the job and get it in the newspaper as soon as possible with an application/resume deadline of Tuesday, February 17.
    - b. The Board received a letter from the Tax Collector.
    - c. The Board received letters of recommendation from Julie Robinson for Sandra Blanchard as a full member and Sandra Sims as an alternate member of the

Conservation Commission. Selectman Krieger made a motion to appoint Sandra Blanchard for a three-year term to expire March 31, 2018 and Sandra Sims as an alternate for a one-year term to expire March 31, 2016 to the Conservation Commission. Seconded by Selectman Bowles. All in favor. Motion carried.

- d. The Board received a copy of a request for permit modification to NHDES from ESMI.
- e. The Board received ESMI's 4<sup>th</sup> Quarter Host Community Fee Report as well as their December 2014 Self-Report for review.
- f. The Board received an email from Chief Wright regarding a quote from Harry O Electrical Corp., to replace the light at the POW-MIA flagpole. The Board approved the quote and stated that the funds will come out of the War Memorial Fund.
- g. The Board received a memo from Chief Wright regarding a Sugarloaf Ambulance refund check in the amount of \$132.00 for overpayment of the new ambulance due to last minute changes.
- h. Miscellaneous correspondence.

VIII. Selectman Krieger thanked all the departments; it appears that everything went smoothly during the past few snow storms.

IX. Selectman Bowles moved to adjourn at 7:05 p.m. Seconded by Selectman Krieger. All in favor. Motion carried.

#### LOUDON BOARD OF SELECTMEN

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Steven R. Ives, Chairman

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Dustin J. Bowles, Selectman

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Robert P. Krieger, Selectman