

Selectmen's Meeting Minutes

Tuesday, May 20, 2008

Present: Selectmen Ives, Bowles, and Maxfield.

Also present: Conservation Commission member Dan Geiger.

Chairman Ives called the meeting to order at 6:30 PM.

- I. Selectman Bowles moved to approve the Selectmen's Meeting Minutes of Tuesday, May 13, 2008 as presented. Seconded by Selectman Maxfield. All in favor. Motion carried.
- II. Chairman Ives stated that he had spoken with Fire Chief Jeff Burr and Chief Burr wanted to know what the Board wants to do with the large safe that is being stored in the A. W. C. Safety Complex. The Fire Department would like to move the safe as they need the space. Selectman Maxfield asked about relocating it to Station #2. Discussion ensued. Chairman Ives will follow up with this issue.
- III. The Board met with Conservation Commission member Dan Geiger regarding the desire of the Conservation Commission to hire an intern to assist with monitoring the town properties.
 - a. Mr. Geiger advised the Board that the Conservation Commission had been entertaining bids from consultants on helping monitor town properties and getting everything organized. He said the Conservation Commission is required to file reports on an annual basis, that easements and town properties have to be reviewed and walked, boundaries checked, changes in uses of properties, etc. Mr. Geiger said that the Conservation Commission is an all volunteer organization and they need assistance with the monitoring requirements. He said the bids received from the consultants have ranged from \$6,000.00 to \$10,000.00. Mr. Geiger stated that he had proposed to the Conservation Commission that they could utilize the intern that he has hired for the summer, and he would prorate an amount to start at \$500.00 for the intern to work on the monitoring of the town properties. He said that the Town would not be liable for the intern, as the liability would fall on his company. Mr. Geiger said that he is not asking for any money for his business, or for his efforts, the money would be to pay the intern an hourly rate to go through the file systems, to put the town properties in order, and to update the files. He said once the money has been exhausted, the Conservation Commission would review and evaluate the work. Mr. Geiger said that the intern's name is Ashton and she is finishing her final exams at

UNH. Discussion ensued regarding the liability being solely the responsibility of Mr. Geiger's business. Selectman Maxfield asked where the funds would come from to pay the \$500.00. Mr. Geiger said the Conservation Commission budget. He said that the Conservation Commission may vote to pay the intern to continue working after the \$500.00 funds have been depleted depending on the remaining amount of work to be done. Mr. Geiger advised the Board that the Conservation Commission would bring the request back to the Selectmen for their approval. He gave a brief overview of the scope of work to be done. The Selectmen advised Mr. Geiger that the intern would need to fill out a timesheet and keep track of all her hours. Mr. Geiger stated that the intern will be doing her 100 practical hours for her major of environmental science and land use planning. Discussion ensued regarding a contract or agreement being setup as well as payment options. Mr. Geiger said that this would not begin for a few weeks, possibly the second week of June. The Selectmen asked that Mr. Geiger contact Office Manager Jean Lee to discuss payment options.

- IV. The Board began their review of weekly correspondence.
- a. Chairman Ives stated for the record that two pistol permits were submitted for signature and approval.
 - b. The Selectmen reviewed information on the Household Hazardous Waste Collection Day. Selectman Maxfield moved to authorize the Chairman to sign the contract with Clean Harbors Environmental Services of 1 Hill Avenue Braintree, MA to run the Household Hazardous Waste Collection program on September 6, 2008 in the amount of \$1,200.00 for setup. Seconded by Selectman Bowles. Selectman Bowles stated he felt the motion should be amended to state that it is not to exceed \$5,000.00. Selectman Maxfield moved to amend the motion as Authorize the Chairman to sign the contract with Clean Harbors Environmental Services to run the Household Hazardous Waste Collection program on September 6, 2008 and not to exceed \$5,000.00. Seconded by Selectman Bowles. All in favor. Motion carried.
 - c. The Board was reminded that the employee meeting to discuss the new healthcare plan is scheduled for Thursday, May 20, 2008 at 8:00 AM.
 - d. The Board received a reminder of the meeting with Mr. Dean Wilber and Assessor Dave Wiley at Mr. Wilber's property on Hot Hole Pond Road.
 - e. The Board received notification that the Recreation Department has asked for approval to purchase a gift card to an area department store for use to purchase supplies for summer arts and crafts. The Board agreed that the Recreation Department could proceed with this purchase and that by turning in all of the receipts for items purchased the receipts would work for auditing purposes.

- f. The Board received weekly expenditure reports for review. Discussion ensued regarding money for the final repairs to the Town Hall as well as the preparing for future fuel costs.
- g. The Board received a request from Leonard LaPadula to clear trees on his land and was informed that Mr. LaPadula does not plan on starting road construction. The Board agreed as long as an intent to cut is filed and Mr. LaPadula does not begin hauling in gravel to build a road, there would be no problem.
- h. The Board received notice that the State has received a petition to change motorboat regulations on Hot Hole Pond and are asking to use the Community Building to hold a public hearing in June. The Board agreed to waive the \$50.00 rental fee.
- i. The Board received copies of a letter of complaint regarding a couple trying to apply for a marriage license last Tuesday. The Board stated that since the office hours were until 9:00 PM, and the couple applying for the marriage license was in line at the Town Clerk's office at 8:15 PM, there was no reason for the Town Clerk to turn the couple away, even if it meant staying past 9:00 PM to finish the job. Chairman Ives will speak with the Town Clerk regarding this complaint.
- j. The Board received copies of a proposal for work at the Town Hall from Target New England. Selectman Bowles said that the building cannot be jacked up as the steeple has already been aligned. Selectman Bowles will speak with Steve Fifield regarding this issue. Discussion ensued regarding the foundation issues.
- k. The Board received copies of the April adjustment for the Highway Block Grant payment.
- l. The Board received copies of a request from Denyse Merullo to release funds from the road construction bond that was approved by the Planning Board. Selectman Bowles stated that there was a site walk done and the Planning Board agreed to reduce the bond. Selectman Bowles moved to reduce the road bond for Creekwater Lane from \$55,000.00 to \$37,200.00 and authorize the Treasurer to release the funds as recommended by the Planning Board. Seconded by Selectman Maxfield. All in favor. Motion carried.
- m. The Board received copies of a memo from Tony Puntin regarding Wellington Lane construction. Selectman Bowles stated that at a previous Planning Board meeting one of the representatives of Wellington Way Properties, LLC had agreed to extend the guardrail for safety issues. He said that Engineer Puntin has reviewed the site and found that progress on this issue has not been completed. Selectman Bowles went on to discuss the need to get this issue resolved for safety and liability reasons. He said that he felt the Town Attorney would need to be contacted for his opinion on wording for a letter to be forwarded to Wellington Way Properties, LLC so that this issue would be addressed properly. Selectman Bowles discussed the slope issues. Chairman Ives asked if the Planning Board was going to

contact Attorney Mayer for his opinion on this issue. Selectman Bowles said that either he or Planning Board Secretary Donna White would be contacting Attorney Mayer. Discussion ensued regarding if no response is taken then this will become a legal issue. Selectman Bowles addressed his concerns regarding reducing road bonds and not having enough funds available if there are problems on those roads.

- n. The Board received copies of the state permit for the Merrimack Valley Trail Riders for their annual event on June 7 and 8, 2008.
- o. The Board received correspondence regarding the Redistricting litigation.
- p. The Board received copies of the check from the Town of Gilmanton for winter plowing of Upper City Road.
- q. The Board received copies of the ESMI 1st quarter Host Community Fees as well as the February, March, and April compliance report.
- r. The Board received correspondence from Michael Harris regarding the calendar of events for NH Motor Speedway.
- s. The Board received notice that the State is beginning their intersection work on Route 129, Bee Hole Road, and Piper Hill Road.
- t. The Board received training certificates for John Reese for review.
- u. The Board received an invitation to attend the NH Rivers Council annual meeting.
- v. The Board received copies of NHMA Legislative Bulletin #22 for review.
- w. The Board received copies of UNH Road Maintenance workshop information.

- V. The Board met with Kathleen Guffey, candidate for Deputy Town Clerk and with Office Manager Jean Lee. The Board stated that they were not aware that the Town Clerk had decided on a Deputy and they wanted some information on the appointment process. Mrs. Lee said that the State Statutes allow for the Town Clerk to appoint the Deputy, but that it has always been a courtesy to have the appointee meet with the Selectmen for their approval. Selectman Bowles said the pay structure for the Deputy Town Clerk is from the town portion of the budget whereas the Town Clerk salary is paid by fees. Chairman Ives asked if the Town Clerk could make the appointment without the Board of Selectmen's approval. Mrs. Lee went to get the statute for the Board's review. Chairman Ives asked Mrs. Guffey if she lived in Loudon and how she came to the Deputy Town Clerk position. Mrs. Guffey said that she does live in Loudon and she started talking with Terry Hamel about helping out when she came in for registration. Mrs. Guffey said she observed with Mrs. Hamel last Tuesday evening. Selectman Maxfield asked what Mrs. Guffey's background was. Mrs. Guffey said that she has 25 years experience in sales and property management. Chairman Ives stated the appointment is for 90 days, to expire on August 20, 2008 and asked Mrs. Guffey if she would be willing to continue working past the 90 days if everything worked out. Mrs. Guffey said yes. The Board discussed their concerns regarding this

position and stated that they did not have any background information on Mrs. Guffey. Mrs. Guffey said that she had provided her resume to the Town Clerk and stated that she has her real estate license. Discussion ensued regarding the certification process for this position. Selectman Bowles said the Board had not been advised that the other Deputy Town Clerk had retired or resigned from this position. He said he felt that the Board needed to speak with Mrs. Hamel directly as there is a lack of communication and the Board was not aware that this was coming before them. Selectman Bowles said that the Town Clerk and Tax Collector's offices are full of sensitive information and money and the Selectmen feel the responsibility to protect the Town, so that is why they want to know who will be in that position. Mrs. Guffey said that she has had to go through background checks to keep her real estate license. The Board thanked Mrs. Guffey for coming in and said that the issues they had were not with her, they were issues they needed to talk with the Town Clerk about and did not want to put Mrs. Guffey in the middle.

- VI. Chairman Ives moved to enter in to executive session to discuss a personnel issue with Town Clerk Terry Hamel at 7:51 PM. Seconded by Selectman Bowles. Roll call vote: Ives yes, Bowles yes, Maxfield yes. All in favor. Motion carried. Selectman Maxfield moved to come out of executive session at 7:59 PM. Seconded by Selectman Bowles. Roll call vote: Ives yes, Bowles yes, Maxfield yes. All in favor. Motion carried. Chairman Ives stated the results of the executive session were discussion of a personnel issue with Town Clerk Terry Hamel.
- VII. Selectman Bowles moved to appoint Kathleen Guffey to the position of Deputy Town Clerk starting May 20, 2008 and expiring on August 20, 2008 with the hourly wage at \$10.00 per hour. Seconded by Selectman Maxfield. All in favor. Motion carried. John Plummer asked what happens at the end of the appointment. Chairman Ives said that either the Board reappoints Mrs. Guffey to fill the remainder of the one year term or they choose to not reappoint her and look for someone else. He said that the 90 day period was the Town Clerk's idea. Chip Cochran asked what it was that made the Board change their minds on appointing Mrs. Guffey to the position. Chairman Ives said that during the discussion with the Town Clerk, they were provided with information on the questions that they had. He said that this position requires certification through the State of NH and that Mrs. Guffey will not be handling the money until she is certified. Chairman Ives said the certification process would begin in July.
- VIII. Selectman Bowles asked about the status of cemetery mowing. Discussion ensued regarding cemetery mowing and encumbering money to purchase as much fuel as possible for next year.

Selectman Bowles moved to adjourn the meeting at 8:09 PM. Seconded by Selectman Maxfield. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Steven R. Ives, Chairman

Dustin J. Bowles, Selectman

Roger A. Maxfield, Selectman