

Selectmen's Meeting Minutes

Tuesday, July 18, 2006

Present: Selectman Bowles, Maxfield, and Ives.

Also present: Road Agent David Rice and Emergency Management Director Sigrid Little.

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

- I. Selectman Ives moved to approve the Selectmen's Meeting Minutes of Tuesday, July 11, 2006 as presented. Seconded by Selectman Maxfield. All in favor. Motion carried.

- II. The Board met with Road Agent David Rice.
 - a. Mr. Rice advised the Board the Highway Crew would be working on cleanup on Cross Brook Road next week.
 - b. Mr. Rice advised the Board he needed to get the catch basins in Town cleaned out.
 - c. Mr. Rice discussed mowing in Town. He stated Alan Minery is available if needed. Discussion ensued. Mr. Rice will check with Mr. Minery regarding his hourly rate.
 - d. Mr. Rice advised the Board that the FEMA Agent he had been working with is no longer working in this area and he has not heard anything regarding who has been assigned to take over.
 - e. Discussion ensued regarding what the cleanup of Cross Brook entails. Chairman Bowles stated having the footings removed and having the area cleaned up is part of the bid specs.
 - f. Selectman Maxfield discussed the issue of Mr. Rice's compensation and annual leave time that has built up. Due to the many projects Mr. Rice is involved in it will be difficult for him to take the amount of time off to lower the accrued time on the books. Selectman Maxfield suggested paying Mr. Rice the hours he has accrued for compensation time. The Board agreed and advised Mrs. Lee to take the necessary steps to pay Mr. Rice the comp time that has accrued. Discussion ensued regarding having Mr. Rice take one or two hours off during the week if needed to keep from accruing an abundance of comp time in the future.
 - g. Chairman Bowles discussed the bid information that Jason Gallant of The Louis Berger Group was supposed to be e-mailing the Board for the meeting. He stated he would like Mr. Rice to attend the meeting the Board is planning to have with the Engineers. Chairman Bowles also discussed the possibility of a meeting with the residents of Cross Brook Road and Chichester Road regarding the status of the bridge projects.

- III. The Board met with Emergency Management Director Sigrid Little.
 - a. Mrs. Little stated that she had identification badges made up for Emergency Management personnel. She advised the Board that she had been at the racetrack from Thursday to Saturday getting ideas on what issues might need to be addressed and talking with the Police and Fire Chief regarding what assistance Emergency Management could provide. Mrs. Little stated that communication appears to be the biggest issue to work on at this point. Mrs. Little said she spent Sunday at the Loudon Fire Department in case there were any issues that arose. The Board thanked Mrs. Little for her efforts and the efforts of the people working with her.

- IV. Selectman Maxfield stated that Raymond Cummings had discussed the request to encumber money for the Loudon Communication Council and the Board had not responded to the request. Chairman Bowles stated he felt the Communications Council should be able to stay within their budget and he is not in favor of encumbering the money. The Board agreed unanimously to not approve the encumbrance.

- V. The Board began their review of weekly correspondence.
 - a. The Board received copies of Canterbury Planning Board minutes regarding a proposed Manufactured Housing Park on Route 106 south of Rocky Pond due to regional impact.
 - b. The Board received copies of invoices from The Louis Berger Group for work performed on the Chichester Road Bridge project. The Board agreed to pay this invoice from the Clough Pond Road project.
 - c. The Board received a copy of the Fire Department billing to NHIS for the Nextel Cup race for approval.
 - d. The Board received an invitation to attend a Volunteers of America meeting on Thursday morning, 10:00 AM at the Community Building.
 - e. The Board received a letter from Deedee Maratea regarding her intentions of the drainage installation for her driveway. The letter states that the recommendations from the Engineer will be included, the plan will be followed, the construction will be complete by September 1, 2006, and the bond will stay in place.
 - f. The Board received the copy of an agreement between Deedee Maratea and Sean and Laura Ford regarding Ms. Maratea's encroachment on the Ford's property. Chairman Bowles stated Ms. Maratea is waiting for the release of the Certificate of Occupancy. Selectman Ives asked if the Town should have Town Counsel review the documents. Discussion ensued. The Board advised Mrs. Lee to forward a letter to Compliance Officer Bob Fiske advising him that the Board has the requested documentation and agrees that the Certificate of Occupancy can be released.
 - g. The Board received a letter from Bob Barry regarding his retirement from Department of Transportation. Chairman Bowles stated the Town would

miss Mr. Barry's expertise and guidance that he has given especially during the past few months with the bridge projects.

- h. The Board received a memo from the Office of Emergency Management regarding Federal Assistance and Flood Insurance.

VI. Chairman Bowles opened the Public Hearing for the All Hazard Grant money in excess of \$5,000.00.

- a. Chairman Bowles advised the public that Emergency Management Director Sigrid Little had filed and was granted a \$6,000.00 grant to update the Town of Loudon Emergency Operations Plan. Jane Hubbard of Hubbard's Consulting, LLC. will be working on the plan update. Chairman Bowles stated the purpose of the public hearing is to advise the public the grant funds have been received and the EOP is being updated. Chairman Bowles read the public notice for those present.
- b. Selectman Maxfield moved to accept the grant from the State of NH for the purpose of Local All Hazard Planning in the amount of \$6,000.00. Seconded by Selectman Ives. All in favor. Motion carried.
- c. Selectman Ives moved to enter into the contract with Hubbard Consulting, LLC in the amount of \$6,000.00 for the purpose of updating the Town of Loudon Emergency Operation Plan. Seconded by Selectman Maxfield. All in favor. Motion carried.

Chairman Bowles closed the Public Hearing.

VII. The Board continued their review of weekly correspondence.

- a. The Board received NHMA Legislative Policy information material.
- b. The Board received two Scholarship thank you notes.
- c. The Board received a letter from Treasurer Melanie Kiley regarding the Denyse Merullo bond. Selectman Ives stated he had spoken with Bobby-Joe at TD Banknorth regarding questions he had relative to the insurance on the money in the Money Market Account, which is through the SIPC. This insurance is for Brokerage Firms and therefore does not fall under the \$100,000.00 limit. Selectman Ives also confirmed that no money could be withdrawn from the account unless Ms. Merullo and the Town of Loudon make the withdrawal together. The Board agreed that this type of bond would be acceptable.
- d. Selectman Maxfield moved to authorize the Chairman to sign the Petition and Pole License for Verizon New England and PSNH pole #9AAZLN. Seconded by Selectman Ives. All in favor. Motion carried.
- e. Selectman Ives moved to authorize the Chairman to sign the Petition and Pole License for Verizon New England and PSNH pole #9AAOJS. Seconded by Selectman Maxfield. All in favor. Motion carried.

VIII. Selectman Ives moved to enter into an executive session at 7:20 PM to discuss a Highway Department personnel issue. Seconded by Selectman Maxfield. Roll call vote: Ives yes, Maxfield yes, and Bowles yes. Motion carried. Chairman Bowles stated the results of the executive session were discussion of a Highway

Department personnel issue. Selectman Maxfield moved to seal the executive session minutes for a period of five years until July 18, 2011. Seconded by Selectman Ives. All in favor. Motion carried.

- IX. Selectman Ives stated he wanted to thank Fire Chief Jeff Burr, Fire Dept. Officer Chuck Cormier, and Fire Fighter David Nelson for helping out the Police Department with traffic control and pedestrian control during the let-out at NHIS last weekend with keeping people safe. Chairman Bowles stated he felt that the Board could not thank everyone enough that participates in the race event with safety and traffic control. He said he did not want to leave anyone out and the Board thanked all the departments involved. Selectman Maxfield stated it was a success for Loudon and for NHIS.
- X. Chairman Bowles stated they just received the e-mail from Jason Gallant of The Louis Berger Group regarding the bid specifications for the bridge projects. He said the survey for Cross Brook Road was completed on July 14, 2006 and they are now working on the design of the structure type and provisions for alternate structure types. Chairman Bowles stated draft geotechnical recommendations were received on July 17, 2006. Chairman Bowles gave a brief review of the bid specifications. He stated both projects are moving forward and The Louis Berger Group will be continuing to get the plans set and a draft bid package will probably be ready for the Board's review by August 2, 2006. Chairman Bowles stated The Louis Berger Group is still working on getting the right-of-way and utility issues settled on Cross Brook Road.
- XI. Selectman Maxfield stated he would get updated copies of the Village Road Bridge project for the Board's review when he meets with the representative of the H. L. Turner Group.

Selectman Ives moved to adjourn the meeting at 7:36 PM. Seconded by Selectman Maxfield. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Dustin J. Bowles, Chairman

Roger A. Maxfield, Selectman

Steven R. Ives, Selectman