

**Selectmen's Meeting Minutes**  
**Tuesday, August 23, 2011**

Present: Selectmen Ives, Bowles, and Krieger.

Also present: Road Agent David Rice, Fire Chief Jeff Burr, and Transfer Station Manager Steve Bennett.

Chairman Ives called the Meeting to order at 6:30 p.m.

- I. Selectman Bowles moved to accept the Selectmen's Meeting Minutes of Tuesday, August 16, 2011 as written; seconded by Selectman Krieger. All were in favor. Motion carries.
  
- II. The Board met with Fire Chief Jeff Burr.
  - a. Chief Burr advised the Board that he has received notification that the Fire Department photocopier is getting outdated and may be unable to get all the parts needed for the copier in the future. He said since it was a big-ticket item, he wanted to bring it to the Selectmen's attention now, in preparation for the next budget. Selectman Ives inquired if the copier would be in use until the 2012 Town Meeting. Chief Burr said that was the intent unless parts cannot be ordered. He suggested that the copiers in other departments and building should be reviewed as well.
  - b. Chief Burr advised the Board that he had been working on the SOP's and SOG's on nights and weekends at home. He stated he has been doing this on his laptop as he has needed assistance with the clerical part of the information and he does not have an administrative assistant to do the data entry. Chief Burr stated that with town and employee information on the chief's computer at the station, he didn't want a non-town employee entering data on the town computer where there may be access to employee information or possible confidential documents; he figured it would be less of a problem to do at his home with no worry about the employee information issue. Chief Burr will provide the Board with a hard copy of the information once the project is complete. Chairman Ives stated it was brought to the Selectmen's attention that Chief Burr was working outside of the office and that he had been working from home. Chairman Ives stated he felt there needed to be more communication regarding these types of issues. Chief Burr advised the Board that he had been in contact with the day-crew and was available to be reached at any time. Selectman Bowles said he felt that he would not have a problem with a reputable town person being at the fire station entering information on the chief's computer. He agreed with Selectman Ives that communication was very important and he thought that Chief Burr's job description stated that he was to be at the office.
  - c. Chief Burr discussed brake issues for the forestry truck and stated that J and D Auto has fixed the brakes and are working on center bearings.
  - d. Chairman Ives asked about the tires for the ladder truck. Selectman Krieger asked if the rims were new or used. It was stated that the rims were used but the tires were new.
  - e. Selectman Krieger stated there was a committee meeting for the new fire truck.

### III. The Board met with Road Agent David Rice.

- a. Mr. Rice advised the Board of the projected paving schedule. He talked about the work to be done at the Transfer Station as well. Discussion continued regarding the process of pouring concrete and galvanized pipes for the bumpers.
- b. Mr. Rice talked about work to be done prior to the utility poles being moved on Old Shaker Road. He advised the Board that grading would continue as time permits.
- c. Mr. Rice advised the Board Michael Harris had left a message on the Highway Garage answering machine and at the Town Office regarding placing more sand on the Town Beach at Clough Pond and volunteering. The Board discussed the project at Clough Pond that is not the Town of Loudon's project and there are DES issues relative to placing sand on the beach. Discussion continued.
- d. Mr. Rice stated there would be 450 tons of cold patch being delivered for the patching of various town roads.
- e. Chairman Ives commented on the need to keep the bridge on Wales Bridge Road in the back of their mind for future work.
- f. Selectman Krieger asked about the status of the signs for Village Road and Chichester Road. Mr. Rice said the signs were ordered. He discussed the "No Parking" signs for the school as well as various street and "Pedestrian" signs to be ordered.
- g. Chairman Ives asked about the roof for the Highway Garage. Mr. Rice said the work would begin in two week. Chairman Ives suggested that the individual working on the roof should be asked to look at the roof at the Maxfield Public Library for some suggestions. Discussion continued.
- h. Chief Burr reminded the Board that when paving is being considered Station 2 only has a basecoat and needs to have the topcoat.

### IV. The Board met with Transfer Station Manager Steve Bennett.

- a. Mr. Bennett advised the Board that Office Manager Jean Lee had reminded him of the need to move forward with the ordinance amendment for the Resident Sticker fee increase for the Transfer Station. Mr. Bennett discussed the previous Household Hazardous Waste Day events and the costs associated with the event. Chairman Ives asked if Mr. Bennett had discussed with other towns holding HHWD events, if they noticed a decrease in volume after the first few events or was the volume steady. Mr. Bennett said he found many other communities noticed a slight decrease in volume after the first few years, and then it remained steady. Chairman Ives said he did not want to establish an increase now, and then have to increase again in a short time, so he wanted to be sure the fee is set at a reasonable amount to cover the cost for a decent period of time. Discussion began regarding if the increase should be to \$4.00 or \$5.00. Chairman Ives felt the fee should remain under \$5.00 so he would like it to be \$4.00. Selectman Bowles stated that he thought the \$5.00 amount would be easier and any unused funds would go back to the general fund. Chip Cochran was recognized from the audience. Mr. Cochran stated based on the conversations he has heard, some residents have a problem with the money going back to the general fund and felt the \$4.00 amount should work; if the volume goes down after the first few events,

there may not be a need to increase the fee in the future. Selectman Krieger inquired about the revenue from items such as steel and recycling. It was stated that the money was offsetting revenue to operate the Transfer Station. The consensus was the fee would be increased to \$4.00 and will be discussed at a public hearing on Tuesday, September 27, 2011.

- b. Mr. Bennett advised the Board that the Recycling Committees “Guess the bale’s weight” at Old Home Day was the biggest event the committee has had so far. The Board commended the Recycling Committee for their efforts with promoting recycling. Mr. Bennett stated that Leeann Childress came up with the idea. Selectman Bowles thanked Dudley’s Ice Cream for the donation of free ice cream coupons to be used as prizes for this event.
  - c. Chairman Ives asked about the new compacting trailer at the Transfer Station. Mr. Bennett stated that it has not been used yet.
- V. Chairman Ives stated for the record that one pistol permit was submitted for signature and approval.

VI. The Board began their review of weekly correspondence.

- a. The Board received a memo from Office Manager Jean Lee regarding the MS-4.
- b. The Board received a copy of the MS-1 Extension request for review.
- c. The Board received a copy of payment from NHMS for the July race event.
- d. The Board received a copy of correspondence from Loudon Police Department for review.
- e. The Board received a memo from Fire Chief Jeff Burr regarding adjusted billing for the August NHMS race event.
- f. The Board received correspondence from Town Counsel.
- g. The Board received the Updated Procedure for Road Construction guideline signature page from Planning/Zoning Administrative Assistant Donna White for the Selectmen’s signature.
- h. The Board received information that Roger Maxfield called the Town Office to advise the Selectmen that Jeff Burr would be submitting a bill for work done at the War Memorial. He said this bill should be paid from the War Memorial Trust Fund. Roger would like a copy for his records.
- i. The Board received the 2011 LGC Budget & Finance Workshop and Municipal Law Lecture Series information for review as well as the 2011 Local Officials Workshop information for Selectman Krieger.
- j. The Board received draft copies of the August 18, 2011 Planning Board meeting minutes for review.
- k. The Board received the Capital Improvements Program Committee information that had been submitted at last week’s meeting for additional review and comment. Chairman Ives moved to appoint Selectman Krieger as the Selectmen’s representative to the Capital Improvements Program Committee. Seconded by Selectman Bowles. All in favor. Motion carried. Discussion regarding the Town Office Building project began.
- l. The Board received an e-mail from Judy Houston stating she will no longer be working for The Louis Berger Group. Ms. Houston will be working for NH Department of Environmental Services - Solid Waste Management Bureau. The

Board agreed to meet with Tim Andrews of Nobis Engineering regarding the fall Landfill testing on Tuesday, August 30, 2011 at 5:00 p.m. Selectman Bowles asked that Office Manager Jean Lee contact Ms. Houston to obtain all updated reports and information prior to her departure.

- m. The Board was advised that Robert Saunders called the office today to see if the Selectmen were planning to put out a Request for Proposal for Landfill work. He will be calling the office on Wednesday to see where things stand. He also wanted to be sure that the Selectmen received his letter of interest. Mr. Saunders was advised that the letter had been received by the Selectmen's Office.
  - n. The Board received an e-mail from NH Department of Transportation regarding a partner survey.
  - o. The Board received notification that Michael Harris called and asked that his message be forwarded to the Selectmen as follows: *Beach at Clough Pond is lovely and a great place for kids and adults; however, it dearly needs to have sand placed on the beach. Mr. Harris feels there are ways to keep cost down or possibly no cost to the Town through volunteers.* Chairman Ives stated the NH Lakes Association is working on a reclamation project at Clough Pond Beach and they are already utilizing volunteers for the project. The Board thanked Mr. Harris for his interest.
  - p. The Board received two scholarship thank you cards for review.
  - q. The Board received miscellaneous correspondence for their review.
  - r. Chairman Ives stated the Board received a letter, not included on the correspondence list, from Michael and Nancy Cutler of 136 Cross Brook Road, thanking the Selectmen and Planning Board for participating in the on-site walk on May 25 for redesign of the cul-de-sac on Cross Brook Road. Chairman Ives commended Selectman Bowles for having the idea of getting all parties involved together to find ways to solve the problems. Chairman Ives stated Selectman Bowles was very diplomatic in his approach.
- VII. Chip Cochran was recognized from the audience.
- a. Mr. Cochran asked about issues with streetlights being out for the past six months on Lovejoy Road. Discussion began regarding looking at the streetlights that need to be replaced.
- VIII. Selectman Krieger stated that Officer Kris Burgess of the Loudon Police Department would be getting married this weekend. The Board extended congratulations to Officer Burgess on his upcoming marriage.
- IX. Chairman Ives commended all the volunteers of the Old Home Day Committee for all their hard work and especially for the fireworks. Selectman Krieger stated he had the pleasure of hanging out with members of the OHD Committee and noted all the effort put in for this event. Selectman Bowles agreed and stated he felt the Recreation Committee deserved credit for all the hard work and effort put into the programs throughout the year, especially the Summer Family Fun Nights and also to recognize those involved with the sporting events. Chairman Ives encouraged everyone to volunteer.

- X. Chairman Ives moved to go into executive session. Office Assistant Bonnie Theriault asked if she could interrupt with a question prior to the motion to go into executive session. The Board agreed. Mrs. Theriault asked if the executive session would be taped. The Board said no. Mrs. Theriault stated that she would request to not have the meeting with the Selectmen as she is really not comfortable not having it recorded, only because there has been a lot of miscommunication for a long time. Selectman Bowles said that is why the Board agreed to this meeting to straighten things out. Chairman Ives said there would not be discussion if there was not going to be a meeting. He said it is the town attorney's advice not to tape executive sessions; they will take minutes. Chairman Ives said there will not be a copy of a tape from an executive session. He said if Mrs. Theriault desires to still have the executive session, the Board will have it, if not then, there would not be a meeting. Mrs. Theriault stated she wanted everything to be very clear, with all the miscommunication, not having a tape to fall back on... Selectman Krieger said this has to be done first. Mrs. Theriault said she would like to state that she requested a meeting with the Selectmen in a public session and because of the reason the Board stated before. Chairman Ives said the reasons it cannot be in public sessions is that inevitably other people's names are going to come up and the Board cannot put the town in liability of a slander case by having their personal business brought up in public session. Chairman Ives ended the discussion.

Selectman Bowles moved to adjourn the meeting at 7:29 p.m.; seconded by Selectman Krieger. All in favor. Meeting adjourned.

#### 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