

Selectmen's Meeting Minutes

Tuesday, November 13, 2007

Present: Selectman Maxfield, Ives, and Bowles.

Also present: Planning Board Chairman Tom Dow, ZBA Chairman David Powelson, and Police Chief, Code Enforcement/Compliance Officer Bob Fiske.

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

- I. Selectmen Ives moved to approve the Selectmen's Meeting Minutes of Tuesday, November 6, 2007 as presented. Seconded by Selectman Bowles. All in favor. Motion carried.

- II. Chairman Maxfield opened the Board of Permit.
 - a. Chairman Maxfield stated that the Board had received a copy of a letter addressed to the Planning Board from residents of Greenview Drive regarding road safety concerns. He stated the letter addresses concerns regarding the changes the owner of the golf course has made relative to the golf cart path. Mr. Dow said that since this road is a private road he is not sure what the residents want the Board to do. He said that the road belongs to Claire Crowley. Chairman Maxfield stated the Selectmen have written to Ms. Crowley and have received no reply from her. Chairman Maxfield said that Mr. Leombruno, owner of the golf course, has put in a golf cart path and there is a berm in place to keep the water in the pond and has made a T. Discussion ensued regarding which portion of the road was in place when Mr. Leombruno purchased the golf course and the written agreements between the homeowners and Mr. Crowley regarding the maintenance of the road. The road plans for the first phase of the road were discussed. Selectman Bowles said he believes these issues need to be dealt with between the homeowners on Greenview Drive and Ms. Crowley. Mr. Powelson talked about the approvals that were given during the subdivisions. Mr. Dow said that at some point the road contours were changed from what was originally approved. Mr. Fiske discussed the requirements of DES to lower the reservoir and create the berm, which has been done. He said that the water drainage issue could be stemming from the DES requirements. Selectman Bowles said the road is not a Town approved road, it is an approved layout of a private road. He said that the golf course has received letters from DES and they have met every requirement that DES has mandated. Discussion continued regarding the reservoir and the natural flow of water. Selectman Bowles said he feels that the Town does not have

the jurisdiction to push this issue. Selectman Ives said that he wanted to be sure that the Town is cautious with getting involved with a private road. Selectman Bowles said that the Selectmen accepted Greenview Drive as an emergency lane for Police and Fire to have access if there is an emergency. Chairman Maxfield stated the Board made it clear that the Town would not be accepting Greenview Drive as a Town Road when they accepted it as an emergency lane. He advised Mr. Dow that someone needed to respond to the letter. John Plummer was recognized from the audience. Mr. Plummer discussed the option of the residents on Greenview Drive obtaining a quitclaim deed from Ms. Crowley for the road and land underneath the road. He said if the residents of Greenview Drive were to obtain the deed, they could form an association and deal with the maintenance issues themselves. Chairman Maxfield stated the Board had advised the residents of Greenview Drive that they could look into forming an association or Village District for this purpose. Mr. Fiske stated he had spoken with two residents of Greenview Drive regarding the road issue and they maintain that the Town originally approved the road so to speak, any changes made thereafter, are the responsibility of the Town because the road is not built to the same standards that was accepted. Selectman Bowles discussed the dry hydrant and stated that he felt it should be reviewed now that the water level has been adjusted to be sure it will still work adequately. Discussion ensued regarding the content for the response letter. Selectman Bowles said he also wanted to recommend that people check to see if the golf cart path is actually in the right-of-way or if it is further in on the golf course property. Discussion ensued regarding bonding. Mr. Dow stated that he felt a letter should be drafted to Ms. Crowley stating that the Board is in receipt of a letter from residents of Greenview Drive requesting that something be done regarding their concerns. Selectman Bowles said he felt a copy of the letter should be submitted to Ms. Crowley's attorney as well. Discussion ensued regarding this being a civil issue.

Chairman Maxfield closed the Board of Permit and reconvened the Selectmen's Meeting.

- III. The Board met with Police Chief, Code Enforcement/Compliance Officer Bob Fiske.
 - a. Mr. Fiske discussed the pay rate calculations for a possible new hire that will be attending the Police Academy. He said if the rate of pay for the first 40 hours was based on minimum wage and the time and a half calculation for the remaining hours while at the Academy, it would come out to be approximately the same salary as what the previous cadets were paid. Discussion ensued regarding finding ways to address the hours that the officers are required to be at the Academy

without actually being in class. Mr. Fiske will look into this to be sure that the minimum wage figures are accurate and calculate the weekly salary figures. The Board asked that Mr. Fiske have the cadet accurately fill out and sign a weekly timesheet. Mr. Fiske asked if the Board agreed to have the cadet sign the employment agreement as has been done in the past. The Board agreed that Mr. Fiske should have the officer sign the agreement.

- IV. The Board began their review of weekly correspondence.
- a. The Board received notification that Michael Harris called the Selectmen's Office to request a meeting with the Selectmen to discuss the sale of NHIS. Chairman Maxfield stated the Board would have Office Manager Jean Lee contact Mr. Harris and advise him that the Board is not aware of any new plans or changes at this point and that Mr. Harris can read the newspapers as the Selectmen do to get their information.
 - b. The Board received copies of a letter Bob Fiske forwarded from Plourde Sand and Gravel regarding inquiries about the gravel pit operation. Mr. Fiske stated he felt that the issues have been addressed. He said that it appears the excavation is within the original lot that had the gravel pit and that Mr. Plourde has not begun excavating on the "Dodge lot". Discussion ensued regarding Mr. Plourde having to go before the Planning Board if he decided to begin excavating on the "Dodge lot" to obtain a 155-E Permit.
 - c. The Board received a memo from Office Manager Jean Lee regarding a message received at the Town Office. The Board will follow-up on this issue.
 - d. The Board received an invitation to an open house at Merrimack Valley.
 - e. The Board received copies of the draft Growth Study report from Jerry Coogan. Mr. Coogan will be meeting with the Planning and Zoning Boards on Thursday, November 15, 2007 at 6:00 PM to review the draft.
 - f. The Board received a reminder that the next CIP meeting will be on Tuesday, November 20, 2007 at 9:00 AM. They also received copies of the current status of Capital Reserve Funds as well as the status of the Impact Fees for CIP review.
 - g. The Board received copies of the November 8, 2007 CIP Meeting Minutes.
 - h. The Board received copies of the final State Bridge Aid reimbursement for Cross Brook Road and the initial reimbursement for Chichester Road Bridge.
 - i. The Board received copies of a letter sent from Road Agent David Rice to Andrew and Debra Knowlton on Berry Road regarding the revisions to their driveway permit.

- j. The Board received information from the Office of Energy and Planning regarding FEMA Map updates and the Town's responsibilities.
 - k. The Board received a response regarding the Energy Audit software.
 - l. The Board received a notice from PRIMEX regarding a training program in December.
 - m. The Board received notice of a retirement party for Bob Anderson at DRA.
 - n. The Board received copies of the Northeast Resource Recovery Associations newsletter.
- V. Selectman Ives moved to enter into executive session to discuss a personnel issue at 7:30 PM. Seconded by Selectman Bowles. Roll call vote: Maxfield yes, Ives yes, Bowles yes. Chairman Maxfield stated the Board came out of executive session at 8:01 PM. The results of the executive session are that the Board discussed hours worked and documented by a department head. A meeting with the department head will be arranged so that this concern can be further addressed.
- VI. Chairman Maxfield recognized John Plummer from the audience.
- a. Mr. Plummer asked if the Board had any response from the Library Trustees regarding the agreement. Selectman Bowles said that there has been no response from the Trustees since the Board sent back a response agreeing to pay a monthly payment of their budget. Chairman Maxfield stated the agreement included that the Library Trustees would be responsible for all aspects of the Library payroll. Mr. Plummer asked if this would cost the Town more money. He asked if the Trustees planned to hire someone to process the payments. Chairman Maxfield stated the Trustees talked about hiring an accountant. Selectman Ives stated that the Selectmen set the bottom line budget and the Trustees cannot spend any more than is budgeted. Mr. Plummer asked about the property insurance and who would pay for that. Selectman Ives said the building would be covered under the Town's insurance policy.
 - b. Mr. Cochran stated that the Library Trustees could spend their budget as they see fit and if they hire a bookkeeper to do the payroll and bill paying then it takes money away from the Library budget for books and payroll. Discussion ensued regarding the Library Trustees having to stay within the budget that is approved at Town Meeting.
 - c. Discussion ensued regarding the Library Trustees Meeting postings. Mr. Cochran stated he has not seen any posting for the Trustees Meetings. He said that he had gone to the posting places that the Town uses and has not seen one notice of a meeting. Selectman Bowles advised Mr. Cochran that he could contact the Attorney General's Office and speak with Terry Knowles to find out the specifics for the postings. Chairman Maxfield advised Mr. Cochran

that he could go to the Library and see what he could find there. Chairman Maxfield stated the Trustees Meeting Minutes used to be sent to the Selectmen's Office and they have not been received for a very long time. Selectman Bowles said that the Board discussed this issue with the Trustees and Mrs. Knowles and the Trustees agreed to forward the Minutes to the Office; however, they have not done so.

Selectman Ives moved to adjourn the meeting at 8:12 PM. Seconded by Selectman Bowles. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Roger A. Maxfield, Chairman

Steven R. Ives, Selectman

Dustin J. Bowles, Selectman