

Selectmen's Meeting Minutes

Tuesday, December 4, 2007

Present: Selectman Maxfield, Ives, and Bowles.

Also present: Police Chief, Code Enforcement/Compliance Officer Bob Fiske.

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

- I. Selectman Bowles moved to approve the Selectmen's Meeting Minutes of Tuesday, November 27, 2007 as presented. Seconded by Selectman Ives. All in favor. Motion carried.
- II. The Board met with Police Chief, Code Enforcement/Compliance Officer Bob Fiske.
 - a. Mr. Fiske presented the Board with a grant application for emergency preparedness for the Town and events at the racetrack. He stated that \$45,000.00 would be for a consultant to evaluate the track and develop a plan to secure and/or evacuate if needed. Mr. Fiske went on to say, included in the grant is a request for a mobile command trailer, generator for Fire Station #2, 2 ATV's, night vision goggles, communications enhancement for Fire Station #2, and camera's to be placed strategically around Loudon for monitoring. He said that they are still in the process of obtaining quotes for an antenna and cameras to complete the grant application. Selectman Ives asked if this was a matching grant. Mr. Fiske stated no, that it is not a matching grant. He said that while they are asking for these items, there is no guarantee that they will be approved for everything that they are asking for. Mr. Fiske said that the items will need to be purchased by the Town and then the grant money would be reimbursed within 30 days. Mr. Fiske said that the Fire Department and Police Department's have been working diligently on completing this application and recognized Bob Krieger and Bill Lake for their work on this project. Selectman Bowles asked if this grant application is approved, what the timeframe for when this project would begin is. Mr. Fiske stated that since the due date for the application to be complete is December 5, 2007, he expects that approval and moving forward could be before the end of December. Selectman Ives said that this is money from Homeland Security and the Town is applying to the State for the grant. Mr. Fiske said that Loudon is not the only town applying for this grant, but that Chris Pope has given Loudon his support for this grant due to the racetrack being in town. Selectman Ives moved to authorize the Chairman to sign the grant proposal for Critical Infrastructure Protection Program from the State of NH with the amount to be designated on Wednesday, December 5, 2007 once the final quotes are obtained. Seconded by Selectman Bowles. All in favor. Motion carried.
 - b. Chairman Maxfield stated two pistol permits were submitted for signature and approval.

- c. Selectman Bowles asked about the results of the blood drive held last week. Mr. Fiske stated there were 137 donors. Selectman Bowles said he was glad that the event takes place and that the fire station can accommodate so many people willing to donate. Mr. Fiske stated that Janice Morin is the one who does the majority of the coordination for the event, but there are many people that work hard to make it a success. Selectman Ives said it was a testament to the people of Loudon who were willing to come out and donate their blood, sweat, and tears for this cause.

III. The Board began their review of weekly correspondence.

- a. The Board received a memo from Office Manager Jean Lee regarding:
 - 1. The rental of the Community Building and the requirement of the \$150.00 security deposit check. Selectman Bowles said he felt there have been many people who have rented the Community Building in the past with no issues and problems and he did not feel that they should have to be required to submit the \$150.00 security deposit each time they rent the building. He stated he felt the advances in computer technology would make it so that keeping track of past renters would not be that difficult. The Board agreed that anyone wishing to rent the Community Building would be required to submit two separate checks, one for the \$50.00 rental fee, and one for the \$150.00 deposit check. The \$150.00 security deposit check would be returned to the renter after the building is inspected if it is left in good condition. Selectman Ives stated that the Board could waive the fees as they see fit.
 - 2. The issue of the key for the Community Building not being returned by the person who rented the building on November 18, 2007. The Board agreed that they would wait and see what happens as the mother of the renter is actively pursuing the location of the key. Selectman Bowles stated he felt that when the Loudon PD drives through on their patrol they could check to see if there is any unwanted activity.
 - 3. The dates for budget workshops. The Board agreed to meet with Office Manager Jean Lee at 8:30 AM on Friday, December 7, 2007 to discuss budget preparation. The Board agreed to meet on Friday, December 14, 2007 at 8:00 AM with the Police Chief, 9:30 AM with the Fire Chief, and 12:30 PM with the Road Agent. The Board agreed that the remaining departments would be scheduled after the holiday break. The Board discussed having the Library Trustees meet with the Selectmen during a Selectmen's Meeting.
 - 4. The schedule of holiday hours for the Town Office. The Board agreed that the Town Office would close at 12:00 PM on December 24, 2007 and at 3:00 PM on December 31, 2007. The Board also agreed to postpone their meeting scheduled for Tuesday, January 8, 2008 to Wednesday, January 9, 2008 at 6:30 PM due to the Presidential Primary Election.
- b. The Board received copies of the State Bridge Aid monies received on November 28, 2007. The Board agreed to hold the public hearing to accept the money on January 22, 2008 at 7:00 PM.

- c. The Board discussed the letter received from Planning Board Chairman Tom Dow regarding Greenview Drive. The Board will draft a letter to Mr. Lorden and Ms. Witham explaining that since this is a civil issue, the Town is not going to get involved.
- d. The Board received copies of the damage reports and settlement on the Library flood damage from July for review.
- e. The Board received a memo from Assessor Dave Wiley and copies of the equalization report for review.
- f. The Board received a memo from Assessor Dave Wiley regarding fire damage to Tax Map #048, Lot #005. Selectman Bowles will speak with Mr. Wiley on Thursday regarding this issue.
- g. The Board received copies of the facility use form for the Loudon Elementary School Gym and Cafeteria for the Saturday portion of Town Meeting. Discussion ensued regarding the gym floor and inclement weather. The Selectmen stated that there is a mat that is used to protect the floor.
- h. The Board received a letter from Concord Regional Solid Waste Resource Recovery Cooperative regarding the appointment of a representative and alternate. Selectman Bowles moved to appoint Stephen A. Bennett as the current Joint Board Representative for the Concord Regional Solid Waste Resource Recovery Cooperative and David J. Rice, alternate for the Concord Regional Solid Waste Resource Recovery Cooperative. Seconded by Selectman Ives. All in favor. Motion carried.
- i. The Board received copies of a Homeland Security grant for one base station radio.
- j. The Board received notification of the Merrimack County Budget Hearings and copy of the proposed budget. Chairman Maxfield stated the proposed budget for 2008 is \$71,449,887.00 with Loudon's portion being approximately \$1,300,000.00, a 3% increase.
- k. The Board received copies of past due ambulance bills for review. Selectman Bowles moved to forward past due ambulance bill account #34314 in the amount of \$484.60, account #37421 in the amount of \$581.30, and account #21404 in the amount of \$578.10 to collections. Seconded by Selectman Ives. All in favor. Motion carried.

- IV. Chairman Maxfield stated the Board would be opening the two Town Report Bids received. He said the first bid received is from Town and Country Reprographics, Inc., and gives three options for the printing of the Annual Town Report. The bid amount for the saddle stitch option is \$6,800.00 with an additional 9 – 10 hours of setup, at a charge of \$40.00 per hour.
- The second bid received is from Evan's Printing. The quote for the saddle stitch option is \$6,170.00 for 2000 books, which includes all setup. Selectman Bowles moved to accept the bid from Evan's Printing for the 2007 Annual Town Report in the amount of \$6,170.00 for 2000 copies per the Town's specifications. Seconded by Selectman Ives. All in favor. Motion carried.

V. Chairman Maxfield stated the Board would open the one Cemetery Maintenance bid received. The bid is from Saint's Lawn Care in the amount of \$3,685.00 per the Town's specifications. Selectman Ives moved to accept Saint's Lawn Care Cemetery Maintenance bid for the 2008 mowing for the Town of Loudon per the Town's specifications in the amount of \$3,685.00. Seconded by Selectman Bowles. All in favor. Motion carried.

VI. Chairman Maxfield opened the Public Hearing to accept the FEMA Flood Grant money in excess of \$5,000.00.

- a. Chairman Maxfield read the public notice for those present. He stated the grant money is for partial reimbursement for the reconstruction of Cross Brook Road and Chichester Road Bridges. Chairman Maxfield stated the final payment amount is \$446,444.80 and asked if there was any public comment. There was none. Selectman Ives moved to accept the FEMA Grant money in the amount of \$446,444.80 as final payment on the bridge repair work on Chichester Road and Cross Brook Road; the funds to be placed in the general fund and will reflect in the unreserved fund balance at the end of the current fiscal year, June 30, 2008. Seconded by Selectman Bowles. Selectman Bowles stated that DRA had authorized the Selectmen to take the funds from the unreserved fund balance to pay for the bridgework and now this payment will replace the funds used. Selectman Ives said that by having the unreserved fund balance, it saved the Town a lot of time and trouble to be able to get the bridge repair started. All in favor. Motion carried.

Chairman Maxfield closed the public hearing.

VII. The Board continued their review of weekly correspondence.

- a. The Board received copies of a regional impact notice from the Town of Epsom.
- b. The Board received notice that Martha Butterfield had advised the Selectmen's Office that she had been cleaning up the trails in the open space land in the Kinkade Haven subdivision. She stated that there is some debris that the Highway Department might need to remove when they have time. Discussion ensued regarding the open space land.
- c. Selectman Bowles discussed a request to hang decorative lights at the Gazebo for a holiday party, by using staples. He stated that the group making the request plans to donate the lights so they can be used at the Gazebo. Selectman Bowles went on to say that the rental form for the Gazebo states that there are to be no staples used and asked the other Selectmen for their opinion. Discussion ensued regarding the Gazebo Committee and what their feelings would be. The Board said they did not have a problem with the staples as long as the Gazebo Committee members agreed.
- d. John Plummer was recognized from the audience. Mr. Plummer stated that the Library Trustees Meeting Minutes are still not being posted. The Board advised Mr. Plummer that he should contact the Attorney General's Office, speak with Terry Knowles, as she is aware of the situation, and should be able to advise him on this issue. They stated the Board has tried to address this issue with the Trustees and have not seen any results. Mr. Plummer said he also understood

that the Library is looking into using the payroll service of *Paychecks* to do the weekly payroll checks for the Library. He stated this would be an additional expense in the Library's budget. Discussion ensued regarding the Library providing some of the meeting minutes as requested by the Selectmen, but not all of the minutes. Chip Cochran was recognized from the audience and stated that meeting minutes for 2004 through 2005 and some from 2007 were provided to the Selectmen's Office, but there are no meeting minutes for 2006. Mr. Plummer stated that the Trustees meetings are not held at consistent times. He said some of the minute's show meetings were held at 4:00 PM and others are at 7:00 PM. Mr. Cochran said that the Selectmen requested all the meeting minutes and the Library has not provided them. Selectman Bowles stated that if citizens are concerned regarding issues with the Library, they needed to contact the Attorney General's Office with those concerns. He said the Selectmen have already voiced their concerns to Ms. Knowles of the AG's Office and have seen very little results. Discussion ensued.

Selectman Bowles moved to adjourn the meeting at 7:59 PM. Seconded by Selectman Ives. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Roger A. Maxfield, Chairman

Steven R. Ives, Selectman

Dustin J. Bowles, Selectman