

Selectmen's Meeting Minutes

Tuesday, December 6, 2005

Present: Selectman Maxfield, Bowles, and Little.

Also present: Road Agent David Rice, Fire Chief Jeff Burr, and 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 29, 2005 as presented. Seconded by Chairman Maxfield. Majority vote in favor. Motion carried. Selectman Little abstained from voting as he was not in attendance at that meeting.
- II. The Board met with Road Agent David Rice.
 - a. Mr. Rice discussed the draft Winter Inclement Weather Policy. He stated it has to be formally adopted by the Board. Selectman Bowles stated he thought it had been forwarded to Town Counsel for review and comment. The Board agreed to wait for Attorney Mayer's comments before moving forward.
 - b. Mr. Rice stated he and Selectman Bowles were working on an issue with Berry Road where a new house has been placed. Selectman Bowles stated it was at 88 Berry Road.
 - c. Chairman Maxfield stated he and Mr. Rice had viewed the area of Town owned property where a building could be placed for the Cate Van storage. The Board agreed on the location and discussed the possibility of volunteers working to build the new building. A Warrant Article would need to be drafted.
- III. The Board met with Conservation Commission member Dan Geiger.
 - a. Mr. Geiger informed the Board there are outstanding legal fees which were associated with the Brown family/LCHIP grant application process which fell through. He stated the lawyer's fees are in the amount of \$6,500.00 and was asking where the Board wanted to take the money from in their budget.
 - b. Mr. Geiger discussed the mil foil issue. He advised the Board the Conservation Commission and members of Rocky Pond will be holding a meeting in the Community Building on December 21, 2005 and they have invited members of the Clough Pond Association, representatives of Crooked Pond, the Gilmanton Conservation Commission, and the Canterbury Conservation Commission. Mr. Geiger stated they will discuss ways to raise money, possible inclusion in their budget for next year as well as looking at matching grant

programs. He stated currently Clough Pond is clear of mil foil as they had a volunteer watching boaters all summer, Rocky Pond has become infested with mil foil and feels since it is a public pond, the Town's should share in the responsibility of mitigating the problem. Mr. Geiger stated he will keep the Board up to date with any information as it is available. Chairman Maxfield gave a brief history of the mil foil issue that has taken place in the past.

- c. Chairman Maxfield asked Mr. Geiger about the legal fees from the Brown family/LCHIP grant. Mr. Geiger said the Conservation Commission would determine which budget line the legal fees would come out of.
- d. Selectman Little asked about any available funding from NH Lakes Association. Mr. Geiger stated he had spoken with a representative from NH Lakes Association who has advised him the funding sources are limited. Discussion ensued regarding citizen participation.

IV. The Board met with David Pelissier of 97 Berry Road.

- a. Mr. Pelissier stated he has concerns regarding the condition of the road left by three building projects in the last five months. He stated it seemed as no one was policing the projects and the road keeps getting torn up. Mr. Pelissier stated Mr. Knowlton had some logging done in July and with that the road got torn up. He stated he had left messages for Bob Fiske and a message for the Selectmen regarding the condition of the road and never got a return call. Mr. Pelissier stated he did receive a call from Selectman Bowles today. He went on to say the road had been blocked for a couple of hours last week when a house was being placed on a lot. He discussed safety concerns and asked what the Town would be doing to fix some of the problems. Chairman Maxfield stated once the building construction is completed they will work on cleaning up the road in that area. He stated Mr. Rice is continuously working on Berry Road and will continue to work on the area. Mr. Rice stated he and the Town Engineer have gone out and reviewed the area. He stated due to the amount of work to be done, it will have to be done in stages. Mr. Rice stated they have to protect the pond due to runoff and deal with drainage issues as well. Mr. Rice stated DES is also involved in working on this area. Mr. Pelissier stated he was concerned about who was policing these people causing the problems and felt it was not up to the Town to have to go back and clean up after them.

V. The Board met with Library Trustees Sandra Blanchard, Herbert Huckins, and Philip Nadeau to discuss the proposed budget for FY 2006 – 2007.

- a. Chairman Maxfield stated the Board has reviewed the Library's proposed budget which appears to be up approximately 8% over last year. He stated one issue is the Library Director's salary. Chairman Maxfield stated the Board has not decided on the cost of living

increase for Town employees yet. Selectman Little stated it appeared the Library Director's salary has an increase of approximately 32%. Mr. Huckins stated Mrs. Hendy has been employed by the Town for 20 years; she has the equivalent of a master's degree and supervises a minimum of 10 employees. He stated she is working as a professional and is not necessarily getting professional wages. Mr. Huckins stated if she were to quit, the Trustees would have a hard time hiring a new director for the current wages. He also stated Mrs. Hendy does not cost the Town for health insurance. Mr. Huckins stated for those reasons the Trustees have decided to make this increase. Chairman Maxfield stated the Board would have to discuss this issue. Selectman Little stated it appeared that the Library wages in the past few years have been consistent with the rest of the Town. Ms. Blanchard stated if they continued to follow that pattern, then Ms. Hendy's salary would never get to where they feel it should be. Mr. Nadeau stated they knew that it was a significant increase. Chairman Maxfield stated the Board determines the final budget information after they meet with all the Department Heads. It was discussed that Mrs. Hendy does not actually have her master's degree because she would have to go out of State in order to complete it, she does have an equivalent to the master's degree based on NH requirements. Mr. Huckins stated for the Children's Librarian the figure for this year is \$26,520.00. Last year the budget was for this position was for only a half year. This year it will be for the full year. He stated the part-time employee figures do not appear to have a big change as not all of the part-time employees will be getting raises this year as they got them last year or the year before. Mr. Huckins stated the Children's Librarian was paid from the part-time wages for half of the year we are currently in. He stated they can go back and determine what the figure would be without the cost of living allowance for the part-time employees not getting the increase. Selectman Little asked what qualifications the Children's Librarian had. The Trustees stated they were not sure. Ms. Blanchard stated Mrs. Gregory has been taking classes in Library Science and she thinks that she has a bachelor's degree. Mrs. Gregory has been doing story hour and all the children's programs. The Trustees stated some of the increases are for increased fuel costs, electricity, etc., associated with higher prices and the use of the Children's room. Mr. Huckins stated the increase for books and reference materials go along with the opening of the Children's room. Chairman Maxfield stated the cleaning line for all the departments is getting higher and maybe the Town should consider having its own janitor. Selectman Bowles stated there are a lot of increases due to the Children's room and asked when this area would be open to the public. Ms. Blanchard stated they hoped to have it ready by the beginning of the year. She said they are waiting on the carpet to come in. Ms. Blanchard stated they are in the process of doing a fundraiser.

Selectman Little asked about the millwork issue. Ms. Blanchard stated it was very expensive and that they will continue to do the fundraising. She stated the charge desk is over \$8,000.00. Mr. Huckins stated they have some shelving they would use temporarily but they need to put in some more appropriate shelving for the children. Selectman Little asked at what point the Trustees would be coming to the Town for additional money for the children's room. Ms. Blanchard said not this year. Mr. Huckins said they will try and go forward with the fundraising and see how far it will take them before they come to the Town.

- b. Chairman Maxfield asked about the building maintenance line for brick repairs. Ms. Blanchard stated it was for the brick repair for the front steps. She stated they have talked with three different people and asked the Board if they had anyone they could suggest. Chairman Maxfield suggested Skip Riel on Currier Road as he worked with John Rice on the Veteran's Memorial.
- c. Chairman Maxfield asked about the elevator maintenance costs. It was stated that this cost is associated with the elevator contract.
- d. The non-print line item was discussed. The Trustees stated this line has seen a large increase in use.
- e. The \$4,000.00 computer line was discussed. Mr. Huckins stated there would be two computers downstairs in the children's room, one for the circulation desk and the other for the children's librarian. He stated at some point in the future there would be computers for the public use. Mr. Huckins discussed the network hookup for the internal networking as well as the internet network. Selectman Little asked about the internet service. Mr. Huckins stated Comcast donated internet service to the Library.
- f. Ms. Blanchard discussed the collection maintenance fund. She stated due to the expansion of the children's room there is a need to increase the book selection. The Board discussed the current budget figures as well as the figures requested. Mr. Huckins and Ms. Blanchard discussed the purpose of the collection maintenance fund. Selectman Bowles stated he felt there were increases in other line items where the new books will be purchased from and questioned why the collection maintenance fund request would need to be doubled.
- g. The Board discussed the need to get the children's room open as soon as possible.
- h. Ms. Blanchard discussed the CIP program and she stated the Library did not put anything together for the updated CIP. Chairman Maxfield stated Mrs. Hendy could write up any items the Library wanted included in the CIP as she is a department head.
- i. Mr. Huckins asked if the Board wanted to have the part-time wages worked out in their request before the next time they meet with the Selectmen. The Board stated they would like those figures as soon as possible.

- VI. The Board met with Russ Pearl and Bob Bollinger to discuss Terry Drive.
- a. Chairman Maxfield stated the Board had forwarded letters to John Rice advising him that he needed to upgrade the road to Town standards. Bob Bollinger stated Russ Pearl had come before the Selectmen back in August to be sure he could get a building permit for this lot prior to purchase of the lot. He went on to say it was Mr. Pearl's understanding that the Board agreed he would be required to put in a gravel driveway. Mr. Bollinger stated Mr. Pearl was instructed to put the driveway in past the lot so there would be room for fire truck access. He stated they planned on doing that and asked what the Board wanted from them. Selectman Bowles said he did not recall exactly what the plan was. Mr. Pearl stated the plan was to see David Rice for a driveway permit and making sure that he was happy with the fire access. Selectman Bowles stated a class VI road waiver was also required. Mr. Pearl stated he had one. A plan was reviewed by those present. Mr. Bollinger discussed the original subdivision and plan and discussed the possibility of this lot being grandfathered. Discussion ensued regarding having a doublewide turn around driveway brought up to gravel standards, a signed class VI road waiver non-maintained by the Town. Selectman Bowles stated he felt as long as the homeowner was made aware that was not a Town maintained road and the class VI road waiver was in place it was ok with him. Selectman Little stated he wanted it to be crystal clear that this was private and would not be accepted by the Town.
- VII. The Board began their review of weekly correspondence.
- a. The Board was reminded of their meeting on Thursday morning at 9:00 AM with the Assessors.
 - b. The Board agreed to meet with department heads to review their budget requests on Tuesday, December 13 from 8:00 AM – 12:00 PM and again on Wednesday, December 14, 2005 from 8:00 AM – 12:00 PM. Office Manager Jean Lee will schedule the department heads accordingly.
 - c. The Board discussed the winter inclement weather policy. Selectman Bowles stated he felt it was at the Attorney's for their review.
 - d. The Board received draft personnel policy packets for their review.
 - e. Chairman Maxfield stated he had not heard back from Engineer Lee Eddins regarding the tax maps. He requested Mrs. Lee contact Attorney Mayer to begin appropriate actions.
 - f. The Board received weekly expenditure reports for review.
 - g. The Board received a proposal from Fifield Building and Restoration for sandblasting at the Town Hall/Freewill Baptist Church. Selectman Bowles discussed the proposal which is to sandblast and remove the char and clean up from the fire damage. He stated some of the main structure beams need to be cleaned up prior to them being laminated. Selectman Little moved to accept the proposal for fire cleanup and

structural repairs for the Town Hall/Freewill Baptist Church from Fifield Building Restoration and Relocation, LLC in the amount of \$7,950.00 and to authorize the Chairman to sign on behalf of the Town. Selectman Bowles seconded the motion and stated the Freewill Baptist Church would be responsible for half of the proposal. Selectman Little moved to amend the motion to say the Town will be responsible for \$3,975.00 and to authorize the Chairman to sign on behalf of the Town. Selectman Bowles seconded the amendment and asked that Mrs. Lee forward a copy of the proposal to the Church Trustees. Selectman Little stated the Board was accepting the proposal as written but will be responsible for only the half payment of \$3,975.00. All in favor. Motion carried.

- h. The Board reviewed the invoice from Fifield Building Restoration and Relocation, LLC for approval. Selectman Bowles moved to allow the Chairman to authorize the Local Government Center – Property Liability Trust to pay Fifield Building Restoration and Relocation, LLC the amount of \$7,000.00. Seconded by Selectman Little. All in favor. Motion carried.
- i. The Board received the cover letter from the Loudon Recreation Area inspection.
- j. The Board received the September and October compliance reports from ESMI.
- k. The Board received the November ZBA meeting minutes.
- l. Chairman Maxfield stated there is an opening in the Loudon Emergency Management Office. He stated currently Jim Tranfaglia is the Administrative Planning Director and Brian Grimaldi is the Communications Director. Chairman Maxfield stated there is an opening for Emergency Management Director. Selectman Bowles moved to appoint Sigrid M. Little to the position of Loudon Emergency Management Director for a term of one year. Seconded by Chairman Maxfield. Majority vote in favor. Selectman Little abstained from the vote.
- m. Selectman Little stated for the record that he attended the Mosquito and Black Fly seminar last Friday in Concord. He stated the recommendation for mitigation for EEE or West Nile would be to take action in the spring while the mosquito and black fly populations are in their larva condition. Selectman Little stated there is no money budgeted for this year but the Board should look into adding it to the budget for next year. Discussion ensued regarding cost and ways the mitigation takes place.
- n. Bob Bollinger asked the Board for a written response to their conversation. The Board agreed they would forward a letter.

Selectman Bowles moved to adjourn the meeting at 8:24 PM. Seconded by Selectman Little. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Roger A. Maxfield, Chairman

Dustin J. Bowles, Selectman

David M. Little, Selectman