

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
March 4, 2014
APPROVED – March 18, 2014

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Edmund Gleason, Mr. William McDevitt, Mr. Doug Viger, Mr. Robert Haverty, Mr. Hal Lynde, Acting Town Administrator Joseph Roark

ABSENT: None.

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

February 18, 2014

MOTION: (Lynde/Viger) To approve the February 18, 2014 public meeting minutes as amended.

VOTE: (4-0-1) The motion carried. Mr. Haverty abstained.

There had been no non-public meetings; therefore, there were no non-public minutes for review.

ANNOUNCEMENTS

- 2014 Town Meeting Schedule:
 - 2014 Town Meeting – Tuesday, March 11, 2014 from 7am to 8pm at Pelham High School. It was noted that the School Board held a meeting and determined that the High School would not be in session on voting day. The Elementary School and Memorial School will remain in session.
 - 2013 Annual Town Reports are available for pick up (by either hardcopy or compact disc) at the Town Clerk, Selectmen's Office and Public Library. The Town Report is available on-line at www.pelhamweb.com. A Voter's Guide has been mailed to all residents.

OPEN FORUM

None.

APPOINTMENT(S)

Police Lieutenant Brian McCarthy – Lyons Park Parking

Police Lieutenant Brian McCarthy came forward. He told the Board Police Chief Roark had tasked him with putting a proposal together to address the parking issues experienced at Lyons Park during flag football season. During this time there is a significant parking issue behind the Police Station;

43 people park where they aren't supposed to, which can impede emergency traffic and creates
44 confusion. In reviewing the situation, Lt. McCarthy didn't feel having signage alone would correct
45 the problem. He said at the least, the flag football organizers should have two parking attendants to
46 help people cross the road and ensure they are properly and legally parked. He suggested that the
47 organization find volunteers to help with the problem. Lt. McCarthy said he (or other officers) would
48 train those volunteers. He displayed an aerial photograph of the Police Station and Village Green
49 area. He broke the area into three sections: behind the Police Station (designated as the primary
50 parking area), Village Green and Library. He delineated the rear of the Police Station emergency
51 entrance/exit and where the officers and employees park. The primary goal is to get people in the
52 right parking spaces and once the parking lot is full have someone direct them to the secondary areas.
53 People will be able to access Lyons Park from the secondary areas through a wooded path behind the
54 Police Station. Lt. McCarthy discussed past situations involving the emergency access being blocked
55 and parking that occurred in restricted areas. He said if someone parks illegally, one person could
56 remain helping people; the other person could locate the driver of the improperly parked car. If
57 someone doesn't want to move their car, the parking volunteer could request an officer's assistance.
58 The goal is to provide a safe parking situation so people can come and go without any issue.

59
60 Lt. McCarthy recommended that the parking volunteers should have ANSI 3 compliant vests, traffic
61 wand and some type of public address system. He displayed a second map that showed the areas
62 where people shouldn't park. The map can be forwarded to the Park & Recreation Department or
63 Flag Football Organization so it could be provided to participants in the program. He noted that the
64 primary parking area contained approximately 73 spaces; Town Hall has 34 spaces (including
65 handicap spaces); and the Library has 35 spaces (including handicap spaces).

66
67 Mr. Viger asked what posting was required to effectively be able to ask people to move their vehicles.
68 Lt. McCarthy said once a 'no parking' area had been designated signage could be posted. He said it
69 had been the Chief's position that towing cars and ticketing people is an absolute last resort. They
70 would rather find the people and ask them to move along. Lt. McCarthy said they would post
71 additional signage, utilize Citizen Observer and PTV to try and explain to people what the
72 expectation was. Mr. Viger understood they intended to mark the area well enough so people would
73 know they weren't supposed to park in those areas.

74
75 For those not familiar with the Flag Football program, Mr. Roark said they wouldn't be having a
76 discussion if it weren't an extreme case. He said no matter how many signs were posted, there was
77 flagrant illegal parking occurring. He wanted people to understand there had been instances when
78 emergency vehicles (particularly the ambulance) that was unable to access the rear of the Police
79 Station because the area was too confined by illegally parked cars. Mr. Roark said the situation was a
80 serious safety concern that they needed to get a handle on. He said the parking spots Lt. McCarthy
81 spoke of were only available if there were no other venues occurring at the same time. He felt Lt.
82 McCarthy was on the right path; signage and enforcement had to be improved and they had to be
83 vigilant in notifying Flag Football. Mr. Roark said he would speak with the Park & Recreation
84 Director to have the parking map given to participants as they sign up for the program. They should
85 also be given a letter that clearly indicates the Police will be enforcing the parking restrictions at the
86 rear of the Municipal Center.

87
88 Mr. Lynde asked if the proposal had been discussed with the Park & Recreation Department. Mr.
89 Roark said they had discussions in the past, signage and volunteers. He said they were seeking
90 feedback from the Selectmen so the direction of the Board could be brought to the Park & Recreation
91 Director. Mr. Lynde was in favor with providing the Parks & Recreation Director with the proposal
92 so he would have the opportunity to review and offer comments. Lt. McCarthy told the Board he

93 would avail himself to any organization that used the fields to explain the plan and do what was
94 needed to move forward.

95
96 Mr. Haverty had no objections to the plan, but asked the Board if a few parking spaces should be
97 maintained close to the building in the event Town employees needed access to the building and
98 parking. He noted there were occasions when he came to the Selectmen's office on a Saturday to sign
99 something or pick something up and parking was full. Lt. McCarthy said reserving employee spaces
100 could be easily done.

101
102 Mr. Gleason felt it was reasonable and realistic for the Park & Recreation Department to provide
103 organizations with a copy of rules at the time they reserved field space and had program registration.
104 He believed it would be a difficult task to find people within an organization to commit to monitoring
105 parking each time a program used the fields. As a prerequisite for organizations to use the fields, Mr.
106 Gleason said programs should agree to the terms of use, which included that program to provide two
107 people every time the program was in session for the duration of the activities. They would have to
108 be responsible and perform the tasks outlined. Training will be important because of the potential for
109 confrontation and safety concern of children running in between vehicles. Lt. McCarthy said if the
110 monitor had the slightest problem with anyone, they are to call the Police Station so an Officer could
111 be sent immediately. The goal was to have traffic monitors and have people park safely; anything
112 above and beyond those duties, a Police Officer will handle.

113
114 Mr. Viger agreed with the plan Lt. McCarthy brought forward. He felt it was imperative for the
115 Board to back that plan up and move forward by directing Parks & Recreation of how the situation
116 would be handled and to find a way for implementation.

117
118 Mr. Haverty questioned what would happen when monitors stopped showing up. Based on his
119 experience with coaching soccer and involvement with the Little League board, he was familiar with
120 the difficulties of finding people to commit time. It was suggested that the monitors could be paid.
121 Lt. McCarthy said a last resort could be to post Officers at a detail rate. Mr. McDevitt said paying
122 attendants from the existing Park & Recreation fund may be the best option because it wouldn't be an
123 additional property tax.

124
125 Mr. McDevitt had seen vehicles drive to the rear of the park and wanted to know if there was a
126 parking area in that location. Lt. McCarthy said there was a dirt road that (in the past) was used by
127 coaches or umpires to unload equipment. However, over time more and more people used the area
128 and it became a parking area. Mr. Roark said the area should be shut so only authorized vehicles
129 could have access. Mr. McDevitt pointed out that the parking lot didn't have handicap parking. He
130 felt it would be a worthy conversation to locate some handicap parking spots.

131
132 Mr. Lynde noted there would be additional parking when the second roundabout was completed. He
133 said the Lawrence property may also accommodate overflow parking.

134
135 Lt. McCarthy stated it would be easy to designate handicap parking spots. Mr. Roark believed the
136 American Disability Act speaks to the number of handicap parking spaces there should be based on
137 the total number of parking spaces. He said those spaces should clearly be delineated. There may be
138 some expense to re-line the parking lot to eliminate confusion. Mr. Roark told the Board he would
139 work with Parks & Recreation Director Brian Johnson to discuss funds needed for signage, parking
140 space lines and enforcement.

141
142 Mr. Gleason felt it would be good to pursue the plan with Mr. Johnson. The plan needs to be
143 modified to consider handicap parking spaces and a restriction on spaces for use only by Town

employees. He confirmed that Mr. Roark would determine the potential costs. Mr. Roark said they would come back to the Board with a progress report.

Deborah Waters, Forestry Committee Chair and Mike Powers, Bay State Forestry Service – Presenting Blueberry Circle Town Forest Management Plan

Forestry Committee Chair Deborah Waters and Mike Powers of Bay State Forestry Service came forward to present and discuss the Blueberry Circle Wood Lot Forest Management Plan. Ms. Waters said the land consisted of approximately 19.6 acres that would be put out to bid with another piece.

Mr. Powers said the proposed plan was an update to the previous plan done in 1996. He said the plan was broken into sections that covered: 1) general overview/description of the property, 2) goals and objections; 3) breakdown of species; and 4) breakdown of forested stands including recommendations for each. He said the lot hasn't been harvested since 1997 therefore the plan calls for a light harvest (25%-30% volume removal) that will allow for sunlight to promote regeneration. He noted there were walking trails that they would be cognizant of when doing the harvest. An interesting part of the property is the vernal pools which provide a nice habitat for wildlife. If approved, the work would be done in the Spring/early Summer.

Mr. Gleason asked where the access would be located for logging. Mr. Powers said there was access at the end of Blueberry Circle that was used in the past. Mr. Gleason questioned if any infestation had been found. Mr. Powers said they hadn't seen too much, there might be more when they get into the parcel to work.

Mr. McDevitt recalled there being a lot of neighborhood unrest when the first cut was done. He believed the forester at the time met with residents and the process went well. He wanted to know if a plan would be put in place to let neighbors know what was happening since the landing area would be close to 6-8 houses. Ms. Waters said they would get a list of addresses and send information directly to the house.

Mr. Viger asked about the status of insects and devastating species that have reported during the past couple years. Mr. Powers said there were a few different issues in New Hampshire and in Pelham, specifically with Hemlock and Ash trees. He said they weren't seeing a lot of actual mortality yet. Currently Massachusetts was experiencing problems and devastation. The insect was moving slowly, but expected to eventually reach New Hampshire. Mr. Viger questioned if harvesting would help slow an infestation, or if the insects attacked younger trees. Mr. Powers said they would be aggressive in taking out Hemlock trees. He said if Ash trees are found they will also be taken out to help slow the insects.

Mr. McDevitt commented that there were 8-10 Green Ash trees on Village Green and questioned if they were doomed. Mr. Powers said the Emerald Ash Borer spread quickly and at some point it would be all over the State, but it was hard to say when it would be in this area. There was no known remedy.

MOTION: (Haverty/Lynde) To approve the Blueberry Circle Town Forest Management Plan and allow it to move forward.

VOTE: (5-0-0) The motion carried.

OTHER BUSINESS

Town Administrator Search – Update

Discussion – Town Administrator Contract & Reporting Responsibilities

Mr. Roark told the Board that the position had been posted on all the appropriate municipal websites, in the Sunday Union Leader along with other weekly and local newspapers. As of today, seven resumes have been received. The closing date for resumes is at the end of March.

Mr. Gleason said having a discussion pertaining to the contract responsibilities would be premature until a candidate is identified. However, one issue previously identified was the reporting responsibilities, which he felt it was important to resolve. He said there had been discussion whether or not it would be appropriate to have the Fire and Police Departments report to the new Town Administrator. Mr. Gleason felt that tone should be set prior to the interview process. It was his preference for the Town Administrator to have total responsibility for all departments. He said it had been that way in the past and felt it worked well.

Mr. McDevitt said he had gone back and forth with the topic. He said it was worthy for a discussion to see if anyone wanted to weigh in; if they didn't, the system of direct reporting for all departments should be left as is. He noted that the Police and Fire Departments had unique protection under State Law.

Mr. Viger was unsure which direction the Town should go. He wanted the opportunity to research other communities to see how their systems worked. He saw the benefit of both. He commented that the Town had strong department heads under the current situation.

Mr. Lynde suggested conducting monthly department head meetings as they had done in the past. He would like to be more in tune with people being hired. He recalled in the past the Selectmen received copies of resumes for review. He said it was expected that the administrator would negotiate contracts, but believed they should be approved by the Selectmen.

Mr. Haverty was inclined to leave the reporting structure as it currently was. He believed autonomy was given to, or taken by the previous Town Administrator. He was unsure about how much 'power' they should have without coming back to the Board. He would like to investigate that area further. Mr. Haverty didn't think the Selectmen had the time to directly manage a department head. He said if there is a well-qualified Town Administrator who understood how the various departments ran and the ins and outs of municipality they should be relied upon to do the day-to-day operations. It was a matter of how much day-to-day autonomy the Selectmen wanted to give them. Mr. McDevitt commented that the reason they created a strong Town Administrator position to give them more authority. For future discussion, he recalled a hiring policy had been put in place to give departments leeway to hire part time employees. He said that policy may have since been 'watered down'. He said the Selectmen needed to review the authority of the Town Administrator to delegate discipline. He suggested visiting those topics prior to having a new person in the position. Mr. Gleason noted that Town Meeting vote was required for hiring new full time employees.

Mr. Gleason believed it would be problematic to bring a new Town Administrator in and have two or three departments not report to them. He said doing so may create a potential situation for conflicts. Logistically, he felt the Town Administrator should be the central focus point for the Selectmen and then out to the departments. Mr. Gleason said prior to bringing a new individual into the position, they had to look at the whole scenario such as hiring, reporting and conduct department head meetings. The tasks and what is expected need to be defined. Mr. Lynde added in the past

241 departments had Selectmen representatives. Those representatives acted as a sounding board when
242 departments had any issues.

243
244 Mr. Roark stated if the Selectmen believed having department head meetings was an effective way to
245 communicate to department heads, the Town Administrator job description should state they will hold
246 periodic department head meetings. If those meetings don't occur, the issue could be raised during
247 their review so they can be marked accordingly until they understand the importance of such. Items
248 such as this can be used as benchmarks. An administrator administers what the Selectmen would like
249 to be done. Mr. Roark felt the current bi-weekly reporting was effective in allowing department
250 heads to include the Town Administrator with the Selectmen in their discussion for what was
251 happening within their departments. He said it was up to the Town Administrator to task the
252 department heads with doing up to date bi-weekly reports that kept information flowing. Mr. Roark
253 said this was the Selectmen's opportunity to mold the Town Administrator position to what they
254 wanted. He said while he was in the position he would make a note to conduct periodic staff
255 meetings.

256
257 Mr. Gleason said the discussion was 'food for thought' as they drafted a statement of work for the
258 position. They would review what their policies will be.

259
260 **Discussion – General Policy on Department Receipts and Petty Cash**

261
262 Mr. Gleason stated as part of the 2012 audit the Town was cited as being deficient in having a general
263 policy for department receipts and petty cash. He said the Town Finance Director Cindy Kelley had
264 put together a policy for Selectmen review that covered petty cash receipts and handling all monies
265 through the Town Clerk. He suggested some minor changes and asked the Board if they had any
266 comments.

267
268 The Selectmen offered editorial modifications. It was suggested that a standard form be created for
269 petty cash use (i.e. date, name, purpose for use).

270
271 Mr. Viger questioned if there should be a specific amount allowed to be held in petty cash. Mr.
272 Roark stated the Police Department kept \$100. in petty cash, which was internally audited each month
273 and signed off by him and the Office Manager.

274
275 The Selectmen would like the Finance Director to comment on what petty cash should be held by the
276 departments. Mr. Gleason added that the Finance Director should be included in the petty cash
277 reporting. Mr. Lynde said credit cards were left off the document. Mr. Roark said the previous town
278 Administrator was against credit cards being issued to departments. He understood the reason was
279 due to a situation in the past; however, the inconvenience was significant. He believed it was easier
280 to control charges through receipt of monthly statements. He said the Treasurer and the Finance
281 Director would need to discuss how a credit card mechanism would work. At the present no one had
282 a credit card.

283
284 Mr. Lynde said with credit cards being accepted for payments, there should be a policy in place that
285 provided the same amount of detail as petty cash usage. Mr. Roark believed RecTrac provided
286 monthly spreadsheets. He assumed the Town Clerk's office had the ability to generate monthly
287 reports that were audit compliant.

288
289 Mr. Gleason said the proposed policy addressed the auditor's concern about petty cash. The
290 Selectmen asked that a clean copy of the proposed policy (with modifications) be given to the
291 Selectmen at a meeting after the election.

At a future meeting Mr. Haverty would like the Selectmen to discuss certain department heads having credit cards.

Mr. McDevitt asked that Mr. Roark find out what petty cash needs the departments had. Mr. Roark pointed out that the policy addressed having a base petty cash amount that must be determined by the department head and the Town Administrator. He said an agreement could be made for each department. Mr. Gleason said it was important to have a policy in place given the audit was slated to begin in March.

Fire Station Drainage Plans

Mr. Gleason said Mr. Roark had obtained an opinion from Peter Zohdi of Herbert Associates to address the flooding at the front of Village Green at the fire station.

Mr. Roark provided the Board with an executive brief of the pending projects. As presently configured, the problem at the Fire Station was in the area where the sign will be installed at Marsh Road. When there are significant periods of runoff the water pools over the exit of the Town green and over the emergency exit for the Fire Station. The situation creates temporary flooding problems and at times significant icing problems. Mr. Roark explained that the original concept was for a more wooded lot, but was changed to a more contemporary lawn. In doing so some of the natural drainage was lost. The problem was how to move the water away from the Village Green and Fire Station exit to an area that won't be inconvenient or hazardous. He told the Board that Herbert Associates was doing an engineering grade design plan. There will be catch basins to capture water and move it along using crushed stone and pipe drainage. The flow will continue along to drain at the rear of the Fire Station. A horizontal bore will be used so pavement won't need to be cut and redone. Mr. Roark said the important part was Mr. Zohdi believed although the work needed to be precise, he felt the Town Highway Department could accomplish the task. This would be a significant savings as opposed to contracting with an excavator. The project will be paid for out of the remaining funds designated for the Fire Station construction funds. He said if the Board agreed, the project should be 'front burner' and completed as early in the Spring as possible to allow for irrigation and grass seed along with the sign to be installed.

Mr. Roark reviewed the cost breakdown of the project. Mr. Gleason commented there was approximately \$39,000 remaining in the Fire Station residual funds. He said the question was if the Board wanted to direct the Highway Department to complete the project in the Spring. He suggested Mr. Roark contact Highway Road Agent Don Foss to determine if his department had the ability to complete the project.

Mr. Haverty wanted the Board to make a decision. He said if the Highway Department was capable of doing the project they should be told to do so. The Board agreed, if Mr. Foss believed the Highway Department was able to do the project they could proceed. Mr. Gleason said if Mr. Foss didn't feel his department could do the project, he wanted to know the reason. Mr. Haverty said there was a difference between not being able to do the project because of time, versus not being 'technically' able to do the work. He didn't feel 'time' was a good reason to not do the project.

The Selectmen asked Mr. Roark to speak with Mr. Foss and indicated the Board would like the Highway Department to do the work. If Mr. Foss had concern about capability or expertise, it needs to be addressed with Mr. Roark. Mr. McDevitt said if the Highway Department couldn't do the project he wanted the Board to hear from Mr. Roark and Mr. Foss as to the reasons why not. Mr.

Roark said before he approaches Mr. Foss he will wait for Herbert Associates to get the plan so they can take a hard look at the technical aspects.

Mr. McDevitt wanted Herbert Associates to review the drainage outlet and inform where the flow would end up. Mr. Roark believed the outlet area was a very sandy natural area that could accommodate the drainage. He will bring that point up when the plan is officially submitted.

2013 – Year End Expenses & Revenues Review

A year-end report was submitted to Selectmen for review by Finance Director Cindy Kelley. Mr. Gleason said the information was not yet audited and therefore considered a projection. He said at this point it appeared there would be an additional \$1,000,000. going into the fund balance. He said last year the fund balance was at \$1.9 million dollars from which \$530,000 was taken out to mitigate the tax impact, this left a remaining \$1.4 million dollars. With the \$1 million dollars going into the fund, the balance this year will be at approximately \$2.4 million which represents 7%. The Department of Revenue Administration recommends a balance between 5%-14%. Mr. Gleason stated in his review of the report, it appeared most departments held the line. The one area of continuing concern was Town Buildings, which overran its budget by 12% specifically in the area of expenses. He said they would need to have a discussion about taking some action. The expense account is a 'catch all'. Prior to the meeting, Mr. Gleason spoke to Mr. Roark about the budget; during the discussion Mr. Roark suggested using a zero based budget for Town Buildings during budget review. There are lines in that budget for technology, cleaning, landscaping etc. that may be able to have their own lines. Mr. Viger agreed.

Mr. Roark stated the budget needed to be deconstructed and rebuilt using actuals from the last 3-5 years. He said it should be broken down into more manageable bites; it can't be treated as a catch – all account. The Town Administrator is responsible for the Town Buildings account and Mr. Roark said it should be zero based as other departments have done.

Mr. Gleason said the revenue report looked good. He reiterated that the auditors would be in to do a preliminary review in March.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Roark said the Board needed to have a discussion regarding the long-term roof project at the Municipal Building and Police Station. He said they moved into the renovated building ten years ago. A new roof was not put on at that time; they inherited a roof that had been repaired over time. He said Rondo Roofing had helped him understand the situation. A map of the roof was provided to the Board that broke the building into seven sections. From doing the maintenance on the roof for years, Rondo was able to determine which roof areas based on priority needed to be replaced or fixed. Mr. Roark reviewed the information.

Mr. Lynde recalled a recent leaking situation over the unfinished classroom area. Mr. Roark said if there was a situation, Rondo was effective in responding and wouldn't leave a leak. He said he would find out the status.

The roofs were listed in critical priority. Mr. Roark said there were three solutions for consideration:

1. Remove all the roof and decking and install new insulation and rubber roofs – 20 year warranty;
2. Remove some of the roof layers, with the first layer in place install insulation and rubber roofing – 15 year warranty;

- 393 3. Repair/Replace any areas that are wet with new rubber roofing. Build up the ponding areas
394 for proper drainage. Clean roof and install a sealant. Minimum 10 year warranty and up to
395 20 year warranty depending on what is discovered during the process.
396

397 Mr. Roark recommended phasing in the roofing project over four years by funding either through a
398 warrant article or as an operational expense. He outlined the phasing approach for each year. Mr.
399 Gleason noted there was a capital reserve fund for emergency building repairs that contained
400 approximately \$87,000. He said there were options for approaching the project: 1) have the project in
401 the Town Building budget for four consecutive years; 2) have a warrant article for the cost of the
402 entire project; or 3) have a warrant article to move funds from the capital reserve. Mr. Roark had
403 reservation about having a warrant article. He said in the event it was defeated, they may not be able
404 to put a roof on the building if needed. Mr. Gleason said they could put the first year in the budget,
405 and have warrant articles for the second and third years. He said the roof needed to be addressed. He
406 said the Town Clerk had a recent issue with a water leak that was going into the lights. He said
407 something had to be done sooner rather than later.
408

409 Mr. Viger felt the project was relatively short money. He said if the Selectmen come up with a plan
410 for how they were going to replace the sections, the Budget Committee may support putting it into the
411 budget.
412

413 Mr. Lynde questioned if the funds could be taken from the capital reserve. Mr. Gleason said he
414 would have to look at how it was written and if Selectmen could expend. He said typically voter
415 approval was needed to move funds from a capital reserve. Mr. Lynde questioned where the capital
416 reserve came from. Mr. McDevitt said they borrowed approximately \$5.5 million dollars to
417 rehabilitate the municipal building. It took a year from the time they got voter approval and borrowed
418 the money until the time the building was finished; in that time they earned interest. The money in
419 the capital reserve was the interest they earned. Mr. McDevitt agreed that they should check to see if
420 they were agents to expend. Mr. Gleason said he would check the language of the capital reserve.
421 Mr. Roark said he would hold off and wait to hear from Mr. Gleason. There was no objection by the
422 Selectmen to the plan proposed by Mr. Roark.
423

424 Mr. Roark discussed the importance of having a maintenance plan for the municipal building roof. He
425 summarized what that plan would entail. Inspections would be done twice per year. Those
426 inspections would take 5-6 hours each costing approximately \$900. He recommended entering into a
427 maintenance program for the roof; the budget would contain \$1,800 each year to ensure the roofs
428 were being inspected.
429

430 Mr. Viger agreed with Mr. Roark. He felt they should expand on the maintenance. He noted that the
431 building's boiler and heating system were as old as the building, and had not been updated. If re-
432 elected he would head up a Town building maintenance program to identify items to be scheduled.
433

434 The Selectmen agreed that a maintenance program was important to have in place.
435

MOTION: (Lynde/Haverty) To implement the roof maintenance program.

VOTE: (5-0-0) The motion carried.

436 Mr. Roark continued his report.

- 437 • He read aloud a memo he drafted to the Selectmen that notified the Board of Intent to Sue
438 letter that had been received, which related to an arrest conducted by the Police Department.
439

The letter has been forwarded to Health Trust who will in turn handle the matter on behalf of the Town.

- Update regarding progress at the Senior Center – ADA compliant door (to the patio of the new addition) is scheduled for installation next week.
- Prices received for ADA compliant metal hand rails for the entrance of the Senior Center addition. He will wait on this until bid price is received for rear ramp.
- New VCT floor and sub floor is scheduled for installation next week at the Senior Center kitchen. Burnishing and buffing will increase to extend the life of the new floor.
- Boyden Landscaping has provided a scope of landscaping, snow removal and ice management conducted for the Town.
- The Gagnon timber trespass claim has been successfully mediated. The Town had 40+ acres signed over and received \$4,000. Mr. McDevitt asked that the Conservation Commission be provided with information on the area. Mr. Roark said he would do so.
- Executive Secretary Marie Maruca, as tasked by Mr. Roark and the Chairman, has begun the project of updating the Town website. She is coordinating the effort with the Town departments and scheduling a presentation with a company that works with municipalities.
- Interview appointments will be held on Friday with three bridge design companies who will discuss the long term plan of the Willow Street Bridge. Planning Director Jeff Gowan and Steve Keach of Keach Nordstrom (engineering review firm) will be present for those appointments and offer input.

Mr. Haverty and Mr. Viger had no reports.

Mr. Lynde discussed the High School Robotics Team that during a recent competition placed third out of thirty-nine teams. He was involved in mentoring and proud of their efforts. He said the team would be competing again at UNH at the end of the week on Thursday and Friday.

Mr. McDevitt publicly thanked those who were involved with forestry work in the Town.

Mr. Gleason reminded the Selectmen that Read Across America had been rescheduled to March 14, 2014. He said he met with the Council on Aging and the question was raised as to whether or not they could be bonded under the Town now that they were a tax free entity. The answer was no; the Council was directed to seek their own counsel in terms of bonding and insurance. Mr. Gleason commenting about the parking at the Senior Center and the difficulties experienced during events. He recalled the Board was going to have the Highway Director review the parking lot and see if it would be feasible to knock down some of the light trees and expand the parking. He noted there was a capital reserve fund that was residual from the Senior Center expansion fund. There is accrued interest of approximately \$4,700. He said the Board may want to consider paving the area, if the parking was expanded. Mr. Roark recalled originally the thought was for the area to be graded with a gravel pack. He asked if asphalt was now a consideration. Mr. Gleason was saying that the parking lot ought to be expanded so it would be usable/functional. He said if desired there was money in a capital reserve to do so. The capital reserve could also be closed out at the end of the year and put into the general fund for the tax base. He pointed out that the addition was done, which increased occupancy but the parking lot was not increased.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (Haverty/Lynde) Request for a non-public session per RSA 91-A:3,II, a & c (Personnel; Matters which, if discussed publicly, would affect adversely the reputation of any person)

ROLL

CALL: Mr. Gleason-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Mr. Robert Haverty-Yes;
Mr. Lynde-Yes

487

488 It was noted that when the Board returned, after the non-public session, the Board would not take any
489 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
490 meeting. The Board entered into a non-public session at approximately 8:33pm.

491

492 The Board returned to public session at approximately 8:45pm.

MOTION: (Viger/McDevitt) To seal the minutes of the non-public session indefinitely.

VOTE: (5-0-0) The motion carried.

493

494

495 **ADJOURNMENT**

496

MOTION: (Viger/McDevitt) To adjourn the meeting.

VOTE: (5-0-0) The motion carried.

497

498 The meeting was adjourned at approximately 8:55pm.

499

500

501

502

Respectfully submitted,
Charity A. Landry
Recording Secretary