

**Board of Selectmen
November 8, 2017**

Present: Richard C. Edwards, Chairperson; Connie Twombly; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:45 p.m. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Edwards seconded the motion. Roll call vote: Ms. Twombly - 'aye'; Mr. Edwards - 'aye'. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:08 p.m. Those present at this time included Ed Comeau (videographer); Donna Martin (videographer); Ed Noble; Rose Cleveland; Robert Baxter; and Det. Laferriere. Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments - None scheduled.

2. Unscheduled Matters/Public Comment #1

--Ms. Cleveland stated that the Maple Street bridge needs to be inspected immediately as it has become even more dangerous. She believes the bridge needs to be posted as a risk area. Ms. Collins called DOT about the bridge prior to the last meeting. She was directed to put her concerns in writing to the Commissioner of DOT, which she did. She attended an event this week and was able to speak with Nancy Mayville, previously with DOT and who originally signed the letter directing the Town to close the bridge. Ms. Mayville is currently a consultant to the DOT and will work with the Town to arrange an inspection. Mr. Baxter shared his suggestion for addressing the problem in order to allow use of the bridge by snowmobiles. Ms. Collins stressed that the Town cannot take responsibility for any work on the bridge until DOT conducts its review. Ms. Cleveland asked whether the area could be roped off. Ms. Collins will attempt to contact DOT again tomorrow.

3. Unfinished Business

a) Charter Communication re: Paul School Origination Point - Ms. Collins has been working to get the second origination point at Paul School for some time. She read aloud several sections from the contract regarding this issue, as well as how the cost for same would be paid. The total cost of this project is \$13,151.57. According to the contract, this cost must be passed on to the subscribers in their monthly bills. Charter has determined the project will add \$0.09 to each subscriber's monthly bill for the next 6 years. The subscribers currently pay \$0.15 on each bill for franchise fees, which go to operation of ClearView Community TV. ClearView has yet to provide Charter with the documentation regarding programming in order to have a second channel. **Ms. Twombly moved to move forward with an origination point at Paul School, at a monthly cost to subscribers of \$0.09, as long as sporting and other school events are aired. Mr. Edwards seconded the motion.** Ms. Collins noted that will be an issue to discuss with ClearView once the origination point is in place. **The motion then passed 2-0.**

b) Primex - Ms. Collins referred to the Board having previously agreed to enter into an agreement with Primex for the provision of property liability insurance. Because the Town already contracts with Primex for the provision of Workers' Comp and Unemployment insurance, the Town will receive a discount. It is now time to execute the Membership Agreement. **Ms. Twombly moved to authorize Kelley Collins to execute the Membership Agreement for Workers' Comp, Unemployment and Property Liability Insurance with Primex, effective as of January 1, 2018. Mr. Edwards seconded the motion.** Ms. Collins noted that this is a 1-year agreement only. **The motion then passed 2-0.**

Ms. Collins also had to complete a 'prior act incident report' in order to disclose any potential litigation to both the Town's current property liability provider, as well as to Primex.

4. New Business

a) Bids for PSB-2 Phone System - One bid was received for this project as follows: Howard Systems at \$15,525. Mr. Edwards stated that this bid is close to the amount he had budgeted for this project. **Ms. Twombly moved to accept the bid of Howard Systems for the PSB-2 phone system in the amount of \$15,525, to be completed in accordance with listed specifications. Mr. Edwards seconded the motion, which passed 2-0.** Ms. Collins confirmed to Ms. Twombly that next year any costs for this system will be covered in the PSB budget. Mr. Edwards confirmed that this system will include both the Police and Fire Departments.

5. Proposed Capital Reserve Fund Expenditures

a) Town Hall Improvements \$2184 - This represent the final payment for the painting project in the connector. **Ms. Twombly moved to approve this expenditure as presented. Mr. Edwards seconded the motion, which passed 2-0.**

6. Correspondence

a) NH Liquor Commission – The Wailing Loon is seeking a Retail Table Wine – Wine Only liquor license, and the Commission is offering the Town an opportunity to comment on same. **Ms. Twombly moved to support the request of the Wailing Loon. Mr. Edwards seconded the motion, which passed 2-0.** Ms. Collins will send a letter to the Liquor Commission stating the Town has no objection to this request.

7. Unscheduled Matters/Public Comment #2 – None forthcoming.

8. Administrative Matters

a) Town Administrator's Update
--Ms. Collins stated that the 2017 tax rate has been set at \$12.65 per thousand, down from \$12.94. The Town's rate actually went down by \$0.41; however, the Local School, State Education and County rates all increased. Tax bills will be in the mail next week and will be due December 15.

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--Ms. Collins noted that there is a Resolution to be executed with respect to the agreement with Primex. Ms. Twombly read aloud the following Resolution:

RESOLVED: To hereby accept the offer of the NH Public Risk Management Exchange (Primex³) to enter into its Membership Agreement as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of membership. The coverage provided by Primex³ in any year of membership shall be as then set forth in the Coverage Documents of Primex³.

Mr. Edwards executed the Resolution as presented.

--Ms. Collins received a letter from the Superintendent of Schools regarding a misunderstanding about the School's back parking lot. It had appeared in the newspaper that the Town had declined to assist the School, which is not accurate. The Highway Department had advised the School's representative that it could get to the project within the next couple of weeks. The Superintendent confirmed that the issue has been clarified, and they understand the Town did not decline to assist. It is unclear whether the newspaper has clarified their reporting.

b) Petition and Pole Licenses – Ms. Twombly moved to accept all 3 Petition and Pole Licenses as presented. Mr. Edwards seconded the motion, which passed 2-0.

c) Payment Manifests – Ms. Twombly moved to approve AP #38 in the amount of \$13,881. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to approve PR #26 in the amount of \$101,835.49. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to approve AP #37 in the amount of \$8053.27. Mr. Edwards seconded the motion. Ms. Collins explained that this represents an advance payment on the Town's credit card in order to utilize that card for furniture and equipment for the second floor of the public safety building. **The motion then passed 2-0.**

Ms. Twombly moved to approve AP #39 in the amount of \$918,966.22. Mr. Edwards seconded the motion, which passed 2-0.

d) Building Permit Releases – Ms. Twombly moved to approve the building permit release for Camp Road. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to approve the building permit release for Burley Park Drive. Mr. Edwards seconded the motion, which passed 2-0.

e) Minutes – Ms. Twombly moved to approve the sealed Non Public Minutes of October 18. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to approve the minutes of the public session of October 25. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to approve the Non Public minutes of session #'s 1,3,4,5 and 6 of October 25. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to approve the sealed Non Public minutes of the 2 p.m. session on October 25. Mr. Edwards seconded the motion, which passed 2-0.

Mr. Edwards moved to approve the sealed Non Public minutes of session #2 on October 25. Ms. Twombly seconded the motion, which passed 2-0.

Ms. Twombly moved to approve the minutes of October 30. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to approve the minutes of November 1. Mr. Edwards seconded the motion, which passed 2-0.

Ms. Twombly moved to adjourn at 7:57 p.m. Mr. Edwards seconded the motion, which passed 2-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani