Present from Board: Chairman Brown, Selectman Dawson, Selectman O'Leary, and Selectman Foye. Selectman Manseau was not able to attend.

Also present, Town Administrator Alice MacKinnon, and secretary Catherine A. Woessner.

Chairman Brown called the meeting to order at 6:02PM.

Chairman asked the Board if they read the minutes of November 14th. Selectman O'Leary made a motion to accept the minutes as written, seconded by Selectman Foye. All were in favor.

Announcements:

Chairman announced that there would be a meeting at the Northfield Town Hall on November 20th from 7 to 9 P.M. on the ongoing Drinking Water Protection Workshop that is taking place with Belmont, Northfield and Tilton under the guidance of Lakes Region Planning Commission.

Chairman announced that as of January 1st a new law takes effect regarding backyard incinerators. Brochures are available in the front of the Town Clerk's office at Town Hall. The new RSA is 125:N.

Chairman informed the Board of a letter from Rob Thompson requesting the Board consider him for membership on the Planning or Zoning Boards. The Board discussed his request and the Board would like to have him attend a meeting to discuss this with him.

Chairman informed the Board that they should have an estimate on the damaged brick wall around the watering trough next week.

Chairman talked to Dennis Allen, Public Works Director and he reported he
hired a new employee, Derek Hunt who is a qualified driver with a CDL. He is going to use Andy Matott as a part-time during snowstorms to help plow.

There was discussion regarding Autumn Drive officially being Class V, which is Town Road, or if it was still Class II, which is State. Alice said she thinks this is still under debate. Selectman Dawson has been doing research on this and said it has been a Class II and still is. Selectman Dawson said Town Meeting has to vote to change it and support the change and then it has to go to the legislature. The legislature will vote to change the class of the road and this has not happened yet.

Selectman Dawson reported that the Winnisquam sidewalk project would start in the spring of 2003.

Chairman reported that he, some of the Board members and Dennis Allen looked at some of the Town owned roads to determine their condition. The road in the worst shape is Dunlop Drive and will require major overhaul. Dennis said it would be so expensive that he is going to try to do it in phases. The Board discussed the need for Bonding on these roads and what determines this. Board agreed something should be in place to protect the roads. Chairman said he would get something together for future development.

Selectman O'Leary informed the Board that David Fontaine, former member of the Budget Committee world like to become a member of the Budget Committee again. This will be discussed with the Budget Committee on their December 4th meeting. Selectman O'Leary said the Sewer Commission is scheduled to meet with the Budget Committee on January 8th, 2003.

Selectman Dawson discussed having the Board of Selectman’s agenda posted on the web site. The Board discussed the cut off time for scheduling on the agenda. Selectman Dawson will discuss putting all the Board’s agenda’s on the website with Chuck Mitchell regarding the posting.

Alice presented appointment slips for the Board to sign. She also presented the Grant Agreement and Loan Resolution Agreement for the Route 3 Sewer Project for the Board to sign. Alice informed the Board the Route 3 Sewer project started four or five years ago when town meeting gave authorization to do the Bonding. Alice said the reason it was not done is when the engineering estimates came back they were between
five or six hundred thousand dollars more than the Bonding and Grant authorization. The Bonding authorization was for $465,000 and the town was also to receive a Grant for $465,000 for a total of $930,000 to do the project. When the engineering estimates were finalized, the total cost of the project came in at $1,543,000, which is what caused the delays. Alice said the good news is the Bond is for $465,000, but the remaining balance of the $1,078,000 is all in the form of a Grant for the project. The Bond is paid back through a betterment assessment by the people who are going to be using that portion of the sewer line. Alice said by signing the loan resolution the town will get the $465,000 in the form of a Bond. The closing date is for November 27th, 2002. Selectman O'Leary made a motion to authorize Chairman Brown to sign the Grant Agreement with USDA, seconded by Selectman Foye. All were in favor.

Selectman O'Leary asked Alice if she started the application for the Grant on the Park. Alice explained that there is no actual application. The questions are in the instruction packet. Alice said she will be starting on it this weekend and hopefully will have it the first week in December.

Chairman asked Mr. Richardson from the audience if he had something to discuss. Mr. Richardson asked about the release of his letter of credit. Chairman informed Mr. Richardson that the Board is going to discuss that later in the meeting. Mr. Richardson said there was an inspection done yesterday of the next phase and asked if this was communicated to the Board by Vollmer Associates. Chair said he has not heard anything yet. Mr. Richardson asked what the town’s position is on the engineering. He said Alice told him the road would not be accepted no matter what stage or how good it was unless Mr. Richardson paid for all of the engineering. Alice informed the Board what she said is that the engineer has had to go to the site and do the same inspection several times on the first phase. She told him it is the town’s position that he should absorb the cost for the additional inspections because he called for the inspections and he was not ready for them. Chairman said phase one is certified. Mr. Richardson asked if he does get the hard top down, at least the initial base of asphalt, what are the terms of his letter of credit from that point on. Chairman explained the Bond amount if for $70,000. Alice explained the agreement is that $7,000 will be held for an additional year after the acceptance of the road as a Maintenance Bond. The Bond release agreement says that the Town will release 25% of the $70,000 after the sub base of the road is in and certified by our engineer. Another 25% after the base of the road is installed and all of the drainage is completed. Another 25% after the base asphalt of the road is in. Another $10,500 after the completion and
Chairman discussed the town renovations with the Board. The Board took a brief recess at 6:51PM to look at the upstairs of town hall.

At 7:00PM the meeting resumed. The Board discussed the need to enlarge the Land Use and Assessor’s office. There is a need for a separate Welfare Office as it is now being shared with the Finance Officer who will also need office space. The Board also discussed the vault in the meeting room and additional space to archive things and also the possibility of using downstairs of town hall. Alice said this would have to be a controlled environment to store papers and such. The Board discussed utilizing the stage upstairs for office space and keeping the open space for meetings. After further discussing this the Board made a sketch of where they would like to see additional office space downstairs and changes for upstairs. They will send the sketch and information along to Architect Paul Merski for an estimate.

Chairman Brown informed the Board of information they received from town’s engineer from Vollmer Associates regarding the recommendation of the Bond release on Mr. Richardson’s road. Alice explained that there are two documents, one being the Bond release agreement that the Selectmen signed which says the amounts they will release and the remaining amounts. The engineer’s have certified it to be that they met sub base requirements, which is the first phase, which is the most expensive. The Engineers gave Alice a detailed list of what has been done. The agreement is to release 25 percent after the completion of the sub-base. Alice calculated this to be $17,500 to be released. The Board agreed. Alice informed the Board that the Maintenance Bond needs to be held for a year. The letter of credit to Mr. Richardson expires at the end of August. Alice will send a letter to Mr. Richardson’s bank and authorize the release. The Board was in agreement.

At this time the Board reviewed the budget requests from outside agencies.

1. Visiting Nurse Association-$12,500 no change.
2. Child & Family Services-$ 2,000 no change.
3. Old Home Day-$ 2,500 no change.
4. Lakes Region Hazardous Waste-$1,783. This went down from last year.
5. Lakes Region Planning Commission Membership Dues-$3,372 no change.
6. Park Cemetery-$1,700 no change.
7. Island Concerts-$2,000 no change
8. Community Action Program-up 4% $16,969.
9. New Beginnings-$1,300 no change.
11. Humane Society- $4,900 yearly contract. $400 increase.

The Board discussed the above outside agencies and were in agreement with their requests.

12. Y.A.P. up 5 percent. The Board discussed this and would like a breakdown of how many kids are served in each town.

13. Youth Opportunities-The Board discussed their request and would like to have the Program Coordinator, Wendy Kenneson meet with the Board at the November 21st meeting to discuss the formula.

The Board continued to discuss budget issues. Alice discussed funding for the two Capital Reserve funds set up last year for Recreation and Reassessment. Alice said if they are going to do the reassessment beginning in 2003 for 2004 it is a major expenditure for the town. Alice said they set aside $50,000 this past March will probably need another $85,000 to have on hand to do the reassessment. There is also the issue of the Pillsbury Mill site. Alice said this past year they appropriated $85,000 for the site, $10,000 of it was spent to transport the dirt from the high school. There is $75,000 that will lapse into surplus unless the Selectmen oblige it prior to the end of the year. Alice said this amount cannot just be carried over; it has to be committed to something. There was discussion regarding the Civil War Monument restoration. Alice said they should find out how long
the estimate is good for and not included in the estimate is moving it from the site. Alice said another issue is buying the Brick Building from the State. Alice said she has not heard back from Mr. Brock. The Board discussed putting $55,000 in the budget for Parks and Recreation for the ball field project and flowers for the downtown area. The Board also discussed money for the town hall renovations. Chairman suggested presenting this as a Bond issue if Mr. Mirski does come back with an estimate. The Board also discussed a Bond issue for the optimum cleanup of the Tannery site in the amount of $300,000.

At 8:48PM Chairman made a motion to go into non-public session to discuss an employment issue, seconded by Selectman O'Leary. Selectman Dawson, yes, Selectman Foye, yes, selectman O'Leary, yes, and Chairman Brown, yes.

At 9:09 PM the Board returned to their regular session.

Chairman Brown made a motion to seal the minutes of the preceding non-public session indefinitely, seconded by Selectman O'Leary. Selectman Foye, yes, Selectman Dawson, yes, Selectman O'Leary, yes, and Chairman, yes.

Chairman announced to the viewing audience that the Thanksgiving weekend of November 28th, the Town Offices will be closed for four days, the 28th, through December 1st. The last day to register motor vehicles will be Wednesday November 27th.

Chairman adjourned the meeting at 9:10PM.