Selectmen’s meeting minutes of June 8th, 2006

Present from the Board:
Chairman Richard Manseau, Selectman Wadleigh, Cavanaugh, and LaPlante. Selectman Dawson was not present.

Also present:
Catherine A. Woessner, secretary.

Chairman Manseau called the meeting to order at 6:00PM.

**APPOINTMENTS WITH SELECTMEN:** Bernard Chapman, Chairman of the Checklist Supervisors joined the meeting. Mr. Chapman informed the Board that they have been mandated by the State and Federal Government that they must transfer checklists onto computers. There will be two classes for training and having a laptop computer is a State requirement. Mr. Chapman said that the Town of Northfield has purchased a laptop computer for this purpose with internet access. Mr. Chapman said they also need a four drawer locked filing cabinet for all of their paper work. The State has also given them permission to copy from the old cards onto the new one so everything will be uniform. Mr. Chapman said the town clerk could also use the laptop for the minutes at town meetings. Mr. Chapman said right now this is an unfunded mandate right now and the State said they would try to see what funds would be available, but nothing has come through as of yet. Chairman Manseau informed Mr. Chapman that they would check with Northfield to find out how much they spent on their laptop. Chairman Manseau also informed Mr. Chapman that they would have to find the money, as it was not budgeted. Mr. Chapman said they would need the requested items before the next election in September.

**Bob Hardy, Parks Commission:** Chairman Manseau said the Board would like to know who the members are and would like to expand the role of the Parks Commission. There is the recreation area the conservation area, two parks downtown and the statues in town the Board would like to have under the Parks Commission. Mr. Hardy said right now he is the only appointed member on the commission. Vici Virgin was a member, but her term is up.
Mr. Hardy has spoken to Vici and she said she would be willing to serve again. Mr. Hardy also said he informed the town clerk of this and asked the Board if Vici has been re-appointed. Chairman Manseau said the Board has not received this information. Mr. Hardy said his term is up next year and it is supposed to be a three member Board and right now there is one vacancy. Mr. Hardy said that Helen Hanks may be interested in the position and Vince who is on the Park Committee may also be interested. Chairman Manseau and the Board world like to meet with the Commission to discuss the guidelines for the commission and to also start to incorporate some of the changes in the town, tracking the maintenance of the statues. The Selectmen have volunteered and are going to get together on a Sunday to clean Time Table Mable. There are maintenance issues and ordinances for the parks to be established such as rules and regulations. The Board would like input from the Commission rather than it just coming from the Board. Chairman informed Mr. Hardy that the Highway Department is looking at maintaining the RFP and they are also looking at the possibility of looking at bids to have an outside agency take care of the maintenance of RFP, to see which is more cost effective. Mr. Hardy reported to the Board that they currently have $1,000 in a savings account at Northway Bank which he receives a monthly statement from. Chairman Manseau said they will now go through the regular budget process and if the Parks Commission has a particular project, that the commission wants to bring to the Selectmen, it will be put in the budget as a line item. Chairman Manseau said the Selectmen would be glad to meet with the Parks Commission at one of their meetings to go over all of these issues.

**Cleanup of town hall downstairs storage area:** Chairman Manseau made a motion to authorize the expenditure of $150.00 for a complete cleaning of downstairs, seconded by Selectman Cavanaugh. All were in favor.

**Chief Kent Chapman:** Chief Chapman reported they are currently working on the evaluations and will have them for the next meeting. Chief Chapman asked the Board for their permission to post the Detective’s position that will be effective July 1, 2006. Chief Chapman would also like to post the position of SRO to see if anyone would be interested in it for a year.
Chairman Manseau made a motion to authorize the posting of the position for Detective, seconded by Selectman LaPlante. All were in favor.

Selectman Wadleigh asked Chief Chapman if he foresees any problems concerning the Martin Smith subdivision, which has land in Tilton and road access on Calef Hill Road in Franklin. It was recommended that these properties be given Franklin, NH addresses to avoid confusion and ensure that the 911 dispatch would be sending responding units to the right place. Unfortunately, both Franklin and Tilton have roads called Calef Hill Road, in separate locations, so it is imperative to know that emergency responders would be going to the correct road. This is why it was agreed Franklin addresses should be assigned to the lots in this subdivision. Chief Chapman said he does not see any problems with this and has talked to the Chief of Police in Franklin and he does not have any problem with this whatsoever, and the feedback he has received from Franklin City Hall is positive, and the Chief feels this is a wise idea.

CORRESPONDENCE:
Memo from Kathy Yeo regarding paid holiday for part-time seasonal help in the highway department. This will be the third year for this employee and Kathy would like to know if he would be eligible to be paid for the 4th of July holiday. The employee handbook specifies only full time and regular part-time employees are eligible. The reason I am asking for him to be paid for this holiday is that this is his third year here he should be considered as a regular part-time employee. Selectman Cavanaugh said based on the employee manual the answer would be no. Chairman Manseau said they could discuss this further when PWD Dennis Allen joins the meeting.

Information from State of NH Department of Safety, Division of Emergency Services regarding major disaster declaration as a result of the May Flooding the State of NH is eligible for Public Assistance. The letter lists two different meetings that are available to assist the Federal and State teams throughout the process and would like either Road Agents or Finance Officers be present at one of these meetings.
MEDIAN, EXIT 20:
Ron Magoon, Chief Operating Officer from Franklin Savings Bank, Evans Express, Tilton Diner are back this evening to discuss the ingress, egress issue of their business at exit 20. Four business have been working on this, Evans Express Mart, Chris Swanson, owner of the Dunkin’ n Donut complex, and Tilton’Diner. Mr. Magoon said the last meeting with the Selectmen they information conveyed to them was that DOT wanted to do a bridge over the river, but because of the issue of eminent domain this would take a long period of time. It was also suggested that they look at the opportunity of putting a traffic light in at the intersection, so the four businesses agreed to hire a traffic engineer, Steve Pernaw to do the work for them on this project. Mr. Magoon said they are trying to find a workable solution so they can continue to operate their businesses.

Mr. Pernaw addressed the Board informing them that his office has been retained to look at the access situation on Rte., 3 in Tilton. Mr. Pernaw informed the Board that the four business owners that he is representing tonight gave him the go ahead to collect new data and new analysis which has culminating in the traffic study titled, Traffic Signal Justification Report. Mr. Pernaw reported that he has contacted DOT to let them know what they are doing. DOT did ask Mr. Pernaw to look at a PM peak hour situation, which would be a week day rush hour and also Saturday. DOT asked them to do projections for ten-year horizon, 2016, which they did. Mr. Pernaw went over part of the hearing plan that DOT gave him when he first met with them. Mr. Pernaw said he was hired to come with alternatives, one of which DOT also came up with, which is can you connect to the shopping center to the east, and the answer was no, Shaw’s was not interested in this. Another option they looked at is there a way to access Rte. 140. Mr. Pernaw said they found this is a limited access right of way, which means the DOT bought up the right of access when they constructed Rte., 140 so this is a 99.5 chance of not happening. The third idea is to put a traffic light in this intersection. Mr. Pernaw said before signals are installed anywhere in any State you would have to meet the minimum criteria for traffic signals which are called warrants. There are three warrants and the town would have to meet at least one. There has to be a technical basis to propose a signal. The second are they want to look at and is their biggest
concern is of the other traffic signals near by. Each signal creates backups and they needed to investigate this to see if it worked. Mr. Pernaw gave the Selectmen and Chief Chapman copies of the traffic study and the justification report. At this time Mr. Pernaw showed slides of the peak hours of the traffic study that was done in March. Mr. Pernaw said the traffic study showed it is a heavily used driveway and this was used as part of their analysis. Mr. Pernaw said they have met the minimum criteria for signals. Mr. Pernaw said there is no question that this intersection is a candidate for signalization. Mr. Pernaw said they also looked at the capacity of the intersection, could this t-intersection operate adequately with a signal in place. In looking at all three intersections they had good results. Through 2016 all three intersections will operate below capacity with this traffic signal installed at the new location. Chief Chapman expressed his concern for the back up of traffic. Mr. Pernaw said if a median was put in it would negatively impact those two other signals. Mr. Pernaw showed the Board a traffic simulation for Rte. 3, 140 and the off ramp from I-93 on a Saturday afternoon for the year 2016. Mr. Pernaw said there are backups, but overall feels the simulation is positive. Mr. Pernaw gave the Selectmen and Chief Chapman copies of the report for their review. Mr. Pernaw feels the best way to go about getting a traffic light installed in this location is for the town to take an active role, review the report, and the town writes a letter to the DOT giving their support for the traffic signal option over the median option, and would you please consider this. Mr. Pernaw feels it is important for the DOT to know what the town thinks about this as the town contacted DOT in the very beginning regarding their concern for the amount of accidents and DOT responded with the suggestion of a median. Chief Chapman said if Mr. Pernaw is comfortable with the traffic flow and will not become a constant issue and can be handled by a traffic light, then he fully supports it. Chief Chapman Mr. Pernaw how quickly DOT will act on this proposal. Mr. Pernaw does not feel it will happen to quickly because of the close proximity to the other traffic lights. Chief Chapman said he would be glad to write a letter of support to DOT. Mr. Pernaw said he thinks the cost for a traffic signal would be around $150,000.

Selectman Cavanaugh asked how this project would be funded if and when it is approved, will the town be responsible. Mr. Pernaw said he does not feel
the Board’s endorsing the concept is accepting responsibility for the project.

Selectman Cavanaugh asked Mr. Pernaw to submit a draft letter of what he feels should be included to DOT and present it to the Board for their review and could possibly be a joint letter from Chief Chapman and the businesses. Mr. Pernaw said he would do this and submit it to the Selectmen.

**Public Works Director, Dennis Allen: Report to Selectmen.**

**High St., Bridge:** Dennis reported he received a quote from the Turner Group for $93,000 and talked to VHB and he will submit a proposal. A company from Laconia should be submitting a proposal at the end of the month. Chairman Manseau asked if there were any safety issues regarding vehicular traffic. Dennis said there is not and his crew has put up barrels and taped off areas and signs are up.

**Fuel Contract:** Dennis said the fuel contract is from July 1st, 2006 to June 31st. of 2007. Last year’s price was 174.4, and this year the contract price is 267, which amounts to a 93 cents increase in fuel. Dennis said he would not get a contract on gasoline, as it will fluctuate every month.

**Seasonal P.T. summer help:** Dennis informed the Board that Robert LaPierre and Robert Auger would be starting June 15th.

**Jordan property cleanup quote:** Dennis looked at the property and he suggested that he use a backhoe to dispose of the two piles that are on site and level it. This cost of this will be $80.00, which includes travel time and spreading material. Chairman Manseau mentioned there may be asphalt mixed in. Dennis said he was not aware of it but he will check into it. Chairman Manseau said they would advise Mr. Jordan to either remove the debris or the town will and bill him for the cost of removal, as per the agreement with the town that the road remains open.

**Northfield Selectmen’s meeting of 6/20/06 regarding the Coop.**

Dennis and the Tilton Selectmen are invited to this meeting but Dennis cannot attend but is aware of what the meeting is about. Dennis is on the budget committee for the Coop. Dennis feels it is very important for the Selectmen to attend as it outlines a lot of what they anticipate doing and
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how this will effect our GAT prices, how to determine keeping wheelabrator in line and a lot of other information.

FEMA MEETING: Dennis reported he attended the FEEMA meeting today in Laconia and is meeting with Larry tomorrow afternoon to look at the Island. Dennis will keep the Board informed when he has more information.
Dennis informed the Board that he would be on vacation next week and a few days the following week. Dennis gave the Board copies of the employee evaluations.
Dennis presented the Board with copies of a quote for lawn care services and cutting services for Pillsbury Park, which is what he would like to present to contractors. Dennis said on the quote he gave them last year of what it would cost for his department to do the work included watering which he did not include in the quote for contractors. Dennis also included snow removal, which they will not do. Dennis said he would send this out to local contractors and some larger companies. The Board was in agreement with what Dennis presented.

Grant St., Selectman Wadleigh asked when Konover is going to fix up the end of Grant Street. Dennis reported that he has talked to a representative from VHB regarding this and also about the drainage. Dennis said he thinks VHB is going to accept putting in another drain line on the shoulder to take care of the other problem. Konover will be having another meeting to go over the punch list next week. Dennis will mention to Konover the retention pond above Chili's that overflowed.

June Brown a resident on Grant Street said she did witness this running over the black fencing and down into the field pooling up. Dennis said beyond the end of the sidewalk where the water is bubbling out of the shoulder is where they are going to put the drainage line in.
Chairman Manseau informed Dennis that the Board denied the request to pay his part time summer employee holiday pay according to the Employee Handbook Policy. Dennis said he does not consider his summer help part-time, but rather seasonal part-time as they work eight weeks for 40 hours per week.

APPROVAL: MINUTES OF JUNE 1ST, 2006:
Selectman Cavanaugh made a motion to accept the minutes of June 1st, as written, seconded by Selectman LaPlante. All were in favor.
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The Board approved and signed the AP and Payroll manifests.

Reports from Selectmen:
Selectman LaPlante: Informed the Selectmen that he will be signing the roofing contract on Monday.

Public Input:

Norman Boudreau, Chairman of the ZBA informed the Board that they need people on the Zoning Board. They will have to replace Sandy Plessner’s position when she moves out of town. They currently have an issue with a Winter Street resident, two of the full time members have recused themselves from hearing the case and they do not have any alternates. The resident does not want to put his case in the hands of getting a unanimous vote of just three remaining Board members. They are looking for one new full member and two alternates. Mr. Boudreau said his wife may be interested in becoming an alternate or possibly a full member. Mr. Boudreau asked the Board if they knew anyone who would be interested on serving on the ZBA. The Board said they will look into it and will hopefully have names for their next meeting.

June Brown sitting in the audience said she may be interested in serving on the ZBA and will get back to the Selectmen.

Steve O’Leary discussed the e-mail he received from Selectman Dawson regarding the sealed minutes and inquired if the Board has purchased a file cabinet for the sealed minutes yet. Chairman Manseau reported they have not as of yet as the surplus store did not open until June 7th. Steve said the reason he asked is according to the e-mail the minutes should be placed in either a bank vault or police department evidence locker. Chairman Manseau informed Steve they are in the latter. Steve also asked if all of the sealed minutes that are in the town vault are there. Chairman Manseau said they are still in the town vault. Steve asked if the sealed minutes regarding the town clerk are going to be unsealed. Chairman Manseau said they are seeking legal opinion regarding this as there have been some changes in the law and they want to be sure they follow the guidelines. Steve said he was told
because the town clerk is an elected official, those minutes would be available to the public. Chairman Manseau said they are waiting to hear back from the LGC regarding this.

June Brown thanked the Board for the way they have been handling recent changes and from a professional standpoint they are headed in the right direction.

Chairman Manseau adjourned the meeting at 7:42PM.