

STODDARD SELECTMEN'S MEETING MINUTES OF 9-17-2012

Submitted by stoddard on Fri, 09/21/2012 - 3:28pm.

SELECTMEN'S MEETING

MINUTES

September 17, 2012

The meeting was opened at 7:00 pm with the Pledge of Allegiance, lead by Harry Power.

Attendees included Arnie Stymest, Selectman, John Halter, Selectman Chairman, Louis GrandPre', Selectman, Harry Power, Compliance Officer, Jim Coffey, Town Administrator and Patricia Putnam, Administrative Assistant. Several attended the meeting as on lookers.

APPOINTMENTS

7:00 Harry Power presented the following Building Permits for consideration:

1. Tax Map # 109 Lot # 6 - Imperial Modular Homes, LLC for a new house - Harry approved the application.
2. Tax Map # 109 Lot # 15 - Benjamin Franklin Properties, LLC for a new house - Harry advised the Selectmen to approve it but did not sign it because his son-in-law had sold the property to BFP.
3. Tax Map # 106 Lot # 13 - Andrew Hayes - has not turned in a building permit on his replacement building. He claims that the new house stays within the footprint of the old building. Upon investigation, if he did stay within the footprint, he must submit a PUC #. Also, there has to be an indication that he is replacing the house with a house in kind (same # of Bedrooms) to have the 1990 septic system be adequate.
4. Harry also suggested that the building permit forms have the RSA and Fine amount on the bottom of each form - Atty. Bradley approved that suggestion. The building permits indicate a \$50/day fine, which is less stringent than the State's RSA 676:17 amount of \$275/day. The board

approved the change in fine amount. The building permits will have the change on the top copy. They also approved an implementation date of 10/1/2012 for charges for any building being constructed without an approved building permit.

5. Tax Map # 422 Lot # 21.3 - Harry Shand & Ann Jillson had a deadline of 9/20/2012 to have their septic system installed. They are on the Land Contractor's list for installation but the project is on backorder. The Selectmen agreed to allow the system to be installed by 10/20/2012. Harry will keep an eye on the progress.

Jim Coffey reported that he met with the PSNH on the tree that Dennis Carlisle brought to the town's attention as dead and his concern about a storm possibly felling it. Louis GrandPre' said he doesn't think PSNH will agree to remove it. Jim said if the tree did fall, the feeder wire to Mr. Carlisle's house might be compromised.

7:30 Met with Architect Rick Monahon and David Cutter to review plans to comply with the Department of labor for Municipal Offices. Richard Monahon presented plant scheduled for the Gould House, indicating that the plans are 95% complete. Basically calling for 2 working stations for the North room. The Tax Collector and one Town Hall Staff member will occupy that space. There will be a pass through window, tempered glass and a shelf in the door, much as other towns are using. It will entail replacing of the French doors with double hung windows with a workbench in front of it in that office. In the Yellow Room (room in southeast section of the building) will be fitted with a door and pass through window the same as in the North room door. The Red room upgrade of electrical (southwest section of the building) will be to enable small meetings to be held there.

Mr. Monahon said the code for recommending upgrade plan calls for the entire first floor to be usable. The boiler room will have a fire rated enclosure and door. The Board of Selectmen needs to approve the plans. Arnie Stymest moved to have the entire ceiling of the basement upgraded to allow first floor use and some storage in the basement. Mr. Monahon recommended that there be a posting to indicate that the occupancy is not to exceed 15 people.

For the Town Hall upgrade plans, Mr. Monahon wants to work with the Town Clerk to accommodate their needs in the present Board of Selectmen's office. Linda Clark was in attendance and presented her thoughts on a set up for the new office. She noted that she needs fireproof drawers for storage of

sensitive documents. She will meet with Rick to explain what she sees as a necessary set up in the new space. Mary Lou Stymest asked where Senior Meals, AIM and Yoga would be moved to if the building weren't available. Louis GrandPre' will ask the contractor to allow for those functions and they will work around them. PJ LaMothe asked for a copy of the structural Engineer's report on the Gould House. A copy was given to her. Linda Clark announced that the Town Clerk's office is approved for boat registrations now. Mrs. Stymest asked if there are any grants available to provide equipment to the Town Clerk, which is now owned by the State and cannot be used for town purposes (like dog licenses) that have no need for State computers.

Louis GrandPre' moved and John Halter seconded to recess to 8:30 PM for 10 minutes to allow Mr. Monahon and Mr. Cutter to confer on prices for each project.

TO BE SIGNED/APPROVED

- A. Payroll Manifest
- B. Accounts Payable Manifest
- C. Minutes of September 10, 2012

All the above were signed.

OLD BUSINESS

- A. Letter from Friends of the Library, Angel Nicoletti -

Jim Coffey read a letter from Angel Nicoletti concerning the loss of storage space at the Gould House. Pat Bassett, representing the Friends of the Davis Library, explained that the Friends have raised approximately \$1,000 per sale from book and tag sales in the past few years. They have not scheduled a tag sale this year due to that lack of space to gather items for sale. PJ LaMothe offered the Old Fire Station meeting room for gathering items. She did not suggest that the Old Fire Station be used for long-term storage of books due to the dampness that is present in that room.

Arnie Stymest moved and John Halter seconded to have the entire Gould House basement fire proofed for future storage, the board approved.

B. Correspondence from Attorney Bradley - Louis GrandPre' discussed

the minutes of a non-public meeting on July 23rd and asked Joe Sarcione understood that un-sealing the minutes meant they would be posted and open for everyone to read. Joe said that was acceptable as long as he and Steve had a copy. Louis GrandPre' moved and Arnie Stymest seconded to un-seal the non-public meeting minutes, the board approved with P J LaMothe registering a negative vote. The administrative Assistant was asked to give Mr. Sarcione and Mr. Rockwell copies of the minutes of the non-public meeting (7/23/2012) the board approved.

NEW BUSINESS

A. Discuss invoice for sign for Stoddard Rocks from DGS - Jim Coffey brought an invoice to the Board's attention as it is for a Kiosk sign to be placed at the Trailhead to Stoddard Rocks. The sign is \$600.00 with \$97.97 shipping and handling. The Conservation Committee does not have that kind of money in their budget and Jim asked how the board wanted to handle it. The board asked that Mr. Jones be invited to a future BOS meeting to explain where the funds for this sign are.

B. Jim Coffey read an Order of Notice, Northern New England Telephone Operations LLC v Town of Stoddard from Cheshire County Superior Court, and a notice that all Fairpoint cases have been transferred to the Merrimac County Superior Court. This tax appeal, for the Town, is being handled through Cross County Appraisal. He explained that all the towns' tax bills to the NH Telephone Operations have been appealed to the Court. The Stoddard share of their taxes is about \$7,800 and has been paid.

C. PJ LaMothe presented a chart tracking fire equipment call outs. Arnie Stymest approved the form and thanked her, as it will give the Fire Department a basis upon which training stipends will be awarded to participating personnel.

8:45 PM - opened the Public Hearing required to expend without an appropriation, per RSA 32:11.

Jim Coffey read the RSA and revealed that the unassigned fund balance as of 6/30/2012 is \$227,013. He noted that some of the balance is in the form of uncollected taxes. John Halter

explained that excess revenue could happen when the budget is under spent. Dian Mathews asked how much of the balance is uncollected taxes - Jim Coffey offered to show her the balance sheet as of 6/30/2012. Ron James asked how much money is available. Carole Briere said she didn't feel that the Cahill Property should be considered at this time.

John Halter said the subject really needs to be addressed as the Selectmen will have to have a good figure to present come May, 2013 Town Meeting.

Jim Coffey read the two letters that have been written to appeal for permission to expend the money from the Unassigned Fund Balance.

The Gould House upgrades will run \$45,000 to \$50,000 including electrical, plumbing and windows that are absolutely necessary to meet the Department of Labor's requirements.

The Town Hall renovations for the Town Clerk will run \$9,000 to \$10, 000. Randy Clark wanted the figure to read not to exceed. Dian Mathews asked if there is a contingency in those figures. Answer - Richard Monahon agreed that the contingency should be added.

Arnie Stymest moved and Louis GrandPre' seconded to approve \$66,000 for the Town Hall and Gould House needs, the board approved.

The Cahill Property funds necessary for bid documents to be taken to the next Town Meeting is \$28,800. Louis GrandPre' moved and Arnie Stymest seconded to approve the amount to have bid documents ready for next year, the board approved.

ADJOURNED

Louis GrandPre' moved and Arnie Stymest seconded to adjourn @ 9:30 pm, the board approved.

RESPECTFULLY SUBMITTED

Patricia E. Putnam

Administrative Assistant

APPROVED:

John Halter

Arnie Stymest

Louis GrandPre'

SELECTMEN'S MEETING

AGENDA

September 17, 2012

APPOINTMENTS

7:00 Harry Power

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TO BE SIGNED/APPROVED

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- D. Correspondence from Attorney Bradley

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SELECTMEN'S PUBLIC HEARING

TO EXPEND WITHOUT AN APPROPRIATION

RSA 32:11

September 17, 2012

At 8:00 P.M, the selectmen will hold a public hearing in the Stoddard Town Hall for the purpose of petitioning the New Hampshire Department of Revenue Administration for permission to expend money from the June 30, 2012, Unassigned Fund Balance for the purpose of bringing the Stoddard Town Offices into compliance with New Hampshire Department of Labor requirements.

32:11 Emergency Expenditures and Over expenditures. – When an unusual circumstance

arises during the year which makes it necessary to expend money in excess of an appropriation which may result in an over expenditure of the total amount appropriated for all purposes at the meeting or when no appropriation has been made, the selectmen or village district commissioners, upon application to the commissioner of revenue administration or the school board upon application to the commissioner of education, may be given authority to make such expenditure, provided that:

I. Such application shall be made prior to the making of such expenditure. No such authority shall be granted until a majority of the budget committee, if any, has approved the application in writing. If there is no budget committee, the governing body shall hold a public hearing on the request, with notice as provided in RSA 91-A:2.

II. The commissioner of revenue administration or the commissioner of education may accept and approve an application after an expenditure if caused by a sudden or unexpected emergency, in which case paragraph I shall not apply.

III. Neither the commissioner of revenue administration nor the commissioner of education shall approve such an expenditure unless the governing body designates the source of revenue to be used. Neither commissioner shall have the authority to increase the town or district's tax rate in order to fund such an expenditure.

IV. When applying to the commissioner of education for such authority, the school board shall send a copy of such application to the department of revenue administration. The commissioner of education, when granting authority to the school board, shall notify, in writing, the commissioner of revenue administration of any and all authorizations given to school boards for emergency expenditures or over expenditures, and the revenue source for funding such expenditures.

Source. 1993, 332:1, eff. Aug. 28, 1993. 1996, 214:5, eff. Aug. 9, 1996. 1999, 140:1, eff. Aug. 24, 1999.