

**TOWN OF DEERFIELD
BOARD OF SELECTMEN
April 30, 2007
MINUTES**

Call to Order:

5:30pm Chairman, Stephen R. Barry, called the Meeting to Order.

Pledge of Allegiance to the Flag:

Chairman Barry asked all to rise and pledge allegiance to the Flag.

Roll Call:

Present: Stephen R. Barry, Chairman; R. Andrew Robertson, Vice Chairman; Joseph E. Stone, John Reagan, and Walter Hooker, Selectmen

Also Present: Cynthia Heon, Town Administrator; Kristine Morgan, Recording Secretary.

J. B. Communications:

Present: Mr. Jay Childs and Mr. Justin Francese

Chairman Barry advised Mr. Childs and Mr. Francese of J. B. Communications would be taping the meeting this evening for the documentary they are making about how Towns in New Hampshire are working towards balancing growth, rural character, and economic stability. It was indicated they were receiving funding by the NH Charitable Foundation.

Steve Rollins and Nellie Rollins – Bid Process

Present: Mr. Steve Rollins and Ms. Nellie Rollins

Mr. Rollins requested consideration of his bid for Reconstruction Materials indicating he was unable to submit the bid by the deadline date due to the recent storm event. Ms. Rollins advised she came to the Town Hall on both Monday and Tuesday but found the doors to be locked so she was unable to submit the bid.

Chairman Barry indicated the Board desired to try and accommodate contractors who couldn't get their bids in on time due to the weather, however, the Road Agent, Alex Cote, did recommend accepting a bid that had been submitted prior to the deadline due to circumstances at the time. Chairman Barry questioned Mr. Cote if he has advised the contractor of the accepted bid. Mr. Cote indicated he verbally advised the contractor.

Vice Chairman Robertson stated he could vouch the doors of the Town Offices were indeed locked a good amount of time on Monday because he had attempted to enter the building mid-morning as well. He questioned Ms. Rollins if she made any additional attempts after Tuesday. Ms. Rollins advised she had not because she assumed the bid was postponed to the following Monday with everything that was going on in Town. Mr. Rollins advised he was working around the clock helping with the issues in Town.

Vice Chairman Robertson stated he wouldn't have a problem reconsidering all bids; commenting they did discuss, publicly, they didn't receive the number of bids as expected.

MOTION: Vice Chairman Robertson made the motion to open and consider any additional bids. Selectman Hooker seconded the motion.

Selectman Stone stated he was not present for the April 19, 2007 Board of Selectmen meeting so he would not discuss it but he advised of a prior bidding event where a bid had been opened and awarded. He commented they received an additional bid, after the fact, which had lower prices but ultimately decided it was not fair to go back and advise the awarded contractor they received a lower bid. Chairman Barry stated he agreed with Selectman Stone but added there were extenuating circumstances for the reason the bid did not make it in on time. If the Town Offices were not closed, the bid would have made it in on time.

Selectman Reagan commented some of the bidders were involved with putting the Town back together.

Chairman Barry advised the bid was date stamped Friday, April 20, 2007 and questioned Mr. Cote if he knew Mr. Rollins intended to submit a bid for Road Reconstruction. Mr. Cote wasn't aware of the bid but was; in fact, surprised he had not seen a bid that day so he didn't think Mr. Rollins would be submitting one.

Chairman Barry requested clarification of the Motion on the floor.

Point of Clarification

Vice Chairman Robertson restated his motion for clarification.

MOTION: Vice Chairman Robertson made the motion to open all bids for consideration concerning Road Reconstruction. Selectman Hooker seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

1. Rollins Excavating:

3" Minus Gravel	\$8.00/ton delivered
1½" Crushed Gravel	\$8.00/ton delivered
¾" Stone Base (Ledge Pack)	\$8.00/ton delivered

(All deliveries to Roads as requested by the Town)

Vice Chairman Robertson commented Merrill had different prices but their average comes out to \$7.68 per ton; the other bids were much higher.

Mr. Rollins advised his bid was based on last year's prices and commented the materials they used last year included very little 3" minus. Selectman Hooker questioned Mr. Cote if he had a ballpark amount of the 3" minus they actually used last year. Mr. Cote advised he did not have an exact figure but would give a guess of 500 to 600 tons with the majority of it being used on Griffin Road. The bulk of the material used was ¾".

Selectman Stone questioned Mr. Rollins if he had scales. Mr. Rollins advised he did not but based his pricing on 1.4 yards per ton and added he had the intentions of purchasing scales if he got the bid. He didn't want to go ahead and invest the money for scales and not get the bid.

Vice Chairman Robertson reiterated the question asking Mr. Cote if he had sent anything to any of the other bidders. Mr. Cote advised he had not sent anything in writing but had verbally awarded the bid. Vice Chairman Robertson questioned the Board if they should get a legal opinion regarding potential legal issues before they reconsider changing the bid award.

Mr. Rollins stated he was advised the original bid was awarded temporarily due to the storm. Mr. Cote stated he did not advise Mr. Rollins the award was temporary.

Chairman Barry advised they made their decision based on Mr. Cote's recommendation due to the immediate circumstances and indicated they would need a motion to reconsider their prior decision made April 19, 2007.

MOTION: Vice Chairman Robertson made the motion to reconsider their decision made for awarding the Road Reconstruction contract of April 19, 2007. Selectman Reagan seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor, 3/2. Selectman Stone and Selectman Hooker abstained from the vote due to their absence from the April 19, 2007 meeting.

Chairman Barry advised the motion was open for reconsideration.

Selectman Hooker questioned what would happen with the contractor notified they were awarded the bid; clarifying his question to what potential issues may come up. It was commented the Board had not notified the contractor and stated they did have the right to accept or reject bids. Chairman Barry advised the contractor was notified by one of their agents and could be considered a deal. Selectman Stone stated there were three (3) members of the Board of Selectmen who decided

to accept Mr. Cote's recommendation and Mr. Cote contacted and advised the contractor of the award; he believed they were legally obligated to keep the contract with the original contractor.

Chairman Barry requested Ms. Cynthia Heon, Town Administrator to get an opinion from Town Counsel on or about Tuesday, May 01, 2007. The Board will make a decision at the next Board of Selectmen meeting on Monday, May 7, 2007 after receiving input from Town Counsel.

Mr. Rollins questioned why the Board was in such a rush to obtain new bids with the amount of washed out roads when they could be using a bid from last year. Chairman Barry stated they needed to accommodate the Road Agent due to the circumstances they were faced with. Mr. Rollins added that was his thought while he was working around the clock helping to put the roads back together.

Highway Department – Bid Process Update

Present: Mr. Alex Cote, Road Agent

Additional Bids

Chairman Barry stated the Board agreed on April 19, 2007 to wait until today's meeting to make a decision on the bids for paving because they had not received a couple of bids Mr. Cote was expecting, likely due to the storm. Chairman Barry indicated they were in receipt of two additional bids which he proceeded to open.

1. Pike Industries:

Reclamation of 22,385 sq yd's	\$.72/sq yd
Fine Grade & Compact 22,385 sq yd's	\$.44/sq yd
Paving – 2507/tons	\$ 52.00/ton

2. Suburban Paving:

Machine Paving	\$ 55.00/ton
Pavement Reclamation	\$.80/sq yd
Fine Grade & Compact	\$.35/sq yd

Chairman Barry stated these two bids would be added to the three bids opened on April 19, 2007.

MOTION: Selectman Stone made the motion to hand over all bids received for paving to Alex Cote, Road Agent for review and recommendation. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

Mr. Cote questioned the Board if they wanted his recommendation for the next meeting. The Board indicated they would like to have his recommendations at the next meeting.

Point of Order

Chairman Barry advised they were in receipt of an additional bid for the Fire Station Repairs. He advised the postmark date was April 20, 2007 with a receipt date of April 23, 2007. Chairman Barry questioned the Board if there was a desire to open the additional bid. He added he was not aware of any additional bids Mark Tibbetts, Fire Chief, was waiting for.

Vice Chairman Robertson commented the bid was clearly mailed well after the fact and didn't believe it should be considered. The Board agreed to disregard the bid.

Point of Order

Selectman Stone questioned the Board if they would allow Alex Cote, Road Agent, to give a quick update pertaining to the status of Town roads damaged from flooding. The Board agreed and requested Mr. Cote to proceed.

Mr. Cote advised the bridge located on Middle Rd, by Mr. Jeff White's property, was recommended by Keach-Nordstrom to be posted due to at least seven feet of undermining. Mr. Cote stated due to the inability to obtain a firm assessment of the damage to the bridge until after the water recedes, they decided to close the bridge to all traffic because he was concerned the bridge could collapse. The bridge was closed Friday afternoon.

Mr. Cote indicated the State felt the bridge on Old Coffeetown Rd was adequate for passenger cars only so they posted it as such.

Mr. Cote stated he was still waiting, as of today, for a confirmation date of the required box culvert for the bridge on Candia Road.

Mr. Cote advised the box culvert for the Nottingham Rd Bridge would be delivered on or about Tuesday of next week. He indicated a crane and crew was expected to be in place on Wednesday with an anticipated bridge opening on Thursday. Mr. Cote stated all plans were based on the completion and arrival of the box culvert as scheduled and barring any complications that may come about during the repairs. He added the other undermined areas of Nottingham Rd have been filled in.

Mr. Cote advised South Road would be wrapped up tomorrow and they are working on Baker Avenue.

Mr. Cote advised a sink hole appeared on Mt. Delight Rd last Sunday which was an old stone culvert that failed. He advised Keach & Nordstrom took drainage plans for a closely located subdivision into consideration prior to giving their recommendation to repairing the section of road.

Mr. Cote indicated the information just provided was a most recent status of damaged roads in Town. Chairman Barry thanked Mr. Cote for all the hard work he, his crew, and his contractors have put in to repair the roads. Chairman Barry questioned the amount of time they have been working and looked for assurance that Mr. Cote and his crew were scaling back their hours for their safety. Mr. Cote advised they were working approximately eleven to twelve hours per day until the end of last week primarily to get roads passable and safe for school buses. Mr. Cote advised they have cut back to relatively normal hours as of this week. Chairman Barry stated he was glad to hear they were slowing down and commented people are at risk of getting hurt when they become too tired.

Selectman Hooker questioned if there was someone who could put together a map of the locations of all the flood damage for future reference. Mr. Cote advised they already have a map created through the Hazard Mitigation Committee. Vice Chairman Robertson stated a map was part of the FEMA application.

Mr. Cote commented he called Mr. John Dubiansky in to start the G.P.S. work for FEMA with approximately 75% being completed that day.

Flood Damage

Present: Mr. Richard Granger

Mr. Rick Granger advised he resided at 24 Pleasant Hill Rd and was subjected to flood damage to the road in front of his property. He added the damage was very minor compared to some of the other areas discussed this evening but advised he wanted to ensure the Board was aware and took into consideration what caused the problem. Mr. Granger stated there were some road repairs completed a few years back where a machine was used to "chew up" the pavement and then lay it back down. Over time, the crown of the road was lost and a swale formed in the road creating a channel that forced the heavy rains to form a river in the channel and empty out in front of his mailbox and driveway. He reiterated the damage was minor in comparison but the damage was approximately eight (8) feet wide.

Mr. Granger indicated he had two requests when it comes time to repair the road. The first request was to repair the road itself to remove the swale and restore the appropriate crown. Secondly, Mr. Granger indicated there was some damage to his driveway due to the amount of water and questioned if the town would be addressing the damage to driveways when repairing the roads. Mr. Granger presented the Board with pictures of all the damage taken on Tuesday, April 17th and indicated the pictures clearly show the areas "chewed out" and are now "caved in".

Selectman Stone requested for Mr. Cote to address Mr. Granger's concerns. Chairman Barry questioned if Mr. Cote was aware of the damage Mr. Granger discussed to which Mr. Cote advised he was aware of it. Mr. Cote indicated they had done some repairs to driveways where connected to damaged road areas. Selectman Stone commented, understanding the circumstances, Mr. Cote has already done a couple of driveway repairs. Mr. Granger requested if the ridge left at the end of his driveway from the previous road repairs could be removed. He advised there is an approximate 1" to 1½" ridge making

his driveway more difficult to plow and requested if, when the road is repaired, the pavement could be "fanned out" at his driveway to eliminate the ridge. Mr. Granger quickly added removing the swale in the road; however, was the bigger priority.

Chairman Barry advised Mr. Granger has made the appropriate people aware of his concerns and requests since the Road Agent, Alex Cote, was present this evening. Chairman Barry indicated Mr. Granger's requests have been noted for when the time comes to repair the road he resides on.

Point of Order

Chairman Barry advised the meeting was ahead of schedule and questioned if Mr. Erick Berglund, the next scheduled appointment was interested in beginning earlier. Mr. Berglund advised there were additional interested parties planning to attend but not likely until the 6:30pm scheduled time. Mr. Berglund advised he would prefer to wait until his scheduled time and requested if the Board could move forward on a different item until his allotted time. Chairman Barry indicated understanding and advised his intent to proceed to another topic.

Review of Outstanding Minutes

April 9, 2007	Regular Meeting
April 9, 2007	Public Hearing – Old Center Road, No./So.

MOTION: Selectman Reagan made the motion to approve the minutes for the April 9, 2007 Regular Meeting and Public Hearing – Old Center Rd, North and South as written. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

Vouchers

1. Payroll Vouchers in the amount of \$1,478.53 and \$48,825.50.

MOTION: Vice Chairman Robertson made the motion to approve both Payroll Vouchers for the amounts indicated. Selectman Reagan seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

2. Accounts Payable Manifest in the total amount of \$78,083.71.

MOTION: Vice Chairman Robertson made the motion to approve the Accounts Payable Manifest for the total amount indicated. Selectman Reagan seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

Signatures Requiring a Vote

1. Letters from the Board of Selectmen to Nextel, NH Electric Coop, and PSNH.

Chairman Barry advised the letters were for the purpose of getting the appropriate information to Mr. Sansoucy. He indicated only one signature was needed on each letter and questioned if the Board wanted him to sign.

MOTION: Selectman Stone made the motion for Chairman Barry to sign all letters on behalf of the Board of Selectmen. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

2. Purchase of Cemetery Plot – Old Center Cemetery

Arvella Grover

MOTION: Vice Chairman Robertson made the motion to approve the Cemetery Plot Purchase by Arvella Grover. Selectmen Stone seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

3. Veterans Exemption
Wayne and Grace Meyer
Map 405 Lot 16

MOTION: Selectman Stone made the motion to approve the Veterans Exemption. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

4. Elderly Exemption Application Denial
Lucy Meyers
Reason: Reported income and assets exceed maximum amounts allowed.

MOTION: Selectman Stone made the motion to deny the Elderly Exemption Application for the reasons stated above. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

5. Letter/Southern NH Planning Commission
Appointment of Frederick E. McGarry as Deerfield's Representative

MOTION: Selectman Reagan made the motion to appoint Mr. McGarry. Selectman Stone seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

Signatures Not Requiring a Vote

1. Notice of Intent to Cut
Charles and Cynthia Kelsey – Map 407 Lot 25

2. Timber Tax Levy

A. Kenneth and Kimberly Carlton – Map 423 Lot 53

B. Arthur Cutter 2000 Trust
Anne E. Browley Trustee – Map 413 Lot 69

Correspondence

1. Letter/Avitar Associates/Gary Roberge
Response to Kenney Communication's question as to why he was not notified.

Chairman Barry questioned if there was anything additional they should do for Mr. Kenney. It was the consensus of the Board to forward Mr. Kenney a copy of the letter from Avitar Associates.

2. Email/Dennis Koch
RE: Sunday closure of Transfer Station

3. Letter/Dave Linden
RE: Putting Town records in a Digital Storage format.

Chairman Barry advised the idea was researched five or six years ago and was found to be very expensive. He added the Town still needed to retain paper files and didn't see a purpose for the expense.

Vice Chairman Robertson suggested revisiting the idea at budget time; digital format is an easier way to retain information. Selectman Hooker added using digital storage would be much easier than digging through boxes.

Chairman Barry stated they would consider it for next year's budget.

4. Letter regarding Old Center Rd/Church Street from Kandi Davitt.

Chairman Barry advised Ms. Davitt's letter was a request to reconsider spelling "Center" as "Centre" instead. The Board discussed they had talked about the two different spellings but indicated they chose "Center". They referred to Selectman Hooker opposing the vote because the Board decided on "Center" and he wanted it spelled "Centre".

Chairman Barry questioned if anything has been sent out to anyone including residents, Post Office, and or 911 indicating the spelling of Center. The Board was advised nothing has been sent out by the Town Offices but Alex Cote, Road Agent, stated he has already ordered the signs with the spelling "Center".

It was the consensus of the Board, since money has already been spent and the signs were already ordered, the spelling would remain "Center". Chairman Barry requested Ms. Heon, Town Administrator; forward a letter of response to Ms. Davitt.

5. Letter RE: Impact Fees

MOTION: Selectman Stone made the motion to accept the Impact Fees as presented less 5%. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

Selectman Hooker questioned why they held 5%. Chairman Barry advised 5% was held in case of appeals.

6. Letter/Avitar Associates
RE: Change in Staff

7. Letter/Judd Gregg, U. S. Senator
RE: Offer of assistance with flood damage

8. Letter/Nathan Winslow
RE: Displeasure in change of Transfer Station hours

9. Letter/Informal Reception
Invitation to Board of Selectmen to attend an informal reception in honor of Bud Rollins, Jr., Saturday, May 19, 2007.

10. Letter/Don Healy

Chairman Barry advised the letter was in regards to Mr. Healy's wife seeing a man peeking in the sliding door of their home and when inquired upon, informed he was from Avitar. Chairman Barry commented Mr. Healy's letter stated Avitar should be calling or giving some indication when they plan to go to houses and should not be looking into windows and doors.

Selectman Stone recommended giving a copy of the letter to the Police Chief. Vice Chairman Robertson advised giving a copy of the letter to Gary at Avitar as well.

Selectman Hooker commented, in past years, he went out with an Assessor who made every attempt to contact the homeowner including knocking on their door when they arrived.

Chairman Barry stated all applicable people are to be advised.

Affordable Housing

Present: Erick Berglund

Mr. Erick Berglund advised he was present tonight as an individual but stated the Conservation Commission has also had some discussion on the topic of affordable housing. Mr. Berglund distributed a handout titled "Affordable Housing" and stated he reviewed information reported with respect to Mr. and Mrs. White's proposal which includes requested waiver of fees. He stated it is his impression the Board of Selectmen are in favor of the idea and are potentially willing to accept the offer and even waive some of the fees.

Mr. Berglund strongly urged the Board to consider affordable housing in Deerfield indicating it will set the direction for the future of Deerfield. He advised the Board needed to consider other towns that have had successful implementations of affordable housing and suggests tapping into their vast amount of experience for information and direction. Mr. Berglund advised he wanted to provide information he personally researched on affordable housing as well as included a suggested plan of action the Board should consider.

Mr. Berglund went on to read the definition of Affordable Housing provided in his handout. He added there are options that can be added such as restrictive resale agreements to ensure the housing stays affordable and also includes inflation adjustments. He stated he found information that suggested establishing an ordinance, not his recommendation but a fact to consider. He indicated RSA's existed pertaining to zoning for affordable housing.

Mr. Berglund directed attention to the "Supplemental Tools" area of his handout focusing on Density Bonus, which discusses smaller house lots to conserve open space. He added everyone would need to work together because the Developer must receive something of value; they're not in business to lose money. They also need to encourage something long lasting for everyone. They need to consider income requirements which start at 80% but could go above 100%.

Mr. Berglund stated he wanted to give the Board a sense of what is required to address affordable housing. Vice Chairman Robertson stated the Board was aware of what was presented, there were no decisions made and very little of Mr. Berglund's information, except item number five, pertains to the Board of Selectmen and is better directed towards Planning and Zoning. Mr. Berglund stated he wanted to share his concerns. Vice Chairman Robertson stated they shared his same concerns.

Mr. Berglund advised there will be other people coming forward who will have different definitions of affordable housing. Vice Chairman Robertson stated the Board of Selectmen, at this time, do not have a say. Mr. Berglund questioned what would happen in the future or if ordinances were adopted. Chairman Barry stated Mr. Berglund's presentation, at this time, was better directed to the Planning Board than the Board of Selectmen.

Mr. Berglund stated he was not done with his presentation and advised he had an additional handout. He indicated the handout was a compilation of the resources available. Mr. Berglund discussed a Bill currently in the Senate addressing affordable housing, a zoning ordinance in place in Exeter, NH Housing Finance Authority, and NH Workforce Housing Council.

Mr. Berglund questioned why the proposal from Mr. and Mrs. White was heard by the Board of Selectmen and not the Planning Board. Vice Chairman Robertson stated he did not recall the exact proposal but advised there was no request for a change in zoning or ordinance but was a request for waiving Impact Fees, etc. There was no reason to bring to the Planning Board and at this time, the Board of Selectmen is taking steps to gather additional information which includes meeting with the DRA next week. Vice Chairman Robertson added the Board advised the Whites they would entertain their proposal and asked for additional information but have taken no action.

Mr. Berglund questioned what the next steps were. Vice Chairman Robertson stated, as of now, the DRA will be present at next weeks meeting to present some information. Mr. Berglund advised if the Board of Selectmen and the Planning Board were interested, he knew of organizations willing to discuss and explain affordable housing in further detail, at any time. Perhaps there could be a Board of Selectmen and Planning Board combined meeting.

Chairman Barry stated he hoped Mr. Berglund would go to a Planning Board meeting so they can be on the same page in

the event things were to move forward. He added it was really the Planning Board's area. Vice Chairman Robertson added he didn't know what the Board of Selectmen will do. He added the Board looked at the information with interest, not necessarily favorably; this has been the first time someone has come forward to make Deerfield a community place. Vice Chairman Robertson stated he was shocked when NH Housing's numbers came forward indicating \$280,000 for the Town of Deerfield with a minimum income of \$80,000.

Town Administrator's Report

1. Job well done - Ms. Heon congratulated and gave thanks for those who went above and beyond during the flooding stating it was a job well done.
2. Conference Call/Flood Recovery – Ms. Heon advised there was information attached to her report that was being presented to homeowners and business owners affected by the floods.
3. Department of Revenue – Ms. Heon advised the DRA is scheduled Monday, May 7, 2007 at 5:00pm to discuss current use and the land use change tax process with the Board of Selectmen.
4. Police Department – Ms. Heon stated Lt. Greeley informed her proposed change to shift differential is greater than the allotted budget. She advised Lt. Greeley will be looking for an alternative to present to the Board.
5. Lock Box – Ms. Heon advised the Lock Box installation was put on hold due to other priorities in town but will be installed as soon as possible.
6. Department Move Update – Building Inspector's office is downstairs in the Assessor's office with the Planner. The Finance and Accounting Departments are now upstairs.
7. Computer Replacement – Ms. Heon stated her computer was damaged during the floods due to a leak in the roof. She is looking at insurance for possible replacement.
8. Ms. Heon questioned if the Board was interested in a liaison to the Town Clerk/Tax Collector.

Selectman Reagan indicated his interest in acting as liaison. Selectman Stone and Selectman Hooker both indicated they did not have a problem with a liaison. Vice Chairman Robertson stated agreement, however, didn't want the liaison in a position between the Town Clerk and Town Administrator. Chairman Barry advised all the day-to-day operations were to continue to go through the Town Administrator.

MOTION: Selectman Stone made the motion to appoint Selectman Reagan as liaison to Town Clerk/Tax Collector. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

Vice Chairman Robertson indicated a job well done and gave thanks to Ms. Heon for coming back from a vacation they urged her to take.

Planning Board

Present: Jerry Coogan, Consulting Planner; Kate Hartnett, Vice Chairman; Fran Menard, Planning Board Member-Alternate; Jane Boucher, Planning Board Secretary.

1. Master Plan Update

Mr. Coogan advised the Community Survey was complete. He stated there was a Master Advisory Committee Meeting on May 8, 2007. Mr. Coogan added he was getting drafts of the Land Use and Vision Sections together.

Mr. Coogan advised Affordable Housing has come up and will need to be addressed. The question if impact fees could be waived will be addressed through the Master Plan. He advised the Planning Board has proposed several changes and would like to identify a set of criteria such as the number of building permits that can be issued per year.

Mr. Coogan advised he was open for questions, if there were any.

Point of Order

Ms. Hartnett requested School Board members present to state their names.

Present for School Board Members: John Harrington, Chairman
 Kevin Barry, School Board Member
 Bonnie Beaubien, School Board Member

Mr. Coogan added they will be getting documents on the website as they become available.

2. CTAP FUNDS

Mr. Coogan stated the DOT fund started when the Route 93 Interstate expansion began due to the impact on communities. He stated Ms. Gile Beye has presented several potential projects to be looked at and added the funds are non-lapsing.

Vice Chairman Robertson advised he was not interested in creating new employee type positions based on a one time impact grant.

Chairman Barry commented on a Traffic Calming Study. Selectman Stone stated there was a study done when they did Plan NH to see a traffic calming effect of Church Street previously Old Center Rd, South. He indicated he could see the money used in other places instead.

Selectman Reagan advised a resident informed him that he could get a deal on GIS Software. Vice Chairman Robertson commented GIS would make things easier. Mr. Coogan indicated developing GIS capability is a good planning tool.

Mr. Coogan stated he was looking for suggestions as to the best project to move forward with. Vice Chairman Robertson commented interest in the GIS Software but added the Hardware may not be available. Mr. Coogan advised his computer is capable of handling the software but they may need a plotter. He added he and Gile Beye were both GIS Specialists.

3. Road Acceptance

Mr. Coogan stated the Board of Selectmen was granted authority to accept Town roads at Town Meeting. He requested some guidance as to how they could proceed together with this change. He added, in the past, the developer would plan the subdivision, then build it according to town specifications with the Board of Selectmen having final authority.

Chairman Barry wanted it made clear there were no guarantees and it was just to show who has the authority to accept a road as a Town road.

Vice Chairman Robertson indicated it was his belief this method was how it was always done but after looking at other towns and methods he found they are fairly unique, stating they make the developers build the road to Town specifications, then tell them "maybe" the road will be accepted. He suggested the need to re-look at their methods and consider some standardization. Mr. Coogan stated if the road is supervised and built to specifications, the Planning Board would get a letter, then the Planning Board would forward their recommendations to the Board of Selectmen. Selectman Stone added if the instructions are followed by the Town Engineer and Road Agent then there shouldn't be any reason not to accept it; the may or may not accept wording should be eliminated.

Ms. Hartnett stated she drove around after the heavy rains to look at the roads and commented many roads fared well but some did not. She added they should look at the recent events as a "crystal ball" as to what is going to happen in bad weather. Ms. Hartnett commented there is not always a guarantee the roads will hold up once put in place. She added it was her belief some wisdom came in from Alex as Road Agent but she was concerned as a taxpayer.

Chairman Barry commented they are only guaranteeing a vote by the Board of Selectmen. He added the developer will go through their approvals and meet specifications but there is no guarantee the Board of Selectmen will accept the road. Vice Chairman Robertson reiterated the need for standardization.

Selectman Hooker questioned if everything is followed and passes, why they wouldn't vote to accept it. Chairman Barry agreed.

Selectman Stone said they can build the road as best as possible but he couldn't agree with Ms. Hartnett stating they can't tell what will happen in the future. Ms Hartnett mentioned Cottonwood indicating it as an example of how something can be different on paper then what is actually done in the field adding they should learn from that experience. She indicated some roads are well done but there are others who push it and it comes back at them in the end.

Mr. Coogan advised of the 1 to 1½ years maintenance bond held to ensure road holds up; the recent rain event is an unusual occurrence. They don't typically get that type of rain event when the ground is still partially frozen. Mr. Coogan advised Mr. Cote and Keach & Nordstrom work very closely to ensure roads are built to specifications. Vice Chairman Robertson added they have learned from past experiences.

Ms. Hartnett summed up that she would like the Board to see the roads after the recent event and take it into consideration before buying additional roads.

Chairman Barry questioned if a policy was the answer. Mr. Coogan stated if the road is designed, constructed to town specs, reviewed by Road Agent, etc., the Planning Board will give a recommendation to the Board of Selectmen for a decision.

Chairman Barry recognized Mr. Alan O'Neal who stated he would like to see a fee structure to build a road included in the Master Plan. They could look at culverts and bridges and consider applying a fee. They are currently collecting Impact Fees for structures, why not fees associated with roads. Vice Chairman Robertson indicated there is RSA language that does address a fee per unit or segment of road indicating Epping does it. He added there would be some groundwork but there are available options to consider.

4. Deerfield Center Paving

Mr. Coogan indicated Mr. Cote and the Planning Board were forming a plan to pave the Deerfield Center area with an interest in making it more pedestrian friendly adding there are a couple of developments such as Sherburne Woods, Deerfield Place, and potentially others with residents out walking more. Ms. Hartnett suggested the Plan NH would be a great part of the engineering process; concepts could be taken from Plan NH, adding perhaps the Planning Board, Road Agent, and Board of Selectmen could work together on the project.

Vice Chairman Robertson questioned Mr. Coogan what they were looking at indicating they have a plan to do paving but was he looking for them to hold off; what was he looking for from them tonight. Mr. Coogan advised he was not looking to hold off on paving but for them to make a designated area that could be defined as a walkway as well as a more defined "village" center.

Mr. Cote advised the intentions are to grind the full width of approximately twenty six (26) feet and develop an idea to rearrange parking for the library to allow parking for the Fire House. He stated they did need to put their heads together to deal with possible painted sidewalks but not curbside walks. Vice Chairman Robertson questioned if there was enough money included in the proposal. Mr. Cote advised there are available funds because the pricing for materials has come in less then originally proposed. Chairman Barry indicated they should work towards as much as they can do.

Ms. Harnett indicated they needed to do what they were doing now; everyone putting their heads together so everyone knows what to do when it comes time. Mr. Cote stated they would be doing the library wall first. Chairman Barry added there are other roads that are going to be done first.

Vice Chairman Robertson commented going back to their original discussion and questioned where they are at. Ms. Harnett advised the Board of Selectmen worked very hard to make it happen but the taxpayers turned it away; they are not looking at the entire thing. Mr. Coogan added they basically wanted to talk about the project and would like to come back again. Selectman Stone stated they had always met with the Planning Board quarterly and should continue to do so. Chairman Barry questioned if the School Board had anything to add. School Board Chairman John Harrington stated it was a great proposal and he would like to see it move forward. He added he would also like the school kept in mind with

respect to developments, children, and the impact all would have on the school.

Unfinished Business

Chairman Barry indicated there was a matter of unfinished business that should have been acted on in November advising it was an employee evaluation. He advised the evaluation has been shared with the employee.

Chairman Barry gave the evaluation to Selectman Hooker to briefly review. Selectman Stone stated Selectman Hooker was not on the Board last November so he could not vote on it but he could review it.

Chairman Barry questioned if anyone felt a reason to go nonpublic. The Board indicated there was no reason to go nonpublic.

Chairman Barry questioned if the employee desired a nonpublic session to which the employee indicated it was not necessary.

Chairman Barry recommended making the amount an even number.

MOTION: Vice Chairman Robertson made the motion to increase the Town Administrator's salary from \$56,224 to \$60,000. Selectman Stone seconded the motion.

Selectman Hooker questioned the large percent increase. Vice Chairman Robertson stated he has looked at towns in the surrounding area and found this was not out of line for what they ask the Town Administrator to do.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.

Other Business

1. Resident Complaint

Selectman Reagan advised he was confronted by Mr. Orbin, Resident, who had sent a letter of complaint about his neighbor. Selectman Reagan stated he and Rick Pelletier, Health Officer, investigated the complaint and found his neighbor should be in violation of an ordinance due to animals, manure, noise, etc. on the property line. He added Mr. Orbin has spent thousands of dollars trying to soundproof his home but still has no relief from noise. Selectman Reagan advised he has requested the Police Department to investigate ordinances to attempt to find a successful ordinance for the Town to adopt.

2. Email

Vice Chairman Robertson referred to an email he sent to the Board members stating he wouldn't go into specifics right then but still felt the same as he indicated in his email. He stated he had mentioned one Department Head and had questioned what they should do as well as how to treat various Department Heads and their involvement in the recent situation the Town was in. Vice Chairman Robertson requested the Board meet in a nonpublic session to discuss the matter further.

Chairman Barry advised they will need to take it into consideration when evaluations come up in July but he would like to discuss it before then. Chairman Barry stated he would also like to set up something such as a Bar-b-que for all employees involved.

Selectman Stone stated agreement with a bonus of some sort to the Highway, Police, and Fire departments as well as others who volunteered. There were many people who came forward and volunteered their help when they didn't have to. Selectman Stone added they needed to come up with plans and really reward those people who went above and beyond the call of duty.

Chairman Barry requested Ms. Heon schedule a nonpublic session for next week's meeting.

Selectman Reagan suggested dedicating Old Home Day to those who saved the Town so it could be recorded in history.

3. Town Website

Selectman Hooker stated there was a disclaimer at the bottom of the front page referring to the information linked may be outdated. He advised both the Board of Selectmen and MBC are very outdated. Selectman Hooker's suggested putting the date of the last update on the page so people will know the information is or isn't out of date.

Selectman Reagan stated Bonni McPherson, IT Department, has proposed to do a redesign of the Town website. Ms. Heon advised the redesign was scheduled to occur after Town Meeting and did include dating the pages. Ms. Heon advised Ms. McPherson has been using her own software and hardware. The new hardware is in but transferring everything has to happen in steps and is in process. Ms. Heon added the recent events have caused setbacks due to areas being inaccessible and now they need a new person to host the Town's site. She advised she had met with Ms. McPherson today and would be meeting with her again later this week.

Selectman Hooker requested sending a note thanking Maureen Mann of the Forum for providing a lot of information to the Town when our servers were down.

4. Emergency Response Coordinator

Selectman Stone stated he had the opportunity to be close to the three individuals responding during the recent flooding; Mark Tibbetts, Fire Chief; Alex Cote, Highway Department; Mike Greeley, Police Department. He stated the coordination between the three was outstanding so he would intend to make a motion at the next meeting to appoint Mark Tibbetts as the lead in disaster situations and allow him to pick two assistants which would likely be Mr. Cote and Lt. Greeley. Selectman Stone indicated he wanted to go through and critique, especially when the phone systems went down within the next few weeks but suggests next Monday night.

Chairman Barry advised it was a great suggestion but the Emergency Management Plan recommends no Fire Chief, Road Agent, or Police Department Heads because they need to focus on their own duties. They suggest another person coordinating things. Chairman Barry advised they would discuss it further next week.

5. Conservation Commission Nominations

Vice Chairman Robertson indicated there was some question if the names listed for nominations were current. Ms. Heon advised the questions had not been fully looked into yet.

Citizen's Comments

Present: Mr. Alan O'Neal, Ms. Harriet Cady, Maureen Mann

1. Town Website

Mr. O'Neal advised he visited the Town website approximately every other day and found it depressing because things were not updated except for one section, Parks and Recreation. He added elected people and dates need to be updated.

2. Emergency Management

Ms. Cady stated the Emergency Management Coordinator in Northwood is an independent person and also happens to be a school teacher in town. They need to be able to coordinate with the Fire Chief and Police Department at the same time and can't unless they are an independent person.

3. Conservation Commission

Ms. Cady stated she was before the Board regarding her request for a copy of the Freese property appraisal and how she had not received it yet. She stated the Board advised her they would have the Conservation Commission forward her a copy and questioned if they had done so because she still has not received it. Ms. Heon advised it was requested and would be forthcoming but the Conservation Commission needed permission from the Freese family and the Appraiser first.

Ms. Cady advised she would object to the appraisal being used for the property value because the owner can request what goes into the appraisal. The appraisal should not be used until it is made public.

Vice Chairman Robertson commented Ms. Cady had also questioned Conservation Commission members being on Bear Paw's Board as well. He stated he spoke with David Linden who stated he didn't believe anyone on the Conservation Commission was on Bear Paw. Ms. Cady advised Erick and Kate are on the website.

4. Library Wall

Maureen Mann indicated she was on the Library Trustees and requested the Library Trustees see a copy of the plan before it is built.

5. CTAP

Ms. Mann requested, when the Library project comes up, consideration of using some of the CTAP money to begin a path to the Gazebo allowing access for people in wheelchairs or those who use walkers, etc.

Adjournment

7:55pm

MOTION: Selectman Reagan made the motion to adjourn at 7:55pm. Vice Chairman Robertson seconded the motion.

VOTE: Chairman Barry called for the Vote. It was a Vote in Favor.