

DRAFT

PRESENT: Richard P. McDermott, Chairman; Larry M. Smith, Vice-Chairman; Maryann Kasprzak, Selectwoman; Lori A. Ruest, Town Administrator; Susan H. Ayer, Secretary.

**CONSERVATION CHAIRMAN SHAWN HANSON – FOREST MANAGEMENT PLAN
RASPBERRY FARM CONSERVATION LAND AND ADJOINING TOWN FOREST**

Shawn Hanson addressed the Board to share information about having a Forest Management Plan developed for the Raspberry Farm Conservation Land and adjoining Town Forest. It has come to his attention that a Forest Management Plan is required before any harvesting of trees can occur.

Mr. Hanson has been in touch with Ronald Klemarczyk of Foreco Forest Resource Consultants, who will submit a proposal for developing the plan. Once that is done and if the right conditions exist, a timber clearing and harvesting will be planned for certain areas.

Mr. Klemarczyk will walk the forest this Winter, once the ground is frozen, to identify where trees may be cut or where trees are down and need to be cleared. There will be minimal logging areas.

The cost of the Management Plan will be between \$2,900 and \$3,200. Revenues from sold timber should cover all or part of the cost. Mr. Hanson said that he will have more details after the November 19th Conservation Commission meeting.

The Board and S. Hanson discussed various related issues, such as notification of residents in the area of the logging, and possible uses, such as cross country skiing trails, for the Town Forest.

S. Hanson informed the Board that he is updating the website pages for the Conservation Commission. He will be working with the Town Administrator to add maps from the Rockingham Planning Commission, which are not easily printable, but would be accessible from the website.

OLD BUSINESS

FINANCIAL REPORTS – GENERAL FUND BALANCE \$666,430

ACCOUNT PAYABLE / PAYROLL / TREASURER WARRANTS

MOTION: To approve the following warrants as presented by the Bookkeeper:

Payroll check warrant	#318	\$14,205.75
Accounts payable warrant	#488	\$4,951.82

MOTION: M. Kasprzak

SECOND: L. Smith

UNANIMOUS

ASSISTANT TAX COLLECTOR – DRAFT JOB DESCRIPTION

Following up on the Board's discussion of a part time employee to be on call to cover the Tax Collector's office in case of illness or vacation, L. Ruest asked the Selectmen to review and approve a draft job description.

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First efforts will be to reach out to existing employees. If a candidate is not found in this way, the job will be posted for the general public.

There was a discussion of the hours involved, and the possibility that the same person could assist with clerical hours in other departments as well.

The Board approved the job description after amending the Environment heading to “Inside: 90%, Outside: 10%.”

CAPITAL IMPROVEMENTS PLAN 2016 – 2021 PRESENTATION

The Board reviewed the Capital Improvements Plan, going through the list by department.

Peter Robart joined the meeting with input about Library improvements requested. He recommended that any power washing of the siding should be done at low pressure. It was decided to take power washing off the list altogether to avoid damage to the siding.

The Capital Improvement Plan for 2016 – 2021 is overall much lower than past Plans.

All items are considered high priority except for the trim boards at the Library.

It was noted that School impact fees are planned to be payable to Winnacunnett High School, not Lincoln Ackerman School.

TOWN HALL AND HISTORICAL SOCIETY MUSEUM (OLD LIBRARY)

APPROVED FOR PLACEMENT ON NH STATE REGISTER OF HISTORIC PLACES

L. Ruest noted that the notification has been received from the State, with formal notice yet to be received. This designation does not prevent the Town from painting or other routine upkeep.

BLIZZARD JUNO 1/27/2015 – FEMA FUNDS \$54,569.03 RECEIVED

This FEMA money has been deposited in the General Fund.

SOUTHEAST REGIONAL REFUSE DISPOSAL DISTRICT 53B

The Board has received a follow-up letter in response to a letter sent to SRRDD 53B in September, in which the Board questioned the payment of full dues when the Town withdrew from SRRDD before the end of the contract year.

SRRDD explained their reasons for billing for the entire amount. It was decided not to further pursue the matter.

OTHER

L. Ruest, citing past discussion about the condition of the roof of the garage behind the Town Hall, asked if the Board would approve spending up to \$2,000 for materials; the volunteer fire fighters would do the labor. If the job can be done now, the dumpster now in use at the Safety Building could be utilized for disposal of old shingles.

MOTION: To approve spending up to \$2,000 for the replacement of shingles on the garage roof behind the Town Hall.

MOTION: L. Smith

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SECOND: M. Kasprzak
UNANIMOUS

NEW BUSINESS

PART-TIME BOOKKEEPER – PROBATION END

The Town Administrator has performed a review of part-time Bookkeeper Deborah Bassett and recommended that she receive permanent appointment to the job.

MOTION: To appoint Deborah Bassett to permanent, part-time status as Town Bookkeeper.

MOTION: M. Kasprzak

SECOND: L. Smith

UNANIMOUS

WINTER BAN ON OVERNIGHT STREET PARKING – POSTING NOTICE

A copy of the notice to be posted was circulated for signatures. The ban will go into effect beginning December 15th, 2015 and continue until April 1, 2016, for the hours of 6 PM to 6 AM.

REQUEST: EVENT WITH ALCOHOLIC BEVERAGES (45 EXETER ROAD)

A request for permission to hold an event with alcoholic beverages was received from the Historical Society, for December 8, 2015, from 7:00 – 10:00 PM.

Noting that the request did not specify in which building the event was to take place, the Selectmen tabled the matter for decision at the next meeting, and asked for clarification of the venue.

HEALTHTRUST RENEWAL TRANSMITTAL FORM (2016 COVERAGE)

Renewal rates have been received from HealthTrust for various employee benefits coverage in 2016.

There was a discussion of various health plan types. The Chairman was authorized to sign the agreement on behalf of the Board.

TAX RATE OATH (RSA 75:7) –2015 TAX RATE \$22.22

The Board reviewed the document that breaks down the tax rate by entity, and the Instruction to Collect. The Oath was signed by the Board.

TOWN REPORT AND AUDIT DUE DATES

The Board reviewed and signed the reminder memo to be sent to Town Officials, Department Heads, Committees and Trustees, informing them that annual reports are due before January 7th. The 2015 Audit will begin on January 18th.

SELECTMEN REPRESENTATIVE REPORTS

SELECTMAN MCDERMOTT – LIBRARY

The hiring process for a new Library Director is nearly complete. Also, long-time employee Joan Deveney is retiring.

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SELECTMAN SMITH – SCHOOL BOARD, RECREATION COMMITTEE, ENERGY COMMITTEE

The School had a meeting on October 1st, and also held three workshops, all to do with the facility. There was discussion about a proposed gym/community center, and whether to put it on the Warrant for 2016 or put off until 2017. Ginny Bridle of Hampton addressed the School Board to ask if they would consider sending any middle school students to the Hampton Academy.

SELECTWOMAN KASPRZAK – PLANNING BOARD, HERITAGE COMMISSION

Avesta Housing came before the Planning Board for Site Plan Review. The traffic study and review by the Town's traffic engineer were reviewed and discussed. There was a Preliminary Consult before the Board as well, for a Private Road Subdivision on Prescott Lane. Public Hearing was held regarding some Zoning Ordinance changes, as well as the addition of a fee for Conditional Use Permit applications to the fee schedule. The Heritage Committee met with several boards and entities of the Town, to discuss the Town Tercentennial. It was a productive meeting, with many good ideas and goals for the future. The Elm Tree Planting project was discussed. More flyers are needed as there is confusion regarding the cost and how to sign up. As there are a number of variables controlling the cost, M. Kasprzak said the tree companies need to be contacted.

OTHER

TIDES TO STORMS – COASTAL ADAPTATION

R. McDermott directed the Board to look at information he has received from the Rockingham Planning Commission with regard to funding for coastal flooding adaptation strategies. This will be discussed at the next meeting.

CHRISTMAS TREE SALES – SELECTMEN'S PERMIT

L. Ruest informed the Board that the Fire Department has applied to use the Town Common for Christmas Tree sales, to be held on Fridays from 12:00-8:00, and Saturdays and Sundays from 8:00 – 6:00. The Selectmen's Permit is requested for November 20th through December 20th; sales will begin on November 27th and continue until December 13th, or until all trees are sold.

PATRIOTIC

The Veteran's Day Service will be held on November 11th at 9:00 AM at the Town Common.

REVIEW AND APPROVAL OF PREVIOUS MINUTES: 10/28/2015

Minutes of 10/28 will be reviewed at the next meeting.

MOTION: To go into non-public session at 7:45 PM, in accordance with RSA 91-A:3 II (a) : Personnel, and II (e): Consideration or negotiation of pending claims or litigation.

MOTION: L. Smith

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SECOND: M. Kasprzak
UNANIMOUS

MOTION: To go out of nonpublic session and resume in public session and seal the minutes of the non-public session, at 8:01 PM.

MOTION: M. Kasprzak
SECOND: L. Smith
UNANIMOUS

MOTION: To adjourn, at 8:02 PM.
MOTION: M. Kasprzak
SECOND: L. Smith
UNANIMOUS