

Minutes of the Westmoreland Selectmen's Meeting
Thursday, July 5, 2018

BOARD MEMBERS PRESENT: Clayton Stalker, Russ Austin, Frank Reeder

1. The meeting was called to order at 6:00PM by Chairman Stalker.
2. Approval of Minutes: June 21, 2018 and July 3, 2018. A motion was made by Russ Austin, second by Frank Reeder to accept the minutes as printed. Motion passed 3-0.
3. The bids for the Site Feasibility Assessment of the land behind the Town Hall were opened by the Selectmen. Three bids were received:

Dubois & King, Bedford, NH	\$19,600
Stevens & Assoc., Brattleboro, VT	\$11,150
SVE Assoc., Brattleboro, VT	\$12,500

The Fire Department Facility Advisory Committee moved to the dining room to review the specifics of each bid and will return to the meeting with their recommendation to the Selectmen.

4. Guests:
Melissa Bonito of Stonewall Circle was present to observe the meeting. Clayton thanked her for visiting.
5. Accounts Payable: A motion was made by Clayton Stalker, second by Russ Austin to approve a manifest of \$1,876.14 for the Highway Department and \$226,206.02 for all other bills for a total of \$228,082.16. Motion passed 3-0.
Clayton reported that the three highway employees went to Pennsylvania on June 25 to inspect the tractor that was being proposed to be purchased. After agreeing to have some minor repairs done by the seller, the Road Agent reported that the tractor was in good condition and would be a benefit to the town. The tractor was purchased and will be delivered the week of July 9th.
6. Old Business:
 - A. A proposal was presented to update the 2013 Advisory Committee Procedures and Regulations. The changes will better define the duties of committees and procedure for posting and recording of meetings. A motion was made by Clayton Stalker, second by Russ Austin to accept the updated Advisory Committee Procedures and Regulations. Motion passed 3-0.
 - B. Alternative Energy Advisory Committee: A motion was made by Clayton Stalker, second by Frank Reeder to appoint Hailey Mackey, David Wirth, Larry Siegel, Pam Clark and Richard Schmidt to the newly established Alternative Energy Advisory Committee. Motion passed 3-0.
 - C. Agricultural Advisory Committee: The Selectmen are establishing an Agricultural Advisory Committee to support the town boards and committees in ensuring preservation of the Town's rural character, protection of agriculture and agricultural resources. Anyone interested in serving on the committee should notify the Selectmen's Office.
 - D. River Road North Bridge update: Ron Kleiner is the new NH DOT Community Assistance Bridge representative. He is working on an updated preliminary estimate for the River Road North Bridge. 100% of the funds need to be raised for the bridge before the town can apply for State Bridge Aid.

- E. Asbestos Landfill: The Conservation Commission continues to monitor the jail debris cleanup on the County property. They will be meeting with a representative from NH DES on the site to review the progress of the project.
 - F. The road crew will be asked to mow and clean up brush at the property owned by the town on 161 Hurricane Road. The property was taken by Tax Collector's Deed and can be sold by the town.
 - G. Selectman Reeder reported that Ron Fish, Supervisor at the Recycling Center will attend the next meeting with a list of improvements and costs that he would like to see at the facility.
 - H. The Broadband Advisory Committee is working on a report of the findings of the recent survey that they did. The committee has also looked at the possibility of available grant money for improvements.
7. Tom Finnegan and Harry Nelson reentered the meeting representing the Fire Department Facility Advisory Committee. The recommendation of the committee is to hire SVE Associates of Brattleboro, VT to do the site assessment of the town hall property and abutting land owned by the town. They believe that the reputation and experience of SVE in doing projects such as this qualifies them to do the job. After clarifying that no member of the committee worked for SVE, a motion was made by Russ Austin, second by Clayton Stalker to award the bid for the site assessment to SVE Associates of Brattleboro, VT for \$12,500. Motion passed 3-0. The committee will work with SVE on determining bid levels
8. New Business:
- Signature Approval was given for the following:
 - Payroll Manifests: June 29, 2018, July 2, 2018
 - Payroll Tax Payments: June 29, 2018, July 3, 2018
 - Healthtrust Employee Insurance payment: 6/29/2018
 - Trustee of Trust Funds payment to Highway Capital Reserve: 6/22/18
 - Douglas Equipment for tractor payment: 6/29/18
 - General Journal Entry: #650
 - A. Selectmen signed a voluntary merger application from Walt & June Derjue to merge two lots that they own on River Road.
 - B. The Selectmen approved a request from the Hills family of Stonewall Circle for permission to use the town common on August 5 to hold an Eagle Scout ceremony for their son. They are using the town hall for a reception.
 - C. The Selectmen signed a Delegation of Authority for the Town Administrator to be able to make deposits at the bank in the absence of the Treasurer.
 - D. Road employee, Jason Fowler, has asked to add Dental Insurance as a benefit. Selectmen approved the request. Jason's cash opt-out will be lowered, causing only a minimal expense to the town.
 - E. Owners of a property on Hyland Hill (R6-11) have asked if the town will accept a donation of the land. The Selectmen have no issues with accepting it as long as there are no conditions that stop them from selling the property. The tax collector will also be contacted regarding the current status of taxes owed, if any.
 - F. Selectmen will send a letter to the Tax Collector regarding the training of the Deputy Tax Collector, which is a required position per RSA 41:38. The Deputy, by law, is required to have the training and knowledge to carry out the duties of the Tax Collector in her absence.
 - G. A letter will be sent to the Town Clerk recommending that she have a Deputy Town Clerk. A Deputy Town Clerk is not a required position, as per RSA 41:18, "each town *may* have a deputy town clerk". Having a Deputy would alleviate the concerns of townspeople as he/she would be able to carry out the duties of the Town Clerk in her absence.

9. Correspondence: *All correspondence is available for review in the Selectmen's office.*
- A. A copy of a letter from the Treasurer to the Tax Collector looking for backup information regarding a request from the Tax Collector for a property tax overpayment check.
 - B. A copy of a letter from Brian & Melissa Hoffman requesting information from the Conservation Commission in regard to a complaint made about cutting trees near the brook on their property. The Conservation Commission will be responding to the Hoffmans.

10. Public Business: None

11. The meeting was adjourned at 7:30pm.

Respectfully submitted,

Jo Ann LaBarre
Town Administrator

BOARD OF SELECTMEN

Clayton R. Stalker, Chairman

Russ Austin

Frank Reeder

NEXT MEETING –Thursday, July 19, 2018, 6:00PM
MINUTES ARE INITIALLY POSTED AS UNAPPROVED
SIGNATURES BY SELECTMEN DENOTE APPROVAL OF
MINUTES