

SELECTMEN'S MEETING

August 29, 2012

Executive Board Attending: David Upton, Susan Hansel, Maury Collins, Edie Drinkwater, Admin. Assist.

Others Attending: Dennis Dellagrecia, Maureen Lord, Gerry Jeffrey, Bert Wingerson, John Cucchi, Sara Sandberg, Karen Tolman, David Bower, Dave Birchenough, Russ Thomas, Richie Pratt

Acting Chair David Upton opened the meeting promptly at 6:00 PM.

In an effort to maintain order and meeting productivity the following procedural outline was presented by David. This also addresses how best to make use of the Administrative Assistant's time.

Procedural Changes for Nelson Town Administration

In an attempt to improve the level of civility and effectiveness of Select Board meetings, I will be modifying the format of these meetings.

Henceforth, if there is no objection from the Board, I will be conducting Select Board meetings according to the following agenda:

- 1. Hearings of Individuals or Groups of Individuals*
- 2. Hearings of Reports of Boards or Committees*
- 3. Business Meeting of the Select Board*

Public comment and participation will take place only during Item 1. of this agenda.

Those wishing to be heard as Individuals or Groups of Individuals must request being placed on the agenda prior to the meeting. In addition to identifying themselves, they are requested to identify the topic that they wish to address.

Presentations made by Individuals or Groups of Individuals will be made directly to the Select Board without comment or question from the public.

Following the conclusion of the presentations of Individuals or Groups of Individuals, we will allot a brief period of time for comments and questions from

the general public. Extended discussion will require continuation as a posted topic on a subsequent agenda.

I am hopeful that the formality that I have just described will improve the quality of our Select Board meetings and will not unreasonably restrict public participation.

Secondly, I will be asking the Board, this evening, to begin to discuss ways in which we can provide the best possible customer service to the people, while at the same time we can assure a positive and manageable work environment for our Administrative Assistant. Here as before, the civility of the dialogue and the efficient use of the Administrative Assistant's time will be major considerations.

Maury added that when someone wishes to be on the agenda it would be helpful to know before the day of the meeting. This allows time for the Board to prepare to address any issue. David noted that this would be discussed more a little later in the meeting.

David invited Gerry Jeffrey to come forward and present her matter to the Board. She brought in a plant and informed the Board that there is a large amount of this plant on Town Property. She contacted the Cheshire County Extension Service for information and was told that the plant is very invasive. They suggested the best way to deal with its removal is to spray with a product called "Roundup".

After a brief discussion David made a motion to allow Mrs. Jeffrey to treat these plants with an approved method for removal.

Susan seconded and the motion then carried by unanimous vote.

Next, Dennis Dellagreca was asked to come forward. He repeated a previous request that the Town purchase a recorder with CD burning capability.

David acknowledged his requests. David then noted that the minutes far exceed what is required by law and the Board is happy with the minutes as they are now recorded and presented.

Dennis pointed out that each conversation is not presented word for word as it is spoken. He would like to have an exact recording available and suggested he could possibly consider a donation of such equipment if not too costly.

David reminded him that anyone who wishes may attend and record the meetings with their personal equipment at any time.

Maury noted that this would be a further demand on the Administrative Assistant to produce the CDs for purchase.

Susan indicated her preference that the minutes be presented in a simple format that meets the requirements of the law.

David read from the Regulations for Minutes which is printed in the LGC publication "Knowing the Territory".

Before concluding Dennis reported that a bulldozer had been seen entering Miller Drive and

perhaps the Board should check on this activity.

The audience was given a brief opportunity for comment or questions.

Karen Tolman identified the plant sample at Coltsfoot.

Bert Wingerson offered her experience and knowledge of the plant. This plant was brought here from Europe for its medicinal value. Bert has used it and has not found it to be invasive at all. Bert cautioned against the use of "Roundup" to eliminate this plant. She stated very simply "Coltsfoot is good.....Round up is bad."

Maureen Lord alerted the Board that she could not find the meeting minutes posted to the minute website after July 18th.

Edie indicted that they were posted so she will check to see why they can't be found.

There was then a review of the Easement Deed granted by Janette Seixas to the Town of Nelson. As part of the easement it was agreed that the Town would mow the area which serves as its access to the easement area. The easement was recorded in February 1996 at the Cheshire County Registry of Deeds. In 1999 the Board of Selectmen, with Michael French as chair, agreed, after discussion, to continue this commitment and authorized the mowing to be done by the Town's Sexton. A letter was sent to Janette Seixas informing her of the Board's commitment to this obligation. A copy of the letter is on file and the Board's decision appears in the minutes of the May 12, 1999 meeting of the Selectmen.

Today the easement remains an integral part of the septic system serving the Town Hall/Library and Town Office. The Board agreed that maintaining the access remains in the Town's best interest.

David made a motion to continue mowing this parcel of land which offers access to the Town's easement. This to be done in a manner of care that mirrors the mowing methods used on the abutting land owned by the Town and no more. This maintenance mowing should continue for as long as it remains as the access to the Town's easement.

Maury seconded the motion.

The motion then carried by unanimous vote.

Choosing a Chairman of the Select Board was next on the agenda.

Susan made a motion to appointment Acting Chair David Upton as Chairman of the Select Board.

Maury seconded the motion.

The motion then carried by unanimous vote.

There was a brief discussion regarding raising the fees for making copies. Right now it is .25 per page. Often a realtor or Lawyer will request many copies of items that need to be researched and then copied.

Residents needing items from their own file do not pay a fee for the service.

No decision was made regarding this matter.

Other Towns will be asked what they do and the topic will come back at a later time.

David opened discussion of the best use of the Administrative Assistant's time while still offering the Best possible customer service and security.

Limiting availability to the general public to just the regular business hours was discussed.

Maury made a motion to limit the open office hours to Tuesday 9 AM-12 noon and 4-7 PM and again on Thursday 9 AM-12 noon. Messages may be left at all other times and a call back will be made in a reasonable time. Special appointments may still be available under certain circumstances.

Susan Seconded the motion.
The motion then carried by unanimous vote.

Agenda planning was the next topic.
For those who wish to be on the agenda at least a one day notice would be helpful to properly prepare to hear an issue.
After a brief discussion David made a motion that Tuesday evening would be the deadline to assure a spot on the agenda for the next night. If a call comes in on the day of the meeting there will be no certainty of being on that days agenda.
Maury seconded the motion.
The motion then carried by unanimous vote.

A reminder was given to the audience about the Town Buildings Committee meeting to be held on August 30th. (Tomorrow evening)
Susan spoke of the many small projects that may be a part of the whole preservation.
All Board members spoke of the importance of moving forward with plans and cost projections for preserving the Town buildings and encouraged everyone to attend.
David explained that this is still in the developmental stages.

Eddie reported that the MS-1, MS-4, MS-5 are all complete and after signing will be mailed out to meet the deadline of September 1st.

Eddie reported that the process has begun to arrange for the funds to pay for the Town Office renovation. Invoices are being organized and Tom Newcomb will be informed of the final amount needed for transfer from the Buildings Capital Reserve.

Lisa Sieverts arrived to give her report of the final steps that remain before filing the application for the L Chip grant including a notarized signature from a Selectman.
Lisa gave a brief history of this process and explained that this is a matching grant in the amount of \$50,000 that is being applied for. This particular grant will be for the Town Hall which is qualified as an historic building. If awarded the Town will only receive the funds if they vote to match the amount at Town meeting.
Lisa asked if perhaps the Board would offer a letter or some sort of support of the project.
Lisa stated that there is only one grant for this year and the competition will be very stiff.
David made a motion that the Board express support for the project to restore the Town Hall.
Maury seconded the motion.
The motion carried by unanimous vote.
David is scheduled to meet with Lisa on Tuesday at 5:00 PM to sign the grant application form.

David indicated that there was a need for a Non-Public session regarding a potential criminal issue. He asked that the paperwork be completed first while the audience could remain.

Paperwork began:
The manifest check list was completed and Susan made a motion to approve the manifest as presented.
Maury seconded the motion.
The motion then carried by unanimous vote.

Maury made a motion to approve the August 22, 2012 meeting minutes as presented.
David seconded the motion.
The motion then carried by unanimous vote.

David made a motion to approve the MS-5 as presented.
Maury seconded the motion.
The motion then carried by unanimous vote.

David asked Edie to explain the 2nd abatement now being paid to the Congorans.
Edie review the details and the math arriving at the abatement amount.
David made a motion to approve the 2nd abatement for Tom and Mary Congoran
Susan seconded the motion.
The motion then carried by unanimous vote.

There were two applications for Intent to Cut presented for approval.

1. Putzel Property
2. Rohr Property

Bud French was notified of these applications as he had requested. However, he did not attend the meeting to review the applications and no other member representing the Conservation Commission came forward.

With no objection or cause against the applications, David first made a motion to approve the Intent to Cut for the Putzel Property.

Maury seconded the motion.

The motion then carried by unanimous vote.

Next, David made a motion to approve the Intent to Cut for the Rohr Property.

Maury seconded the motion.

The motion then carried by unanimous vote.

David made a motion to approve the sealed minutes from the Non-Public session of August 22, 2012.

Maury seconded the motion.

The motion then carried by unanimous vote.

Edie presented the DRA evaluation report for Cross Country Appraisal Services. They passed all requirements and standards including a random sampling of properties appraised in the Town of Nelson. They have the DRA seal of approval.

A mapping project undertaken by the DRA and UNH requires a signed release form to allow Cartographics to send them information on the Town of Nelson for inclusion in this project.

David made a motion to approve the release allowing Cartographics to forward any available information for this project.

Maury seconded the motion.

The motion then carried by unanimous vote.

David offered to talk to Marlborough and Harrisville about the process they used in seeking a Request for Proposal. Marlborough Selectman John Northcott offered share their format request.

Susan reported on her contact with Jillian Shedd and Tom Manning from the Governor's Council on Disabilities. Susan reviewed her conversation with them and indicated they were glad for the contact and pleased that the Town is working on a plan for improving accessibility. There is an urgency to at least make repairs to the walk way at the Town Hall as there is an election

approaching that will require ADA accessibility.
Discussion continues on possible products and methods to improve the walks.
Work will continue toward both short and long term solutions to this problem.
Next David made a motion to approve the MS-4.
Maury seconded the motion.
The motion then carried by unanimous vote.

With paperwork not complete, David made a motion to go into Non-Public Session in accordance with RSA 91-A:3 II (a&c) Personnel and Legal
Maury seconded the motion.
The motion then carried by unanimous roll call vote. Susan – Aye, David – Aye, Maury – Aye
Non- Public session began at 7:49 PM.

Reconvene public session at 8:41 PM

Announcement:

During the Non-Public session information of a sensitive nature was discussed which, if release, could cause harm to the reputation of individuals.

Personnel of the Town of Nelson were included in the sensitive discussions.

For that reason David made a motion to seal the minutes of the Non-Public session.

Susan seconded the motion.

The motion then carried by unanimous roll call vote Susan – Aye, David – Aye, Maury – Aye

With no further business David made a motion to adjourn the Public meeting.

Maury seconded the motion.

The motion then carried by unanimous vote.

Meeting adjourned at 8:48 PM

August 29, 2012

David Upton, Chair

Maury Collins

Susan Hansel

