

# SELECTMEN'S MEETING

September 12, 2012

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

Others Attending: Maureen Lord, Sara Sandberg, Karen Tolman, Barry Tolman, Kathy Blaudschun

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

David reviewed his meeting with Wendy Stankevich regarding an issue which occurred with a previous Select Board and the ZBA. The ruling concerned restrictions of a septic hook up on their land at Granite Lake as well as the physical use of their property. Mrs. Stankevich was scheduled to appear before the Board this evening but opted to drop off several documents at the Town Office to give the Board an opportunity for review. An administrative meeting will then take place to determine what can be done to resolve the matter.

David then opened up discussion of several upcoming workshops.

David and Maury will attend the Select Person Institute class on September 15, 2012.

Susan will attend the Local Officials Workshop on September 29, 2012.

It was decided that no one will attend the Budget Workshop on September 18, 2012.

David then reviewed the function of the Joint Loss Management Committee and the development status of the Town's Safety Manual. This committee and the manual are requirements of the NH Department of Labor.

David reported that he has done a final inspection of the Ingalls property clean up.

Maury made a motion to consider the Ingalls Property Project finalized.

David seconded the motion.

The motion then carried by unanimous vote.

Maury reported on the sidewalk project for the Town Hall and Library.

Maury and Susan have met with or spoken with several people regarding various options and costs involved.

A temporary repair has been made which helped to get through the Election.

More research will be done with a goal of completing the project during October 2012.

An update of the Town Office renovation indicated that the completion is very near.

A few items may linger but the Select Board may be able to use the Town Office for the next meeting on September 19, 2012.

David reviewed his research on the ownership of the Center Pond and the Granite Lake Boat Launch areas.

These launch areas are also used for swimming. The Center Pond Launch is owned by the NH Fish and Game and this area does not allow motorized boats.

The Granite Lake Launch is owned by the Town of Nelson and poses some higher risk with this combined usage. Motorized boats are launched from trailers from a steep incline, often while the area is being used by swimmers.

The Board agreed that David would contact the Town's insurance carrier (LGC) to discuss the risk factors and the insurance coverage on this property.

David noted that the Road Safety Studies will be continuing.

The traffic monitoring device that Chief Pratt presented at the last meeting will be the key equipment used to gather information. The device will record numbers of vehicles as well as speed.

An effort will be made to ask the community to contact the Select Board if they would like a specific area added to the project.

There was a brief discussion regarding the "Roxbury Rock".

David will write a short history of this Thank You Gift from the Town of Roxbury. This is in response to a request from Candy Fulford to post the historical information that connected Nelson and Roxbury in 1812.

The next item concerned wireless internet for the Town Office.

Eddie reported that everything is ready to go if the grant is approved.

Susan is writing a grant proposal to Moving in Step to fund the installation.

David then opened the meeting to brief audience comment:

1. Barry Tolman suggested the Town's Highway department could assist with the sidewalk project at the Town Hall/Library.  
The Board will discuss this further with Mike Tarr as the project moves forward.
2. Karen Tolman suggested a seasonal (second) road study in areas subject to increased summer traffic.  
The Board agreed.
3. Sara Sandberg asked if the State intends to repaint the yellow stripe on the newly paved Nelson Road. The smooth surface makes it difficult to judge the road and the turns without the yellow line.  
David will contact the State for information on this matter.

Information from LGC regarding Select Board Minutes was reviewed and following a brief discussion David made a Motion to adopt the following policy:

1. The documented minutes for the Town of Nelson Select Board Meetings will continue in written format.
2. All approved minutes will continue to be placed in the "Meeting Minutes" log and be kept in the Administrative Assistant's office. A copy of this log will be kept in the waiting area. The approved minutes will also be posted on the Town's "Minutes" web site.
3. The content of the minutes will include names of administrative attendees, names of individuals or groups coming before the Board, (Names of audience members is optional). The topics, brief remarks regarding any discussion, motions made, seconds, votes and any action taken by the Board will also be part of the minutes. (All other information is optional)
4. The Board considers notes and recordings to be "raw materials" which will be used only to aid in compiling the meeting minutes. As such they will be destroyed or taped over as soon as any meeting minutes are approved. No recording will be considered to be "The Meeting Minutes". The small device in use by the Board has limited capabilities. It has no disk or tape and no means to copy except to play while another device records. Arrangements may be made to do that prior to the minutes being approved. There will be a fee to cover batteries for the device as well as a fee for the time necessary for the staff to accomplish this task. For anyone wishing to tape the meeting on their own device we will make every effort to provide a location that will allow for ease of recording during the meeting.

The following RSA is relied upon to create this policy:

RSA91-A:4 VII Nothing in this chapter shall be construed to require a public body or agency to compile, cross reference, or assemble information into a form in which it is not already kept or reported by that body or agency.

Maury seconded the motion.

The motion then carried by unanimous vote.

David received the RFP format for assessing services from the Town of Marlborough.

Edie will work on a mock up for Nelson which will begin the search and bidding process to be completed before December 31, 2012.

Budget and Salary study for 2013 is beginning. Susan has agreed to research salary and compensation information for town employees and services.

David Drasba arrived to discuss the "Panic alarm system" which was expected to be part of the renovation plans.

This element was accidentally omitted by the architect and did not become part of the bid process. After discussion of several options it was decided that the Town will address this directly with the security system company.

David Drasba also went over the details of upgrading the glass in the door to the Town Clerk's office with bullet resistant glass.

David Drasba also reviewed the additional funds already worked into the bid for any additional upgrades above the original plans. This is approximately \$3000.00. This may be used to offset some of the additional costs to achieve the increased security for the staff.

Maury made a motion to approve the bullet resistant glass in the door to the Town Clerk's office at an additional cost of \$2050.00.

Susan seconded the motion.

The motion then carried by unanimous vote.

David Drasba gave verbal approval to pay the contractor's first bill submission.

Edie reported that a notarized copy of the bill is at the Town Office. That copy will be pulled for the architect's signature.

Susan has been reviewing the Employee Personnel Policies and will be setting up a time to work with Edie and Teri to clean up some of the language and suggest a few amendments.

David then proposed that the Board begin to consider possible ways to increase the asset limits for the Elderly Exemption. This process will require a Town vote.

There are several options that will require research before proposing a Warrant Article. David agreed to take on this project and to keep the Board advised.

Susan opened discussion regarding the raising and lowering of the flag on the Town Hall during appropriate situations and durations of time.

Susan explained that there is a New Hampshire web site that she has visited to receive information on the proper time to fly the flag at Half Staff.

It was agreed that Maury and Susan will work on this and Wayne will be asked to assist with this detail as necessary.

It was mentioned that the date on the front of the Old Brick Schoolhouse still needs to be painted. The goal is to complete this before it is too cold. The main problem seems to be getting a ladder with the necessary length to accomplish this.

Susan then reminded everyone about the Town Buildings Committee meeting on Thursday September 20, 2012 at 7:00 PM at The Chapel by the Lake in Munsonville. Everyone was encouraged to attend.

Paperwork was then presented for review and signing.

Maury made a motion to approve the Manifest as presented

David seconded the motion.

The motion then carried by unanimous vote.

David made a motion to approve the minutes of the Public Select Board meeting on September 5, 2012.

Maury seconded the motion.

The motion then carried by unanimous vote.

Susan made a motion to approve the minutes of the Select Board Non-Public session on September 5, 2012.

David seconded the motion.  
The motion then carried by unanimous vote.

With nothing further, Maury made a motion to adjourn the meeting.  
Susan seconded the motion.  
The motion then carried by unanimous vote.  
Meeting adjourned at 7:48 PM

September 12, 2012

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David Upton, Chair

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Maury Collins

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Susan Hansel