

Town of Sandwich

Selectmen's Meeting March 18, 2019

5:00 PM

Attendees: Selectmen Chris Boldt and Joanne Haight; Admin: Catherine Graham and Jennifer Wright.

Public: Jon Peaslee and Ole Anderson

The Selectmen discussed Mr. Boldt serving as chairman pro-tem in Selectman Martin's absence. Mr. Boldt opened the meeting at 5:00 P.M.

Approval of Minutes: Mr. Boldt noted the minutes of the March 11, 2019 Selectmen's Meeting would be in a permanent draft status as the minutes are not able to be approved since only one Selectman remains in office that was present at the March 11, 2019 meeting.

Appointment of Town Officers

Ms. Haight moved to appoint the following Town Officers:

Health Officer: Dr. Douglas McVicar

Fire Chief: Ted Call

911 Liaison: Jennifer Wright

Forest Fire Warden: Jim Mykland

Legal Counsel: Mitchell Municipal Group

Auditors: Vachon Clukay & Company

Road Agent: Jonathan Peaslee

Police Chief: Douglas Wyman

Administrative Assistant: Catherine Graham

Parks & Recreation Director: Ole Anderson

Director, Emergency Management: Louis Brunelle

The motion was seconded by Mr. Boldt, and the motion passed. In Selectman Martin's absence the Selectmen discussed Mr. Boldt serving as the interim Welfare Officer.

MS 232 - Report of Appropriations Actually Voted

Ms. Graham reviewed this document with the Board as it is used to set the tax rate. The Selectmen verified the budget numbers and signed the document.

Committee Appointments

The Board discussed the slate of committee appointments and agreed to vote on the Historic District Commission and Agriculture Commission at their March 25, 2019 Selectmen's Meeting. Mr. Shambaugh (ZBA) and Ms. Peggy Merritt (Conservation Commission) were both recognized for their years of dedicated service to their respective boards. Ms. Haight moved to re-appoint the following committee members who have expressed a desire to continue to serve on their respective boards and committees: Janina Lamb, Ben Shambaugh and Brewster Lee (Planning Board); Fred Lavigne, Tracy Ripkey, and Rick Van de Poll (Conservation Commission); Chris Grant and Peter Van Winkle (Zoning

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Board of Adjustment); motion seconded by Mr. Boldt, and the motion passed. A discussion ensued on the committee process and openings. Ms. Graham will post committee openings this week.

The Selectmen discussed which boards and committees they would be liaison with as follows:

Conservation Commission: Ms. Haight (until Mr. Martin returns)

Historic District Commission: Ms. Haight

Planning Board: Mr. Boldt

Agriculture Commission: Mr. Boldt

The Board discussed Selectman liaisons to the Town departments, and Mr. Boldt noted that we do hold monthly staff meetings. A discussion ensued on the timing and effectiveness of the staff meetings. It was agreed that we would go back to holding the staff meeting during the workday and it would be led by one Selectman. Ms. Haight offered to schedule and run the first couple of meetings to see how the staff liked the change. Mr. Boldt agreed.

Highway Update

- Mr. Peaslee congratulated and welcomed Ms. Haight to the Board of Selectmen.

- Mr. Peaslee provided the Board with the Quaker Whiteface Road Bridge Repair Contractor Agreement with Austin Construction, Inc. to review and sign. Ms. Graham noted she still had the 2012 temporary easement deed with the only abutter for this project. Mr. Boldt thought since the abutter has not contacted the town since the drafting of the 2012 temporary easement deed, he felt it was still valid; however, he asked Ms. Graham to confirm with Town Counsel. Ms. Graham will update the temporary easement deed to reflect the new contractor. The Selectmen recognized and thanked Mr. Peaslee for his due diligence on the most recent bridge projects – Quaker Whiteface and Basket Street. Both bridges will be repaired without the need for bonding.

- Mr. Peaslee reviewed the truck lease documents with the Board; however, the Board wanted more time to review. The Board will revisit at the next Selectmen's Meeting.

- Basket Street Bridge Project: Mr. Peaslee reported he is working with the various points of contact for the required permits.

- Mr. Peaslee reported Ty Bryant has returned to full duty with no restrictions. The Board expressed their happiness at having Ty back with the Highway Department.

- Mr. Peaslee and Ms. Wright submitted a Scenic Road Tree Cut Application to the Planning Board for a small section by the Basket Street Bridge. Ms. Wright noted the Planning Board needs approval from the Selectmen to waive the application fees. Ms. Haight moved to waive the application fees for the Town's Scenic Road Tree Cut application as presented; motion seconded by Mr. Boldt, and the motion passed.

- Mr. Peaslee posted the Town's roads today, and Ms. Wright has been contacting fuel and septic haulers to provide them with the approved 2019 Permit Application for Permission to Truck/Haul on Posted Roads. Mr. Peaslee noted that all roads are passable by emergency vehicles; however, some roads required a little extra care for passenger cars. Due to the road conditions, Mr. Peaslee closed Tilton Haley Road to local traffic only.

- The Board and Mr. Peaslee will discuss the hiring of a Highway Department employee at a future Selectmen's Meeting in order to allow time for Mr. Peaslee to re-interview the two current applicants.

- The F350 is ready to sell. The Highway Crew removed all of the highway-specific equipment, and truck information has been provided to Ms. Graham for the ad. Ms. Graham noted that Chief Ted Call will provide information to the Selectmen by the next meeting on the two trucks the Fire Department is selling – utility and forestry (oldest). Mr. Boldt asked if the Board could have the

information in advance of the meeting, so they have an opportunity to review. Ms. Graham will follow-up with Chief Call. Mr. Boldt also asked Ms. Graham to have Chief Call provide an activity reports for the Board's review.

Parks and Recreation Director, Ole Anderson, welcomed Ms. Haight to the Board of Selectmen. Ms. Haight stated she would follow up with Mr. Anderson in the near future to schedule a meeting. Ms. Haight also noted she would be scheduling individual meetings with other Department Heads in the near future as well.

Selectmen's Reports:

- Ms. Haight noted she was sworn in by the Town Clerk.
- Mr. Boldt noted he participated in the Town Election and Town Meeting.
- Mr. Boldt provided an updated on HB 700, which addresses the methodology of utility taxation

Other Business

- Ms. Graham briefed the Board on this month's check run. It includes wage increases and corresponding retroactive pay; surplus payment to the Capital Reserves; payments to organizations who submitted petitioned articles; payments to election workers, Moderator and Supervisors of the Checklist; airpack lease payment; and the first quarter payment for the Samuel H. Wentworth Library's operating budget.
- The Board reviewed the State's red-listed bridge report, which includes two bridges/culverts in Sandwich – one (culvert) on Whittier Highway (Rt 25) and one (bridge) on Rt 113A at Mill Brook.
- Mr. Scott Currier has been hired as the new Inter-Lakes Middle/High School Principal, and there will be a "Meet and Greet" on April 4 at 6:00 PM at the Sandwich Central School.
- Ms. Graham asked the Board to review the proposed amendments to the Site Plan Review Regulations. The Public Hearing is scheduled for April 4, 2019.
- The Board reviewed the Compliance Officer's activity report for a property on Whittier Highway and asked that Mr. Johnson stay on top of this property.
- Ms. Haight noted that she is interested in exploring the establishment of advisory committees that would focus on long-term projects/issues; for example Broadband/Internet. Mr. Boldt supported the idea, and the Board will discuss again at a future meeting.

There being no further business, the meeting was adjourned at 6:14 P.M. on a motion by Ms. Haight; motion seconded by Mr. Boldt, and the motion passed.

Respectfully submitted,

Jennifer L. Wright