

Town of Sandwich

Selectmen's Meeting: March 14, 2016

Attendees: Selectmen Bud Martin, Toby Eaton, and Robert Rowan; Admin: Catherine Graham and Jennifer Wright

Public: Ole Anderson, Ted Call, and Jon Peaslee

Mr. Martin opened the meeting at 5:00 P.M.

Mr. Martin stated his intention to serve as Chair of the Board of Selectmen and asked for consideration from the other Selectmen. He stated the Selectmen have equal authority and responsibility. Mr. Toby Eaton made a motion to appoint Mr. Bud Martin as Chair of the Selectboard; motion seconded by Mr. Robert Rowan, and the motion passed.

Approval of Minutes: Mr. Eaton moved to approve the minutes of March 7, 2016 as written; motion seconded by Mr. Martin, and the motion passed.

Fire Department Update:

- Fire Chief Call briefed the Board on a call the Fire Department, Police Department, and DART (Dartmouth-Hitchcock Air Response Team) responded to on Sunday, March 13 at a residence on Dale Road. The resident was air lifted to an area hospital. Sgt. Shawn Varney notified the family. Chief Call noted the condition of the residence and his concern for the welfare of the individual and any future habitation. After a brief discussion, Mr. Martin stated the town is prepared to provide assistance as needed.

- Forestry Truck from Center Harbor: the truck, owned by the State, is fully equipped and available immediately. Center Harbor is upgrading their fleet and the truck, which is in great condition, is no longer needed. If the town accepts the truck, the town is responsible for its upkeep and insurance. Chief Call said the only item needed is a radio, which he has in-house. Mr. Eaton asked if the acceptance of this truck would enhance our fire-fighting capabilities. Chief Call stated the truck is from the mid-80's and is an all-wheel drive, 2-1/2 ton truck which will allow for better access to difficult locations. Chief Call noted that the department is in favor of this acquisition. Mr. Eaton asked if the department has money in their budget, and Chief Call felt the acquisition would not really be a budget concern as it only requires a new radio. The insurance and upkeep can be handled within their budget. The Board approved the acquisition as presented, and Chief Call will provide the Board with paperwork to sign as soon as he receives it from the State.

Parks and Recreation Update:

- Parks and Recreation Director, Mr. Ole Anderson, welcomed Mr. Rowan to the Board. Mr. Anderson provided an overview of his current workload and noted he was taking advantage of being between seasons to catch up on paperwork and plan for the upcoming spring and summer season. Mr. Anderson will be working with the Highway Department to dismantle, clean and store the skating rink. Three lifeguard applications have been received to date, and he expects at least one more. Mr. Anderson noted he may be receiving two ping pong tables on loan from a local organization as they no longer have room keep/store them. The only stipulation was that the organization have use of them when requested. Mr. Anderson was researching some possible locations where they could be set-up and used. He stated the underneath of the Old Fire Station is

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almost empty. The Board briefly discussed what it would take to return the space to a comfortable and usable condition as it would be a great space for a variety of recreational programs.

Highway Department Update:

- Road Agent, Mr. Jon Peaslee, welcomed Mr. Rowan to the Board. Mr. Peaslee stated he was ready to order the new one-ton truck and associated equipment and accessories, and he requested permission from the Board to place the following truck on order – GMC one-ton with Fisher plow and body. The truck would be ordered from DiPrizio GMC Trucks Inc (Middleton NH) and the plow and body from Donovan Equipment Co. Inc. (Londonderry NH). Mr. Rowan inquired how many bids were received, and Mr. Peaslee stated three (3). Mr. Peaslee noted he received municipal pricing versus the state bid price as the town needs a four-wheel drive truck. A discussion ensued on the pricing of the three bids received. Mr. Rowan noted that the State Bid Program has four-wheel drive, one-ton pick-up trucks. Based on past use of the program, Mr. Eaton and Ms. Wright offered to assist Mr. Peaslee with the state bid research, if needed. Mr. Peaslee stated that for the body and the plow, the best price was from Donovan, and Mr. Peaslee likes to work with them. Mr. Rowan made a motion that if reasonable savings cannot be obtained through the State Bid Program for the proposed truck then the Road Agent has permission to proceed with ordering the right truck as planned; motion seconded by Mr. Martin, and the motion passed unanimously.

- Vibratory Roller: Mr. Peaslee stated he found a Case roller at G. Stone Commercial in Middlebury, VT for \$39,000 that he would like to purchase. Mr. Peaslee stated only minor repairs and new paint job are required. He will pick it up with a town truck and trailer. Mr. Rowan asked if town trucks can cross state lines, and Ms. Graham stated she researched this with the Town's insurer, PRIMEX, and as long as it is for town business, it is permitted. Mr. Peaslee stated he researched the roller's serial number with the Case dealer, and it was a clean machine. Mr. Rowan made a motion to take the advice of the Road Agent and purchase the vibratory roller from G. Stone Commercial as presented; motion seconded by Mr. Eaton, and the motion was unanimous.

- Road status: mud season is here; however, the highway department is gaining and only sections of some roads are still problem areas.

- Transfer Station: Mr. Peaslee and Ms. Wright will present the revised fee schedule to the Board at their Monday, April 4 meeting.

- On Call Program: Mr. Peaslee reported the new program started last weekend and is working well.

- Culverts: using the State Bid, Mr. Peaslee will be ordering culverts soon for the season.

Town Officer Appointments

- Health Officer: Dr. Douglas McVicar – Mr. Eaton made a motion to reappoint Dr. Douglas McVicar as the Town's Health Officer; motion seconded by Mr. Rowan, and the motion passed unanimously.

- Fire Chief: Ted Call - Mr. Eaton made a motion to reappoint Chief Ted Call as the Town's Fire Chief; motion seconded by Mr. Rowan, and the motion passed unanimously.

- 911 Liaison: Jennifer Wright - Mr. Eaton made a motion to reappoint Jennifer Wright as the Town's 911 Liaison; motion seconded by Mr. Rowan, and the motion passed unanimously.

- Forest Fire Warden: Jim Mykland - Mr. Eaton made a motion to reappoint Jim Mykland as the Town's Fire Warden; motion seconded by Mr. Rowan, and the motion passed unanimously.

- Legal Counsel: Mitchell Municipal Group – After a brief discussion concerning the important role legal counsel plays in a town, especially when it concerns history, longevity and continuity, Mr. Eaton made a motion to reappoint Mitchell Municipal Group as the Town's Legal Counsel; motion seconded by Mr. Rowan, and the motion passed unanimously.

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Town Officer Appointments (continued)

- Auditor: Vachon Clukay & Company - Mr. Eaton made a motion to reappoint Vachon Clukay & Company as the Town's Auditor; motion seconded by Mr. Rowan, and the motion passed unanimously.
- Road Agent: Jonathan Peaslee – Mr. Rowan made a motion to reappoint Jonathan Peaslee as the Town's Road Agent; motion seconded by Mr. Eaton, and the motion passed unanimously. Mr. Rowan recalled a Warrant Article appointing the Road Agent for a three (3) year term for \$100 per year. The Selectmen's Office will research past Warrant Articles and brief the Board at the next meeting.
- Police Chief: Douglas Wyman - Mr. Eaton made a motion to reappoint Chief Douglas Wyman as the Town's Police Chief; motion seconded by Mr. Rowan, and the motion passed unanimously.
- Administrative Assistant: Catherine Graham - Mr. Eaton made a motion to reappoint Catherine Graham as the Town's Administrative Assistant; motion seconded by Mr. Rowan, and the motion passed unanimously.
- Parks and Recreation Director: Oliver Anderson - Mr. Eaton made a motion to reappoint Oliver Anderson as the Town's Parks and Recreation Director; motion seconded by Mr. Rowan, and the motion passed unanimously.
- Director, Emergency Management: Louis Brunelle - Mr. Eaton made a motion to reappoint Louis Brunelle as the Town's Emergency Management Director; motion seconded by Mr. Rowan, and the motion passed unanimously.
- Deputy Director, Emergency Management: Chief Douglas Wyman – After a brief discussion on the roles and responsibilities of the Director and Deputy Director of the Town's Emergency Management Team, Mr. Eaton made a motion to reappoint Chief Douglas Wyman as the Town's Emergency Management Deputy Director; motion seconded by Mr. Rowan, and the motion passed unanimously.
- Welfare Officer: Willard G. Martin – Mr. Martin expressed interest in continuing to serve as the Town's Welfare Officer. Mr. Rowan made a motion to reappoint Willard Martin as the Town's Welfare Officer; motion seconded by Mr. Eaton, and the motion passed. Mr. Martin accepted the reappointment.

Board and Committee Member Appointments: Ms. Graham provided the Board with a list of committee members who requested an appointment to a board or committee or a reappointment for another three (3) year term on their respective committees.

Zoning Board of Adjustment (ZBA): Ben Shambaugh and Peter Van Winkle.

- Ben Shambaugh: Mr. Rowan stated the potential conflict created by having a member serve on both the ZBA and the Planning Board. It was noted that there are potential liability issues, and they need to be addressed. Mr. Eaton agreed. Mr. Rowan made a motion to table the vote for reappointment to a future meeting to allow for further discussion; motion seconded by Mr. Eaton, and the motion passed unanimously.
- Peter Van Winkle: Mr. Eaton moved to reappoint Peter Van Winkle to the ZBA for another three (3) year term; motion seconded by Mr. Rowan, and the vote was unanimous.

Planning Board: Janina Lamb and Ben Shambaugh

- Janina Lamb: Mr. Eaton moved to reappoint Janina Lamb to the Planning Board for another three (3) year term; motion seconded by Mr. Rowan, and the vote was unanimous.
- Ben Shambaugh: Based on the ZBA reappointment discussion noted previously regarding Mr. Shambaugh, Mr. Rowan made a motion to remove Ben Shambaugh from the Planning

Board list as a member of the Planning Board; motion was seconded by Mr. Eaton, and the motion was unanimous.

Conservation Commission: Regular Members: Fred Lavigne and Peggy Merritt;

Alternate Members: Rick Van de Poll and Tracy Ripkey

- Fred Lavigne: Mr. Martin stated for the record that he has both a personal and working relationship with Mr. Lavigne. Mr. Martin noted Mr. Lavigne's stellar performance while serving on the Conservation Commission. Mr. Rowan made a motion to table the reappointment vote to a future meeting to allow time to review the Conservation Commission minutes from the past few years; Mr. Eaton seconded the motion, and the motion passed unanimously.

- Peggy Merritt: Mr. Martin noted the accomplishments of the Commission, and commented on how well the Commission has been run under Peggy's leadership. Mr. Rowan made a motion to table the reappointment vote to a future meeting to allow time to review the Conservation Commission minutes from the past few years; Mr. Eaton seconded the motion, and the motion passed unanimously.

- Rick Van de Poll: Mr. Eaton stated he would not second a motion to appoint; however, it was agreed to table the motion until the next meeting. Mr. Rowan made a motion to table the vote to appoint Rick Van de Poll to the Conservation Commission as an alternate to the next Selectmen's Meeting; Mr. Eaton seconded the motion, and the motion passed unanimously.

- Tracy Ripkey: Mr. Eaton made a motion to appoint Tracy Ripkey to the Conservation Commission as an Alternate member; motion seconded by Mr. Rowan, and the motion passed unanimously.

Historic District Commission (HDC): Geoff Burrows, Patsy Carega, and Dale Mayer

- Geoff Burrows: Mr. Rowan made a motion to reappoint Geoff Burrows as a Regular member to the Historic District Commission; motion seconded by Mr. Eaton, and the motion passed unanimously.

- Patsy Carega: Mr. Eaton made a motion to appoint Patsy Carega to the Historic District Commission as a Regular member; motion seconded by Mr. Rowan, and the motion passed unanimously.

- Dale Mayer: Mr. Eaton made a motion to appoint Dale Mayer to the Historic District Commission as a Regular member; motion seconded by Mr. Rowan, and the motion passed unanimously.

Agriculture Commission: Pat Russell, Holly Cook, and Maggie Porter

- Pat Russell: Mr. Eaton made a motion to appoint Pat Russell to the Agriculture Commission; motion seconded by Mr. Rowan, and the motion passed unanimously.

- Holly Cook: Mr. Eaton made a motion to appoint Holly Cook to the Agriculture Commission; motion seconded by Mr. Rowan, and the motion passed unanimously.

- Maggie Porter: Mr. Eaton made a motion to appoint Maggie Porter to the Agriculture Commission; motion seconded by Mr. Rowan, and the motion passed unanimously.

Ms. Graham will notify the newly appointed/reappointed board and committee members to remind them to get sworn in by the Town Clerk at their earliest convenience. Mr. Martin will contact those individuals and/or the chair of the particular boards/committees where a vote for an appointment or reappointment was tabled or where it was voted not to reappoint. The Board reviewed the

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upcoming meeting schedule and determined that no board or committee was without a quorum.

Selectman Liaison to Boards/Committees

- Historic District Commission: Mr. Rowan
- Planning Board: Mr. Eaton; alternate Mr. Rowan
- Zoning Board of Adjustment: Mr. Martin
- Conservation Commission: Mr. Martin
- Agriculture Commission: Mr. Eaton

Correspondence

- Ms. Wright notified the Board of her upcoming Navy Reserve schedule.
- Library Trustee Appointments: the Library Trustees requested the Board of Selectmen appoint the following individuals for a one (1) year term as Alternates to the Library's Board of Trustees: Wendy Shambaugh, Ron Lawler, and Peter Wobber. Mr. Rowan made a motion to accept the Library Trustees appointment recommendation for Wendy Shambaugh, Ron Lawler, and Peter Wobber as Alternates to the Board for one (1) year terms each; motion seconded by Mr. Eaton, and the motion passed unanimously.
- Ms. Wright notified the Board that the town received the "Closeout of EMPG Grant Award – FFY 2013 – CFDA #97.042" for the Local Emergency Operations Plan Update. The NH Division of Homeland Security & Emergency Management reviewed and approved the final narrative and financial reports associated with the aforementioned grant.
- The Board received an email from Mrs. Martha Carlson requesting an ad hoc committee be formed to draft a start to a management plan for Meadow Brook. The Agriculture Commission is interested in applying for a National Fish and Wildlife Foundation Monarch Project Grant, and the deadline is May 2.
- The Board reviewed the final draft of a Zoning Compliance Letter (drafted by Mr. Tom Johnson/ Compliance Officer, and reviewed and approved by Town Counsel) to a property owner on Squaw Cove Road.
- The ZBA wrote a letter appealing to residents to volunteer to serve on the land use board. The Vice Chair, Mr. Jim Mykland, requested the Board review the letter and then post on the Town's website, Meredith News and SandwichBoard. The Board had one minor edit, and Ms. Wright took the action to review the draft with Mr. Mykland.
- The Board signed the 2016 MS-232, "Report of Appropriations Actually Voted – Sandwich"
- Mr. Martin signed the Atlas Fireworks contract for the Town's fireworks on July 3.

Other Business

- Police Building Committee: Ms. Graham will schedule the committee to meet with the Selectmen in the next few weeks.
- Mr. Rowan inquired whether or not the Town had a ride-along policy for individuals other than town employees/officials riding in town-owned vehicles, in particular the Police Department. Ms. Wright stated the Highway Department does; however, she is unaware of any other policies. Mr. Martin will follow up with the Police Chief. It was noted that the town needs to have policies in writing as this is a potential liability issue. Ms. Graham will follow up with PRIMEX the week of March 21.
- Mr. Rowan addressed the Police Department's House Check Program that utilizes volunteers to assist with house checks. Mr. Rowan expressed concern about liability and wanted to know whether the individuals are certified and what type of training they receive. Mr. Martin agreed this is an important issue, and the Board will ask Chief Wyman to address their concerns at a future

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meeting. Ms. Graham will speak with them. Ms. Graham will follow up with PRIMEX the week of March 21.

- Special Details: Mr. Rowan discussed the process regarding the host town reimbursing the town for the detail; however, it does not address the issue of liability. This is an issue he feels needs to be reviewed and discussed, and Mr. Eaton agreed. Mr. Martin noted his agreement, and the Board should give it a fresh look.

Mr. Martin moved to go into Non-Public Session per RSA 91-A:3II(c) for a discussion which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting; motion seconded by Mr. Rowan, and the motion passed unanimously.

Roll Call Vote: Mr. Martin – aye; Mr. Eaton – aye; Mr. Rowan – aye

The Board entered Non-Public Session at 7:07 P.M.

The Board discussed Board and Committee Appointments and Reappointments.

Per RSA 91-A:3 III, Mr. Rowan moved to seal the minutes for an indefinite period; motion seconded by Mr. Eaton, and the motion passed unanimously.

Mr. Martin moved to leave Non-Public Session at 7:29 P.M, motion seconded by Mr. Rowan, and the motion passed unanimously.

Roll Call Vote: Mr. Martin – aye; Mr. Eaton – aye; Mr. Rowan – aye

The Regular Meeting reconvened at 7:30 P.M.

There being no further business, the meeting was adjourned at 7:30 P.M. on a motion by Mr. Rowan; motion seconded by Mr. Eaton, and the motion passed unanimously.

Respectfully submitted,

Jennifer L. Wright