



**BOARD OF SELECTMEN**  
P.O. BOX 725  
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**BOARD MEETING MINUTES**  
**March 19, 2018**  
**7:00 p.m.**

**Selectmen Present:** Nancy Carney, Daniel Baker, Charles Kenison

Ms. Carney called the meeting to order at 7 p.m.

**PRIMARY:**

- \*\*\* **APPROVE MINUTES**  
- **February 26, 2018**  
- **March 5, 2018**

Mr. Baker made a motion to approve the minutes of February 26, 2018. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Mr. Baker made a motion to approve the minutes of March 5, 2018. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

- \*\*\* **APPROVE MANIFESTS**

Ms. Carney made a motion to approve the manifests. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

- \*\*\* **REVIEW SIGNATURE FOLDER** – The Selectmen reviewed and signed.

- \*\*\* **CONSTRUCTION PERMIT**  
**Map 6, Lot 17-2**

**Map 6, Lot 17-2** – Mr. Baker made a motion to approve the Construction Permit for Map 6, Lot 17-2. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

- \*\*\* **CERTIFICATE OF OCCUPANCY**  
**Map 32, Lot 42**

**Map 32, Lot 42** – Ms. Carney made a motion to approve the Certificate of Occupancy for Map 32, Lot 42. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

- \*\*\* **APPOINT CHAIRMAN**

Ms. Carney stated it was time to appoint a Chairman.

Mr. Baker made a motion to nominate Ms. Carney as Chairman. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

- \*\*\* **APPOINT REPRESENTATIVES TO BOARDS**  
- **Planning Board**  
- **ZBA**  
- **Historic District**

Ms. Carney shared that a representative was needed for the following Boards/Commissions:

**Planning Board** – Mr. Kenison agreed to serve as the Selectmen's representative.

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**ZBA** – Mr. Baker agreed to serve as the Selectmen’s representative.

**Historic District** – Ms. Carney agreed to serve as the Selectmen’s representative.

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## REVIEW INFORMATION FROM PLANNING BOARD

- **Scenic Road Ordinance**
- **Lot line adjustment application**
- **Subdivision application**

Ms. Carney suggested at the Planning Board’s last meeting that they communicate with the Selectmen to keep them informed of what was happening. Ms. Carney shared the following was information they were working on:

**Scenic Road Ordinance** – Ms. Carney shared that it was part of the Master Plan. Ms. Favreau asked why an ordinance was being created before we had a road. The question was asked about public utilities doing work.

**Lot line adjustment application** – Ms. Favreau shared that she had a problem with what was being requested. Ms. Favreau shared it gives the Planning Board a lot of leeway as to what information they might want to have. Mr. Baker asked if this was in the Master Plan. Ms. Carney shared just the scenic road was. Discussion was held on whether it was for the existing Master Plan or for the Master Plan to be revised in 5 years. Ms. Favreau thought it was the current Master Plan. Ms. Carney shared the Master Plan was done every 10 years and she asked the Planning Board why it was being worked on now.

Ms. Favreau and the Selectmen reviewed the lot line adjustment in the current Master Plan. Mr. Baker asked where it was coming from. Ms. Favreau shared the information in the Compliance with Zoning Ordinances table was incorrect. Mr. Baker asked if the entire Planning Board reviewed what they wanted to work on. Ms. Favreau shared that she hasn’t seen any discussion in the minutes. The Selectmen agreed that it should be discussed in the Planning Board. Mr. Kenison asked if the Planning Board was under the same regulations as the Selectmen. Ms. Carney stated they were. Mr. Baker stated he was struggling with the process. If one person was assigning work and coming back to the Board – it was a different tone. Ms. Carney shared it should be the Planning Board asking for information to be brought to them for discussion.

Mr. Baker suggested the Selectmen could meet with Mr. Silverman or the Planning Board. Mr. Baker shared when he took the class, he learned that the Selectmen don’t manage the Boards. Mr. Baker asked if the Selectmen had any input if it isn’t being handled correctly. Mr. Kenison asked if the Selectmen had a right not to enforce it. Ms. Favreau shared the Planning Board was in charge of approving lot line adjustments. Ms. Favreau felt the Selectmen had a right to question the information required in the application.

After a lengthy discussion, the Selectmen agreed to have Ms. Favreau draft a letter to the Planning Board, stating their concerns and noting incorrect information. The Selectmen also asked Ms. Favreau to schedule a meeting with the Planning Board.

Point of discussion: information being requested of the landowner first 2 pages were okay; 3<sup>rd</sup> page okay; 4<sup>th</sup> page – if just moving the boundary line, why was a perk test required; page 5 – D and H, why were they needed? The list of items that may be required. Should information be provided or not - maybe required for a subdivision but not for a lot line adjustment. Question in a simple lot line adjustment – why required. The Selectmen agreed that the information needed to be separated out as to a lot line adjustment and a subdivision.

**Subdivision application** – The Selectmen reviewed and agreed that some of the information pertained to a subdivision.

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## ZBA ALTERNATE APPOINTMENTS

Ms. Favreau shared Ms. Silverman asked that this be added to the agenda. Ms. Favreau thought that the Selectmen had discussed this and decided not to appoint anyone until someone resigned. Ms. Favreau reviewed who was an alternate.

Ms. Carney made a motion to approve Gretchen Wittenborg and Susan Massin as alternates on the ZBA. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

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## VETERAN TAX CREDIT APPLICATION

Ms. Carney reviewed the Veteran Tax Credit Application for Robert and Donna Miller (Map 6, Lot 17-2). Ms. Favreau shared they qualified.

Mr. Baker made a motion to approve the Veteran Tax Credit Application for Mr. & Mrs. Miller. Mr. Carney seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

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## \*\*\* REVIEW PROPOSAL FROM SCULLY ARCHITECTS

Ms. Carney shared that a proposal was received from Scully Architects. Mr. Baker shared that he has met with Dave Drasba. Questioning some of the costs and wondered if some of the items were really needed. Even if estimates, it would be their hourly rate. Mr. Baker shared that between \$15-25,000 was for their basic proposal that they would use to document the application for LCHIP and do a statement of work. Mr. Baker gave Mr. Kenison background information on the steeple project. Mr. Baker stated that we have received hourly rates for the staff that would be involved from Scully Architects.

Ms. Carney would be attending the LCHIP workshop and would be asking questions to be brought back to the Selectmen. Mr. Baker discussed the pillar work out front of the Town Hall and West Rindge Builders' process. The Selectmen discussed their concerns with taking the steeple off or having it remain in place. Mr. Kenison shared that he had read the proposal from Scully Architects and asked if some work had already been done. The Selectmen replied that some work had been done.

Ms. Carney asked if the Selectmen accepted the proposal as is or accept with changes. Mr. Baker would like to accept as is.

Mr. Baker made a motion to accept the proposal from Scully Architects and to notice the architects that have come in and let them know the project has been awarded to Scully Architects. NC seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

## \*\*\* REVIEW PROPOSAL FROM HAMPSHIRE FIRE PROTECTION

Ms. Carney reported that a proposal to repair the fire alarm system at the Village Fire Station was received from Hampshire Fire Protection. The estimated cost was \$4,450. Ms. Favreau shared she would submit a claim to the insurance company.

Ms. Favreau reported the Town's property/liability was \$28,095. Mr. Baker asked if Primex had been noticed of the damage. Ms. Favreau shared they were. Ms. Favreau also shared we were rated at .83% for loss. Ms. Carney asked if it would be better to take the pump cost off of the claim. Ms. Carney shared that Emergency Management and Forestry budgets could handle the cost. Mr. Baker suggested Ms. Favreau submit the claim and follow-up with the Selectmen if it was going to affect the rate. Ms. Favreau noted the deductible was \$1,000.

## \*\*\* REVIEW LETTERS FROM AVITAR

- **Land Use Change Tax – Map 17, Lot 4**
- **Abatement Recommendation – WiValley, Map 15, Lot 6-12TWR**
- **Solar Exemption – Map 15, Lot 38**

**Land Use Change Tax – Map 17, Lot 4:** Ms. Carney reviewed the letter from Mark Stetson, Assessor Supervisor with Avitar regarding the Land Use Change Tax for Map 17, Lot 4. Mr. Stetson recommended a Land Use Change Tax in the amount of \$2,800.

Mr. Baker made a motion to approve the recommendation of Avitar for \$2,800. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney – Yes, Mr. Kenison - Yes. Approved – 3-0

**Abatement Recommendation – WiValley, Map 15, Lot 6-12TWR:** Ms. Carney reviewed the letter from Mark Stetson, Assessor Supervisor with Avitar regarding WiValley's abatement application. Mr. Stetson recommended that the assessment be revised to \$53,000 based on physical data and an abatement be processed for the value difference of \$47,000. Mr. Stetson also recommended that the tower be reviewed for its status on April 1<sup>st</sup> as Mr. Faucher indicated that some of the antennae were being relocated to the nearby cell tower antenna.

Mr. Baker shared that Mr. Faucher indicated that the Selectmen had agreed not to tax the tower. Ms. Favreau had reviewed previous year's Selectmen's minutes and couldn't find any record of a waiver of taxes.

Mr. Baker made a motion to accept the recommended value of \$53,000 and to tax the property in accordance with the recommendation. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney – Yes, Mr. Kenison - Yes. Approved – 3-0

**Solar Exemption – Map 15, Lot 38:** Ms. Carney reviewed the letter from Mark Stetson, Assessor Supervisor with Avitar regarding Solar Exemption for Ronald & Angela Pastor. Mr. Stetson recommended approving the application for Map 15, Lot 38. The solar panels were valued at \$24,000.

Mr. Baker made a motion to accept the recommendation to abate the tax. Ms. Carney seconded. Mr. Baker – Yes, Ms. Carney – Yes, Mr. Kenison - Yes. Approved – 3-0

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7:00 p.m.

\*\*\* **REVIEW AND SIGN ESCROW AGREEMENT – SAGA COMMUNICATIONS**

- **Assignment of new attorney**

Ms. Favreau shared it was for the reassignment of a new attorney to the escrow agreement. The Selectmen signed.

\*\*\* **RESIGNATION – DEPUTY TOWN CLERK**

Ms. Carney reviewed the resignation letter of Kristen Lehmann.

Mr. Baker made a motion to accept the resignation. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney – Yes, Mr. Kenison - Yes. Approved – 3-0

Mr. Baker asked Ms. Favreau to send a letter to Ms. Lehmann.

\*\*\* **VACATION REQUEST**

The Selectmen reviewed the vacation request of Ms. Favreau and approved.

\*\*\* **SIGN AND REVIEW HAZARD MITIGATION PLAN**

Ms. Carney shared that every five years the Town's Hazard Mitigation Plan was revised. Ms. Baker asked if Ms. Carney was okay with the plan. Ms. Carney stated she was.

Mr. Baker made a motion to approve the Hazard Mitigation Plan as revised. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney – Yes, Mr. Kenison - Yes. Approved – 3-0

\*\*\* **NON-PUBLIC SESSION RSA 91-A:3 II(b) - Hiring**

At 8:27 p.m. Ms. Carney made a motion to go into non-public session under RSA 91-A:3 II(b). Mr. Baker seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

At 8:35 p.m. Mr. Baker made a motion to leave non-public session and seal the minutes as disclosure would adversely affect the reputation of the person other than a member of the board. Ms. Carney seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

**OTHER BUSINESS:**

- **Delegation Meeting – City of Keene** – The Selectmen reviewed. Mr. Baker might attend.

- **Southwest Region Planning Commission Highlights** – The Selectmen reviewed.

- **Review newsletter articles** - The Selectmen reviewed and discussed.

Mr. Baker made a motion to adjourn the meeting at 8:45 p.m. Mr. Kenison seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Nancy Carney, Chairman

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Daniel Baker

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Charles Kenison  
Board of Selectmen