

**WORK SESSION  
DRAFT**

**PRESENT:** L. M. Smith, Chairman; E. B. Beattie, Vice Chairman; L. Gargiulo, Selectman; L. A. Ruest, Town Administrator

**TOPPAN EASEMENT:** Conservation Commission Chairman S. Hanson, J. Kibler and J. Charpentier of the Society for the Protection of NH Forests were present. The Board reviewed the June 25, 2019 draft as revised by the Kibler's attorney.

J. Kibler noted that the monetary commitment remains for the Kiblers; however, certain wording was struck to avoid confusion. The matter of the adoption by RSA 36-A: 4a, I, b, was discussed with the knowledge that the Town is to retain executory interest; terminology that will be part of the agreement. It was then agreed that this is a better option for the Town and that there is no need to bring the matter of adopting RSA 36-A: 4a, I, b to the 2020 Town Warrant.

It was confirmed that funds will be paid to the Forest Society who will buy the conservation easement from the Kiblers. Amendments made to the June 25 draft included clarification regarding private fundraising (Forest Society to manage donations), clarification of costs associated with each party, and identifying that a parcel will be reserved with the right of the Kiblers to develop.

A good amount of discussion took place with regard to the reserved parcel. Questions were raised as to the number of acres, whether the area is developable in accordance with zoning, conformance versus nonconformance of the proposed parcel area, and the potential of obtaining a future variance or approval for private road subdivision as the area does not meet frontage requirements at present. Town Counsel will be asked for language to best address the intent of conserving the greater area of the parcel (Map 5, Lot 43) with the Kiblers' right to develop (or sell) a parcel in the future (Page 3, numbers 6 and 7). The intent is to identify the minimum acreage for a conforming building lot; minimum acreage requirement by zoning is two acres (three acres is the preference, not to exceed four acres, is suggested). The Board acknowledged that it does not have authority to approve a parcel.

In addition, Town Counsel will be asked for direction as to the actions of the Conservation Commission following close of the public hearing on July 17 as well as action (motion) of the Board of Selectmen at its meeting immediately following the public hearing.

**WINTER ROAD MAINTENANCE RFP (INSURANCE REQUIREMENTS UPDATES):**  
The Board reviewed and amended the most recent draft Request for Proposals (RFP) with the intent to mail packets as soon as practical with a due date of return bids of August 20.

Discussion included the number of maximum inches of snow to accumulate before plowing begins as well as the need of the contractor to recognize that certain quality, types and numbers of vehicles are needed to fulfill the terms of the Agreement. Required vehicles listed in the RFP will be verified with the Road Agent before mailing. The contractor will be required to submit documentation supporting good driving records from the Department of Motor Vehicles of all its

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employee drivers. The Board retained the requirement of General Liability Umbrella Policy in the amount of \$3,000,000 with the intent of addressing questions when bids are received.

E. Beattie referred to Hampton Falls issues and roadblocks experienced over the past 10 years with regard to winter road maintenance services. These matters were discussed, in part, in conjunction with the potential of the periodic need for subcontractors. The Board agreed and determined that any subcontractor or subcontracted arrangement must be approved in advance by the Board of Selectmen (17. Assignment); this being with the understanding that the contractor is fully responsible for the subcontractor performance and liability; the Town not being responsible for the subcontractor.

The Board discussed the possibility of reaching out to neighboring Towns for winter road maintenance services possibly by inter-municipal agreement. The Town Administrator asked the Board for contractor names and contact information to send RFPs. A copy of the bidders listing will be provided to the Board.

The Request for Proposal 2019:02 will be considered to be and made part of the 2019-2020 Winter Road Maintenance Services Agreement and Agreement Specifications - Scope of Work.

**ROUTE 1 TRAFFIC CONCERNS – SCHEDULE MEETING WITH NH DOT:** The Board of Selectmen acknowledged a communication from the Police Chief with regard to concerns of business owners, and others, relating to heavy Route 1 traffic and its negative impact on business as well as the impact to Town roads where drivers are seeking alternate routes. Following discussion, the Board asked that this matter be added to the July 17 Selectmen's agenda to hear input from the Police Chief.

**VETERANS TAX CREDIT APPLICATION:**

**MOTION:** To approve the Veterans Tax Exemption application for Map 7, Lot 14 as presented.

**MOTION: L. SMITH**

**SECOND: L. GARGUILO**

**UNANIMOUS**

**ASSESSING SOFTWARE CONVERSION (VISION TO AVITAR):** T. Haywood was present. He distributed spreadsheets identifying the old to new values resulting from the assessing software conversion (Vision to Avitar) performed this year. He reported that Avitar's efforts to convert values do not match exact and that the Board needs to provide direction; a matter that was identified at the time of decision to convert.

Following discussion of options, the effect on the MS-1 report and assessed value totals, the variance from one software to the other, and the amount of time needed by the Assessor, the

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Board asked that T. Haywood review those properties with a variance of \$2,100 and greater and provide information to the Board as to the reasons or justification for adjustment.

**MEETING WITH TRICENTENNIAL COMMITTEE MEMBERS:** The Board discussed a proposal for a carnival as fundraising for this Committee and a recent determination to cancel the event for 2019. This matter will be added to the July 17 Selectmen's agenda to meet with Tricentennial Committee members.

**PERSONNEL – PART-TIME MEETING MINUTES RECORDER:**

**MOTION:** To appoint Jessica Griffin, of Kittery Point, Maine, as part-time Meeting Minutes Recorder, at a pay rate of \$17.15, on a six-month probationary basis, as recommended by the Town Administrator.

**MOTION: L. SMITH**

**SECOND: E. BEATTIE**

**UNANIMOUS**

The work session adjourned at 11:57 a.m.