

Town of Bartlett Office of Selectmen

Meeting Minutes: March 14, 2016

Attendance: Chairman Gene Chandler, David Patch, Jonathan Hebert

Visitors: Erik Corbett, Ray Mitchell, Michael Dow, Scott Grant

Reporters: None

Meeting opened at 03:30 PM

Lynn Jones, AA, informed the Selectmen that Brenda Medeiros, Sec., had checked with our computer support and we will need a module to do direct deposit of pay checks. The cost of the module is \$1500.00. Lynn Jones, AA, had contacted our bank and the cost is as follows: monthly fee \$25.00, per item fee of .05, and security token of \$5.00 per user. Selectman Hebert inquired if we can pass the per item fee cost on to the employee. No one knew the answer to the question. Erik Corbett inquired if there are any bank charges now. Lynn Jones, AA, replied, "No". Selectman Patch inquired if we had included that much in the budget for this as he wasn't aware of these costs. Chairman Chandler stated that he was surprised to hear of the \$1500.00 charge as he had spoken to the owner of the company and he wasn't told of this. Chairman Chandler will call the company with Selectman Hebert present and speak to the owner again.

Chairman Chandler let the other Selectmen know that Village Green LawnCare, LLC doesn't do the soil care and fertilization of crabapple trees. He, therefore, suggested that we sign the contract with Bartlett Tree Experts. Selectman Hebert commented that he had wanted to get more quotes as he felt the price was high. It was agreed by all to have the fertilization done but to hold off on the pest management.

Kevin McKinnon of North Country Council met with the Selectmen to go over the following: 1.) McKinnon inquired as to when was the last time that Bartlett had paid dues to North Country Council. Chairman Chandler replied that he didn't know the date but it has been a long time. McKinnon inquired why. Chairman Chandler stated that it is not worth the money. The dues for 2016 would be \$5788.64. 2.) McKinnon mentioned that the Selectmen could appoint a representative to the council but the representative wouldn't be able to vote unless the dues were paid. 3.) McKinnon stated that North Country Council could assist with updating the town's master plan. Selectman Patch commented that the Planning Board is working on doing that now and have sent out a survey which they are waiting to hear back on. 4.) McKinnon also mentioned that they could help with a capital improvement plan. 5.) McKinnon also inquired about a Hazard Mitigation Plan update. McKinnon mentioned that Bartlett's was done in 2011 and a new update is due for 2016. 6.) McKinnon mentioned that the town has 46 miles of class V town roads which they could assist with assessing the condition of each road. They would forward the information to the UNH T Center who would determine what work should be done to each road. Selectman Hebert inquired if this is free or would we have to pay extra. McKinnon stated that it would be extra but there is funding available from NHDOT but you need to do a formal request to them. Selectman Hebert inquired if we could do this as non members. McKinnon stated that they would have to charge and the rate is \$68.00 per hour. Selectman Hebert commented that he should have come before town meeting. McKinnon stated that he has 51 towns to visit and just couldn't make it. 7.) McKinnon mentioned that the Foster Street bridge over the brook is on the NHDOT red list and they would be willing to work with the road agent on issues such as this. Selectman Hebert inquired as to who maintains the software. McKinnon stated that it is done through DOT as you just fill in the blanks and you aren't allowed to keep the software.

Scott Grant and David Shedd who are members of the Bartlett Planning Board met with the Selectmen to discuss issues concerning the Planning Board. Shedd stated that they need to figure out a way to communicate with the community. Shedd mentioned that they are having problems with the telephone and that the computer isn't connected to the internet. Shedd stated that Sec. Barbara Bush is very thrifty and using second hand equipment and is unable to do group e-mails. Selectman Hebert stated that there are three different clients to use and they had chosen option 3 as it is the simplest. There are other options available and we can use those as the system is in place. Scott Grant stated that there is a phone but no answering machine. They would also like to see a sign on the door that says Planning Board. S. Grant also inquired as to why it is taking two months to get the internet. Chairman Chandler commented that we have been having problems with the phone system and we are waiting for the cable company to come connect the internet. Selectman Hebert commented that she has a brand new computer. S. Grant inquired about why they have to ask in writing for things. Lynn Jones, AA, stated that she had asked to have it in writing so she would know what she needed to order and exactly what was wanted so she wouldn't get the wrong things. Jones, AA, also mentioned that part of the problem with the phone was that someone had it plugged into the auxiliary line instead of line one. Shedd stated that he would be willing to work with Selectman Hebert and Lynn Jones, AA, to get things straightened out as communication is the key to it all. Lynn Jones, AA, also mentioned that she had purchased a new printer, that made copies, faxed, scanned, etc. and B. Bush didn't want it and wanted her old printer back so she swapped it with the police department. S. Grant inquired if they could get the new one back. Chairman Chandler commented that it was fine with the Selectmen. S. Grant inquired if the sign on the door was ok. The Selectmen were fine with that. D. Shedd inquired if the office would be moved to the other side of the room. The Selectmen replied yes it is to be moved to where the handicap voting booth is and they will move the booth up front which will make an easier access for anyone who needs to use it. Lynn Jones, AA, also mentioned that there are three other desks in the basement so if B. Bush doesn't like the one she has the highway department will change it out for her. Chairman Chandler commented that if she needs more file cabinets that she needs to let us know so that we can get them. Shedd stated they are fine for now. Shedd stated that Bush can be awkward to work with and frustrating at times but she is very thorough with taking minutes. Chairman Chandler reminded them that she works for you. Selectman Hebert commented that we pay but you manage. Brenda Medeiros, Sec. mentioned that it would be nice if some regular hours were held each week as she doesn't know what to tell people when they ask when the office is open. S. Grant stated that regular hours would be worked out. Chairman Chandler mentioned that we would turn up the heat in the room if we knew when she was coming and that way she wouldn't have to sit in there with her coat and mittens on. We will get whatever is needed if it is within reason. Selectman Hebert offered to assist with any way he could to figure out what she wants the internet to do and set it up for her. Shedd stated that he would get with Lynn Jones, AA, and figure out the rest of the issues.

Scott Grant mentioned that the handicap ramp has issues at the bottom of it and his Mom had a hard job getting in on election day. Erik Corbett stated that there are pot holes that need to be filled in. Chairman Chandler and S. Grant went on a field trip so that Grant could show him what and where the problems were.

Fire Chief L. Patrick Roberts stated that the law has changed and the permits to operate a place of assembly need to be headed with Bartlett Fire Department masthead instead of the State of New Hampshire. Roberts would like to order 200 of them. He would put the symbol for the Bartlett Fire Department on them in the place of the NH State seal. Selectman Hebert inquired as to who gets the copies. Roberts stated that the white copy is the owner/operator, the canary copy goes to the fire chief,

the pink copy goes to the liquor commission, and the goldenrod to the State Fire Marshal. Selectman Hebert commented that if the municipality has to do these we could probably get them cheaper if we did three copies instead of the four. Roberts replied that the State does still want a copy. Selectman Hebert commented that they should have to pay. The Selectmen were fine with Roberts ordering the permits.

Roberts had sent a request for inspection for the renewal of seven places of assembly permits for the Grand Summit Hotel & Crown. Selectman Hebert inquired as to how many of these inspections does Roberts do annually. Roberts stated he didn't know and needs to sit with Shawn Bergeron (Bergeron Technical Services) and work something out but he would say probably 50. The Selectmen signed the request for inspection to have Roberts conduct the inspections.

Chairman Chandler informed the rest of the board that there was an issue at the Bartlett Jackson Transfer Station that the Jackson Police Chief wanted to change the area of the compost pile and use it for a shooting range. Chairman Chandler called Jackson and spoke to Julie. She wasn't aware of this. Chairman Chandler stated that we had this discussion before and he reminded them this is a joint decision between the two towns and not a decision for the police chief to make.

Chairman Chandler had the five year lease agreement for the John Deere backhoe and he stated that it will take about 30 days after the lease is signed before we receive the backhoe. This is a lease to own agreement and there is an escape clause in it. R. Mitchell inquired if it has unlimited hours on the backhoe. No one knew for sure but Selectman Patch stated that he would be surprised if the highway department would put 500 hours a year on it. Selectman Patch also stated that the 2004 that we have now has about 4700 hours on it and is 12 years old. Chairman Chandler and Selectman Patch signed the lease agreement, but will check with the road agent to be sure of the hours.

Selectman Hebert inquired as to what other benefits that the North Country Council might offer. Chairman Chandler stated that we did join one year but we quickly found out that they also charge for what they do. It isn't included in the dues so this gets very expensive.

Selectman Hebert inquired if we are now members of the MWV Economic Council. Chairman Chandler replied that we are. Selectman Hebert stated that there is a meeting this Friday and he would like to attend. Chairman Chandler appointed Selectman Hebert to be the Selectmen's representative. Selectman Patch agreed to the appointment. Chairman Chandler mentioned that Gail Paine had been the representative and we would write a letter thanking her for her service. (Letter was written and signed by the Selectmen).

There being no further business the meeting was adjourned at 05:15 PM.

Respectfully submitted,

Brenda Medeiros, Sec.