

Town of Bartlett Office of Selectmen

Meeting Minutes: June 20, 2016

Attendance: Chairman Gene Chandler, David Patch, Jonathan Hebert

Visitors: Ray Mitchell, Mark & Maddy Dubney

Reporters: None

Meeting opened at 03:30 PM

A telephonic call was placed to the town attorney.

Tax Collector, Cheryl Nealley, met with the Selectmen and gave them the tax collectors deeds for several properties in Bartlett. Selectman Hebert inquired as to how many of those were time share units. Nealley stated that there are five units and that a couple of them are going up for Sheriffs sale on July 19th. Selectman Patch suggested that since we have liens on them that we should just let the sheriffs department handle those. Nealley stated that the quarterly dues for some of the units is as high as \$1,724.10 quarterly. Selectman Hebert inquired if that amount is paid four times a year making the dues \$6896.40. Selectman Patch inquired that since they only own the unit for one quarter why would they pay for four. Nealley stated that she was pretty sure that they pay the quarterly dues amount four times a year but she will call Martha Amidon of the Owner Services to verify this. Selectman Patch inquired if the interest stops now. Nealley stated yes and that she will need a signed waiver from the Selectmen for any properties they aren't taking. It was later verified that the fees were due quarterly for each owner and varied depending on the type of unit.

Michael Horrigan, President of the Beechwood's Homeowners Association met with the Selectmen to discuss two topics. The first was to inform the Selectmen that he has scheduled time with the Planning Board as it has been discovered that the setback and survey results recently completed found that space originally proposed for 3 houses in Phase 2 cannot legally accommodate 3 houses. They would like to prove an alternate location for one of the homes so are meeting with the planning board to understand the steps necessary for town review and approval. Chairman Chandler questioned that doing away with one lot is taking land away from the association and he isn't sure how the homeowners would feel about that as now they won't have as much land as they had originally purchased.

Horrigan stated that the second topic was to follow up on the activities concerning the Phase 2 roadway issues. Chairman Chandler stated that in answer to the first question concerning the drainage, slope and utility easements not being required if the road is never to be returned to the town issue being closed, he said as far as he is concerned the answer is no. Chairman Chandler explained that he would like the assistance from the town's attorney to make absolutely sure in strong language that it can never be a town road. Safety is a major reason for this for access of emergency equipment.

Question 2 concerning the retaining wall and slope in Unit 34 as it appears the lots were never designed as a second access. Chairman Chandler stated that as far as he is concerned this issue is no longer applicable and can be considered closed.

Question 3 concerning guard rails and slope on first fifty feet of Highwood Drive. Engineer Phillips has stated that the Town of Bartlett doesn't allow guard rails. Chairman

Chandler confirmed this and stated it is part of the Bartlett road specs. Chairman Chandler stated that years ago the Selectmen were in charge of roads, but we were taken to court and the planning board became in charge of them. However, since then it was reverted back to give the Selectmen the authority so it is now a question of jurisdiction which the Selectmen will have to check this out further.

Question 4 concerns a covenant that all roadway and drainage infrastructure shall be located within the right of way. Chairman Chandler stated that the Selectmen need to discuss this further with Engineer Phillips. Selectman Hebert commented that this is a town road issue and safety is a major concern.

Question 5 relates to a NHDOT authorized driveway permit. Chairman Chandler inquired if they ever got the state driveway permit. Horrigan has a paper with a number on it but not the permit. Selectman Patch explained to Horrigan that if the state granted him a number he should be able to contact them to get a copy. Chairman Chandler instructed him to contact the Lancaster DOT office of the NHDES and request a copy of the driveway permit since he does have a permit number.

Question 6 concerning the street cross section to be revised to show slopes no steeper than 4:1. Chairman Chandler informed Horrigan that they need to ask Engineer Phillips if he has a road profile. Horrigan signed an Engineering Review Agreement to be able to continue to use Engineer Phillips for the engineer.

Question 7 references the phase 2 road inspection as the former developer had stated that the roadwork had been inspected by the town road agent. Chairman Chandler informed him that Engineer Phillips will speak to the road agent as the material may be an issue and if so they may need to do bore test holes.

Question 8 references the cul-de-sac at the end of Beechwood's drive which has been deleted but Engineer Phillips has recommended it be added back in or a waiver approved. Chairman Chandler stated that we are remiss to give a waiver for a cul-de-sac as there are certain requirements that must be met to have one such as being large enough to turn a fire truck or ambulance around in. We would have to have the fire chief take a look at the area. Selectman Patch inquired if it would be cleared and paved to that size. Horrigan stated that it would. Selectman Patch also mentioned that the cul-de-sac is a bigger issue and resolution needs to be coordinated with the Planning Board if and where a cul-de-sac is still needed.

Question 9 under other issues is the sight distance for the driveway off Dundee should no longer be applicable as lots 34 & 35 on Dundee road are no longer lots within the Beechwood's Association. Horrigan would like the Selectmen to consider this item closed. Chairman Chandler replied yes that is fine.

Selectman Hebert inquired if Phase III of the project is out now. Horrigan stated that they have no plans to develop it.

Question 10 references amended NHDES permits to reflect new designs. When all other street design items have been addressed, the applicant shall confirm that the NHDES permits reflect the latest design. It was agreed that if amendments are needed, Beechwood's will accommodate.

Chairman Chandler commented that he may have some good news as the town has been holding money in escrow for the Beechwood's development. However, it was from the

former owner and therefore we need to check with the town's attorney to see if the new owners can use that for their escrow. It is approximately \$3500.00

Police Chief Janet Champlin met with the Selectmen to update them on what has been happening at the police department.

1.) They have received a nice letter from a citizen concerning the good job they are doing.

2.) She has issued a press release concerning the telephone scams that are going on in the area.

- 3.) She has had information concerning fireworks put on the town's web site so people will know what is or is not allowed.
- 4.) The last day of school for Bartlett students is tomorrow.(June 21,2016)
- 5.) She has also put a request in to the school that if they are getting rid of any lap tops that they give them to the police department for the officers to use for their reports.
- 6.) Sgt Sheehy will be speaking to a class at the NH Police Standards and Training concerning women in law enforcement. There will be no money costs involved.
- 7.) Champlin is working on getting free shelving for the evidence room.

Police Chief Champlin requested to go into nonpublic session per NH RSA 91-A: 3 II (a) for a personnel matter. Selectman Hebert made a motion at 04:50 PM to enter nonpublic session to discuss a personnel issue with the Police Chief under NH RSA 91-A: 3 II (a). Selectman Patch seconded the motion. Roll call vote was unanimous. Selectman Hebert made a motion at 05:15 PM to end the nonpublic session and to seal the minutes. Selectman Patch seconded the motion. Roll call vote was unanimous.

Chairman Chandler inquired from Selectman Hebert about the picture he had forwarded to the office concerning the roof at the Glen Fire Station. Selectman Hebert just wanted the other Selectmen to see what the top of the tower looked like as the shingles had overlapped and it was where the roof was leaking. The new shingles will be put on correctly.

Chairman Chandler stated that Fire Chief L. Patrick Roberts had called concerning a place of assembly inspection for the Scarecrow Pub. Chairman Chandler instructed him to write a letter to them outlining the items that hadn't been completed from last year. Those need to be completed first before we go any further.

The Selectmen signed checks, reviewed correspondence and building permits throughout the meeting.

Selectman Hebert made a motion at 05:20 PM to adjourn the meeting. Selectman Patch seconded the motion. Roll call vote was unanimous.

Respectfully submitted,

Brenda Medeiros, Sec.