

ROCKINGHAM SELECTBOARD SPECIAL MEETING
Thursday, July 7, 2016

Present: Lamont Barnett, Joshua Hearne, Peter Golec, Ann DiBernardo, Stefan Golec

Also Present: Willis D. Stearns, II, Municipal Manager; Kerry Bennett, Recording Clerk; Mary Helen Hawthorne, BFDDA Executive Director; Alan LaCombe, ZBA/PC Chair; Deb Carbin, GFRCC Executive Director; Stephanie Ward; Polly Thompson; Deborah Wright

Press: Matthew Farkas, FACT8; Joel Slutsky, The Shopper; Susan Smallheer, Rutland Herald

Call to Order: Meeting was called to order at 6:30 p.m. by Chairman Lamont Barnett.

Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting: Stearns stated that he had 3 items and had distributed copies to the Board prior to the meeting.

- A financial questionnaire that is required now by the State Auditor must be accepted and signed by the Selectboard Chair. *Joshua Hearne made the motion to authorize the Selectboard Chair to sign the questionnaire on behalf of the Board. Motion was seconded by Peter Golec. Motion passed.*
- The VCDP grant application for Chroma Technology that the Board approved at the last meeting also needs an approval and signatures on the Resolution for VCDP Grant Application Authority. *Peter Golec made the motion to adopt the Resolution as presented. Motion was seconded by Joshua Hearne. Motion passed.* Stearns also noted that there will be a public hearing for this grant at the July 19, 2016 Selectboard Meeting at 6:30 p.m. and this was published in the paper on July 2, 2016.
- Stearns noted that, as the Board is aware, there was some work done on the Parker Hill Road near the railroad underpass and paving will need to be done. Stearns asked that the Board authorize him to sign a contract to get this completed ASAP as it will likely be over the \$14,999.00 amount he is authorized to spend. *Peter Golec made the motion that the Rockingham Selectboard authorizes the Municipal Manager to sign the appropriate paperwork and enter into an agreement to complete the paving on Parker Hill Road for work recently done near the railroad underpass. Motion was seconded by Joshua Hearne. Motion passed.*

Stearns noted that due to the number of residents present from the Green Street area, that the Board move item 5a to the first item on the agenda. The Board was in agreement.

Approve Minutes of June 21, 2016: *Peter Golec made the motion to approve the minutes of June 21, 2016 as printed. Motion was seconded by Joshua Hearne. Motion passed.*

Public Comment on Items Not on the Agenda (3 minutes per person):

- Deborah Wright stated that she had recently received an email from Maggie Stier from the New Hampshire Preservation Alliance. Stier's noted that the Vilas Bridge is still on the list but not on the active list and recommended that any information or any discussions that have taken place be sent along with the 2016 Seven to Save Nomination Form.

Manager's Report:

- The Bellows Falls Village Water Project on King, Lockwood and Pleasant Streets will begin on Monday, July 11 between 7:00 am and 3:00 pm. Staging for Adams Trucking will be at the Blake Street Garage and Stearns noted that anyone who has a garden in the Community Garden behind the Blake Street Garage will not be allowed to park there and just use the Recreation Center parking lot. The project is expected to be completed in 60 days.
- Stearns reported that the portion of Oak Street between Atkinson Street and Green Street has been made a one-way street going from Atkinson to Green. In addition there is no parking on the north side of this street. Also, parking spaces across from the Middle School have been designated as drop off spaces and there is no parking as indicated on the signs.
- The new tax bills have been printed and will be in the mail this week. The education rates came through as previously announced at \$1.586 for homestead and \$1.4774 for non-residential. New this year, the Town has been authorized to apply any balance of those receiving a rebate/pre-bate to Village taxes, delinquent taxes or delinquent water/sewer bills.

Agenda:

5. Updates

- a) 38 Green Street: Stearns reported that he, along with Health Officer Chuck Wise and Town Attorney Steve Ankuda, over the past 6 days, have been successful in taking ownership of Green Street. The Highway Department will be cleaning up the debris, mowing the lawn and boarding up the structure tomorrow morning. One of the previous owners has been granted temporary access until July 24. Stearns stated that asbestos testing and abatement will have to be done and then application to the Planning Commission for demolition will be applied for. Barnett thanked Stearns, Wise & Ankuda for their efforts and also thanked the prior owner for her cooperation. *Peter Golec made the motion that the Town accepts the property at 38 Green Street by quit claim deed. Motion was seconded by Joshua Hearne. Motion passed.* Polly Thompson noted that her mother lives on Green Street and extended her thanks for the expedited efforts of the Manager and the Health Officer. Stefan Golec asked about the barn that is on that property. Stearns stated that this will be secured as well. Several residents of Green Street were in attendance and thanked the Manager and the Board with applause.
1. Rockingham Planning Commission – Town Plan: Planning Commission Chair Alan LaCombe was present to address any concerns or answer any questions. *Joshua Hearne made the motion that the Rockingham Selectboard official receive the Town Plan and Planning Commission report as presented and instruct the Municipal Manager to schedule public hearings for August 9 and August 30, 2016 as required by State law. Motion was seconded by Peter Golec.* Mary Helen Hawthorne noted that the Town Plan does not seem to have a map of the downtown which is required for the downtown designation renewal application. Stearns noted that this was on page 62 but was very small. Barnett suggested that Hawthorne note that it is in the Town Plan and submit a larger copy with the application. *Barnett called for a vote on the motion. Motion passed.*

2. Great Falls Regional Chamber of Commerce: Executive Director Deb Carbin was present and updated the Board on the Chamber's activities. Carbin noted that visitors have gone from 100 in May to 239 in June. Carbin stated that the Chamber is now open Saturdays from 9:00 am to 2:00 pm. Carbin gave a very brief overview of the upcoming Old Home Days.
 - a) Application for Use of Alcohol on Municipal Property: Carbin noted that the Chamber will be holding a Business & Member Appreciation Mixer & Taste of the Region and is requesting that the Board approve the use of alcohol at the Waypoint Center. *Peter Golec made the motion that the Board approve the application for use of alcohol on Municipal Property for the Chamber of Commerce at the Bellows Falls Waypoint Center on July 13, 2016 and authorize the Selectboard Chair to sign the application. Motion was seconded by Ann DiBernardo. Motion passed with Hearne abstaining.*

Deborah Wright asked if Deb Carbin if she had any information on the Welcome to Bellows Falls sign that was previously removed from Route 12 in North Walpole. Carbin stated that She is just waiting for the permit from New Hampshire and the sign will be put back up.

3. Development Office Public Discussion: The Board discussed what it would like to see in the Development Office and discussed a part-time position of 20 to 25 hours vs. a full time position of 30 to 40 hours. It was noted that a lot of the "heavy lifting" would be handled by the Brattleboro Development Credit Corporation which would free up time for this position. The Board also discussed having a Community Development Director vs. an Economic Development Director, whether it would continue with its support of the Bellows Falls Area Development Corporation as its executive director, the SeVEDS board, the Brownsfield Board, as well as other local and regional boards.

After discussion it was the consensus of the Board to advertise for a part-time, 25 hour position and the Manager develop a job description for the position.

4. Finance Office
 - a) FY2016 Budget Status Report: Stearns reported that there would still be items booked back to FY2016 but as of today the Town has a \$355,000 surplus bringing the fund balance to just over \$1 million.
 - b) Highway Equipment Purchase: Stearns noted that the memo provided to the Board had stated that truck 204 was next on the list for replacement. However, in discussion with the Highway Superintendent, it was decided to hold on to this vehicle but replace truck 396 with an all-wheel drive/diesel engine vehicle which will include plow, wing and sander. *Ann DiBernardo made the motion to authorize the Municipal Manager to purchase a vehicle from Patriot Motors not to exceed \$155,000. Motion was seconded by Peter Golec. Motion passed.*

Stearns also noted that the 2004 Chevy 2500 4x2 gas pickup is in desperate need of replacement and it is the recommendation that this be replaced with the same vehicles that were purchased in the 2016 budget and that this be purchased from the State bid (Shearer Chevrolet Buick GMC) to replace truck 104. Stearns stated that financing would not be needed for this vehicle purchase. *Peter Golec made the motion that the Selectboard authorize the Municipal Manager to purchase the same model vehicle as purchased previously from the State bid process to replace truck 104 not to exceed \$50,000. Motion was seconded by Joshua Hearne.* Hearne asked how many pick up trucks the Town has. Stearns stated that there are 2 at the Route 103 Garage, 2 at Blake Street, and the vehicle that the Highway Superintendent drives. *Barnett called for a vote on the motion. Motion passed with Stefan Golec voting no.*

5. Updates:

- a) 38 Green Street: Moved to first on the agenda – see above.
- b) Safe Routes to School – Saxtons River: Stearns stated that the project has been extended to a July 15, 2016 completion date. Stearns also noted that the Town would be repairing a section of the asphalt to eliminate “frayed edges”. Fencing and a new backstop will be put up next week.
- c) Bridge Street Bridge: The bids, for the third time, resulted in one contractor responding. The analysis of the bids has not been completed by Dubois & King yet and it is anticipated that the contract will be awarded next week. The bid that was submitted by BUR Construction of Keene, NH was \$286,960.20. The bid for engineering as required by the State came in at \$16,395 from Staff Sterling Management. Stearns noted that there is \$250,000 available from the grant, \$50,000 was transferred from the Averill’s Bridge project which will make this project \$53,000 +/-short. *Peter Golec made the motion to authorize the Municipal Manager to sign any and all documents including a contract with BUR Construction and Staff Sterling Management, LLC, to get this project done as soon as possible. Motion was seconded by Joshua Hearne. Motion passed.*

6. Selectboard Items

- a) Award Timber Sale Bid – Rockingham Town Forest (RTF 2016 Mixed Wood Sale): Stearns noted that this is the Town owned forest in Grafton and 2 bids were received, one from R&R Vigneault for \$20,000.00 and one from Lyons & Tenney Timber Harvesting for \$19,833.50. *Peter Golec made the motion to accept the proposal from R&R Vigneault of \$20,000.00 and authorize the Municipal Manager to sign any and all documents. Motion was seconded by Ann DiBernardo. Motion passed.*

- b) Ratify votes taken at 6/21/16 & 6/30/2016 meeting: *Peter Golec made the motion that the Board ratify the votes taken at the 6/21 & 6/30 meetings for Winter Salt Bid – award to Cargill \$85.13/ton; Authorization for Municipal Manager to enter agreement for use of Golden Hill Road; Approval of Manager outside employment; and the Access Permit – Kenneth Hunt – 156 O’Brien Road. Motion was seconded by Joshua Hearne. Motion passed.*

Review Overtime & Comp Time Report: No comments.

Review & Update Task List – 1st meeting of the month:

- Park & Ride – Stearns noted that the Planning Commission rejected the application for landscape reasons and this will be revised and presented at the next meeting. There will be 47 parking spaces and the facility will be owned and maintained by the Town.
- TransCanada Negotiations – no activity to date from the Supreme Court.
- Vilas Bridge – ongoing
- Railroad Tunnel – Stearns reported that Windham Regional has this as a topic on their radar as well.

Review Agenda Items for Next Regular Meeting – July 19, 2016:

- FY2016 & FY2017 YTD
- Bike Project
- Public Hearing for Grant Application

Review Agenda Items for Joint Board Meeting - August 30, 2016: Nothing at this time.

Review & Approve Orders, Bills & Warrants: *Peter Golec made the motion to approve the orders, bills and warrants as presented. Motion was seconded by Joshua Hearne. Motion passed.*

Other Business:

- Hearne stated that several individuals have requested from him that he look into a sign on the West/West Road by the trailer park that says “Children at Play”. Stearns noted that this will be a visual sign and not a text sign and he will pass this along to the Highway Superintendent.
- Hearne also stated that he has noticed when driving through other communities around the 4th of July, that there are flags flying from the light poles and asked if this was possible for here. Barnett stated that this used to be done but that the lack of volunteers has prevented this happening over time. Hearne stated that he was confident that he could get volunteers to put these up and take them down and he may also have a funding source to purchase the flags. It was the consensus of the Board that Hearne proceed with this project.
- Barnett asked about the parking space in front of Snow & Lear. Stearns stated that the painting has not been completed but will be done soon.

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- Barnett asked about the tour for the boards. Stearns stated that he has secured a bus from CRT and just needs a date. It was the consensus of the Board to shoot for either July 23 or July 30.

Executive Session: No executive session was necessary.

Adjourn: *Ann DiBernardo made the motion to adjourn the meeting at 8:25 p.m. Motion was seconded by Joshua Hearne. Motion passed.*

Attest: _____
Kerry Bennett, Recording Clerk