

Selectmen's Meeting Minutes

Monday, June 8, 2020

At the Selectmen's Meeting held on Monday, June 8, 2020 at 6:30 p.m. the Selectmen participated via Zoom:

Stanley Holz is at his home in Whitefield, maintaining social distancing

Peter Corey is at his home in Whitefield, maintaining social distancing

Shawn White is at his home in Whitefield, maintaining social distancing

Stanley Holz, Chairman, called the meeting to order at 6:32 p.m.

Melissa Farrow, Recreation Director, has the Governor's Economic Reopening Taskforce reopening guidance guidelines for summer day camps. Melissa feels the program would work best up at the recreation field. She thought the community room in the town building wouldn't be best because there are not a lot of areas to play outside. Melissa thought we could cap the amount of kids that are allowed to sign up. We are going to have to do temperature checks every day, and if parents are going to have to come they will have to wear masks. She doesn't think it is a good idea to have the kids wear masks, but for the most part the kids are going to be in the same groups every day with the same staff. She will be sure they have their own activities with their own equipment. Melissa wants to type up a letter so everyone knows the expectations. If they show any type of illness, they cannot come to the program until they are 72 hours free of symptoms. She wants to be sure everyone has their own sanitizer and wants to be sure all the equipment is sanitized. Melissa thinks it is something they can do. She was thinking because of the size of the building if they have to go inside, she thinks the biggest number we can have is 25 bodies. She is thinking of capping the kids at 20 because of the size of the building. She thinks that is doable to keep everyone separated. Stanley wants to know if they have separate protocol for inside and outside activities. She wants to have them outside most of the time. She has the easy-ups we can use. We will stagger lunches and snacks. Melissa has been speaking with Safe Haven who has shared their guidelines with her as well. The new norm is going to take time to get used to. She is going to make it so that all staff have alarms on their cell phone so things get done. She is going to purchase thermometers. We will have to stagger the pick-up times. She wants to be sure she knows who is picking the kids up. If the Selectmen are good with it, Melissa is good with it. Melissa thinks we should only take Whitefield residents at this time. Stanley said that would be the most prudent step. She was wondering about the Dalton kids. It would probably depend on the numbers. Melissa's next question is she needs additional equipment so each group can have their own, any ideas to get those kinds of things. Stanley thought we might be able to get some donations of board games. Stanley suggested checking with Weeks and Littleton Hospital, as they may have some surplus items at this time. Melissa said they are not going to be offering swimming lessons, no field trips, no Col. Town pool. We are o.k. for the lunch program that will be offered. Stanley said Patchwork Players will be performing via Zoom, and may be willing to do an outdoor performance. Melissa said that it

will be tough, but we will try to make it as fun as we can. It won't be as structured as it has been in the past. She is happy we can move forward with it. Melissa is not sure of the capacity of rec building, and Rob said he could check on it tomorrow. Shawn said he feels the rec building is too small. Shawn said he feels the community room under the town office would be a much better location, as you have bathrooms, wi-fi access, a kitchen, and a lot more room, Shawn said double check with John Ross, but he thinks the capacity for downstairs is 200 people. Shawn suggested reaching out the Legion to see if we could use the area behind the legion, and the ball field area is owned by the town. Possibly the lawn area next to the town hall owned by Weeks Medical Center is a possibility. We cannot use the slides and swings at the Rec Field at this time anyways. If there is room after Whitefield kids, then open it up to out-of-town residents. Melissa said she will reach out for sponsors. Peter Corey said he wants to applaud Melissa for being willing to give this a try. The guidelines seem daunting. Peter agrees that the town hall is a much better building. It has a lot more room and the advantages that Shawn mentioned. We can work with the Legion on the fields. Melissa said we haven't had to reach out to the Legion for sports, but the Board felt we should reach out as a courtesy so they know what is going on. We have to at least let them know. Tammy Dubreuil said she can send out an email to the Lion's Club members to see if we can give a monetary donation to the recreation program. Tammy was thinking \$200. She will send out an email and let Melissa know. The guidelines say June 22nd is the start date for day camps, which would have been start date anyways. Melissa will start getting the word out so people know.

Katy Kopp and Rick Wright of the WEDC wanted to discuss the Kiosk and signs for local businesses. Rick thought if Katy covered the signs first. Katy sent forward the signs we are looking at. They are business directional signs that are in character with the Town. Katy wanted the Board to know that is what we are looking at. The guidelines Shawn sent out are for roadways which don't apply here. Most of the time they are at a crossroads. It is up for discussion on the signs. Peter thinks it would add nice character. Peter said once they decide where they would like to place then they should come back to the Selectmen with a definitive plan and certainly it would be of great interest to know who is going to pay for them, install them, and maintain them. Anything that adds nice character to the town would be welcome. Peter said he some signs like those in Quechee, Vermont. Katy said maybe we could reach out to Quechee and see how their program operates. The general idea is to have the EDC sponsor the program. If it works out the way it is supposed to, it should not involve the Town in any of the costs. Tom Ladd had a concern with maintenance and who would pay for any vandalism that may occur.

Rick Wright discussed the Kiosk. Rick shared some photos of the Kiosk and photos of the Kiosk they put up at Forest Lake. The Selectmen were wondering what did the Kiosk was going to be utilized for. What is it going to be used for and who is going to maintain it? Rick said we haven't developed a plan on it yet. The idea would be to make it available to put information on it and somebody like the EDC could manage what goes on there. It would be more of a

community bulletin board. It would be monitored by WEDC or whoever would want to get involved with it. There is no formalized plan. Rick said that they are trying to flush out what ideas people have, and maybe what Tammy is going to talk about would replace this concept. We probably don't want to go too far until we hear from Tammy. Shawn said he has a concern with the site distance if we are putting it where the flower box is. He thinks further down would be better. Further discussions would be what an ideal location would be. Judy Gessner of the common committee had some reservations about the Kiosk last year. We wondered what kind of announcements would be on it, and who would it be for, pedestrians? It is complicated that we have fewer trees, which would be the next thought, the sign for the Heritage Trail. Judy said we do have the market that can be used for public notices again.

Tammy Dubreuil of the Lion's Club wants to discuss a community sign like they have in Littleton across from the Opera House. They would make it aesthetically pleasing and figure out a good placement location. The Lion's Club would pay for it. Anyone in the community could use it for announcements. They are thinking 5 foot wide by 6 feet tall. They would put in LED lights that would cut down on electrical costs. The cost would be the electric bill to run it. Stanley said LED lighting would be a minimal cost. The Lion's Club will do the digging and everything that needs to be done. There is power to the gazebo so they could connect to power. Would we want to have both, this and a kiosk? Rick's thought is one or the other. This project seems very viable. Shawn thinks the Lion's club idea is good, and if the EDC does the street signs. Peter likes this sign opposed to the Kiosk. We talked about something like this last year, which didn't go too far. The Selectmen need to approve sites for the signage. We need to see proposals for the plans. Conceptually we are on board with two of these projects. We need to see a final plan before we give a final approval. Katy Kopp said no one was aware of the band concerts on Monday night. Would there be an opportunity to put this type of information on this board? Tammy said that is the intent of the Lion's Club. They want to make it so people know what is going on in town. These are two great projects and congratulations to the Lion's Club and WEDC for coming forward with these projects. Tammy is working with Northwoods Manufacturing about designing this. Stanley said this may be something Tammy and Katy could work on. Jessup Hunt has done signs for the Town and Lion's Club in the past. Tom Ladd has a concern is who is controlling what can go there? Stanley said it is a Lion's Club project and a Lion's club sign so it would go through the Lion's Club. The Lion's Club would control what may or may not go on the sign.

Robert Larson DPW Director:

--He would like to arrange for the 2009 Ford 350 to be auctioned off. Shawn said the rear dump body was purchased with a stainless steel dump body so that may be something we could keep. Rob doesn't think it would be worth keeping. The Board is ok with Rob going ahead with that. The Dodge was purchased to replace this vehicle.

--Rob has a contract with Power Up Generator Service for doing pm on all our generators. They came in with the lowest bid. They have a good reputation. They are about \$110 a unit cheaper than other bidders. Rob said he would like to get this approved. Shawn asked if we could get copies of the bids received, and we will get back to Stanley after they have had a chance to look at them.

--Rob would like to purchase an Air Compressor, which was a line item in his budget, but he needs the ok for the \$10,350, which includes the breaker, the coolants and the compressor. Shawn said for several years the town had two of them, but due to age and maintenance we got rid of them, and Shawn was never able to find one for that price, and it seems like a really good deal for the Town and we should move forward. The Board was ok with Rob purchasing this air compressor.

--Rob needs Horizons to do the monitoring well testing at the wastewater treatment facility and at the transfer station. It is \$5,700 for the wastewater treatment facility, which includes testing and lab work. The transfer station is \$1,600 to for monitoring and sampling that well. The Board was ok with going forward with this.

--Hazen Road Bridge Project: The situation with the Hazen bridge is we became ineligible for the Northern Borders grant because we have not spent 75% of the current Northern Borders grant. We won't be eligible until October. Rob has reached out to USDA, and we are eligible for the same grant with them, and Rob is working on the specifics. Mike Bean said that the easement is the biggest thing. We need to submit the easement with the permit. The stamped engineering drawings are complete. Rob had said to hold on with the precast. Rob said that if we start paying for any of the project before the grant gets approved, we are not going to get reimbursed for those expenses. How soon will we receive our first bill on this bridge? We have been through this four times since 2015. We have signed with the precast people. We were going to make the bridge and have it set in his yard. We don't want to lose our production slot and look at another price increase. Peter Corey said that we signed a contract and we need to pay for it. We have money in the capital reserve to pay the \$144,000 for the precast. Judy will reach out to Jonathan Dodge one more time re: the easement, which he said he had mailed out. Note: The signed easement was received on Tuesday, June 9th.

--Middle Street culvert is in, paving will be done on Wednesday.

--Parker Road was started today for paving and that will be done on Wednesday. We replaced 16 culverts on that road.

--Rob went over the working job description for the Highway Superintendent that Peter provided, and he has one revision to add: Respond to emergency calls from DOT or Town Police Department.

--The request received about installing an automatic read water meter was reviewed. We can install the automatic read meter, and we will charge them a \$30 fee for each time we read the meter. Shawn asked if we are going to charge a fee for changing the meter over? Rob said we should. Peter said there were some other costs associated with this as well. Weren't there some computer costs or software costs. There would be a charge for that. They need to pay to swap out the meters and to pay for the manual reads then fine we can do that. Rob will respond to them.

--Rob has been using his own vehicle and he has submitted his request for mileage reimbursement. Shawn was wondering about the Expedition, which the Water Department has. Rob said that one may go back to the Highway Department. Shawn thinks the Expedition should go to Rob because we won't have added costs and effects Rob's insurance. Stanley said it is good practice for town employees to use town vehicles when on town business rather than their personal vehicles.

--Shawn asked when the crosswalk painting would be done. Rob said that four crosswalks are supposed to be painted this week. Sidewalks impacted by the water project will not be painted until the work is done.

The Public Works positions were discussed. Rob said we are waiting until later in July to advertise for another operator. Rob does want to get the Sewer Treatment Plant Operator ad out there. It will be posted in house for a week.

The letter from Fred Davis re: a new building that is planning to be built near his water and sewer lines, which Fred has an easement for these rights. Fred doesn't want to lose his ability to bring water and sewer to his shop. Stanley wondered how the Planning Board felt about this. Peter and Scott Burns said that the Planning Board did discuss this issue and they don't think it is a Planning Board issue. They feel it is a civil issue. Fred feels that there was no consideration of his utility lines when the building permit for the garage was approved by the Planning Board. Peter said that the Planning Board approved the most recent building permit for a garage aware of the issue. One of the conditions of the building permit was he could not place the garage within 8 feet of municipally owned utilities. The issue with Fred's line is it is a private service line and not a municipal line. Mr. Larson said that the line goes under the parking lot Scalley has now. The easement is available for Fred to tie into. Rob said that Mr. Scalley has agreed to do the labor if Fred would provide the materials. Rob is suggesting the Town waive the hook-up fees. Rob said the easement was supposed to go just north of the Ingerson lob cabin building, but the line not put there. It was actually put at the D.S. Building. Rob said another issue is that Fred's line which runs under Scalley's driveway is currently leaking. Shawn offered to speak with Dave Scalley and Fred and see if we can work something out. The Selectmen will waive the connection fee if Fred's service line is connected to a proper water main.

The Board reviewed the request for a permission to have a hot dog cart downtown. The Board recommends that the hot dog cart owner approach private property owners regarding leased space.

The Board will meet next Monday night, June 15th, via Zoom to work on the personnel policy revisions.

A motion was made by Shawn White to approve the May 11, 2020 Selectmen's Meeting Minutes. The motion was seconded by Peter Corey. A motion was made to amend the minutes to include the names of who sent the letter on page two "A letter was also received from **Shane Morton, Sara Dunn, Bob Dunn, Caroline Lack, Jennifer Hartshorn, and Kenneth Hanson....**" The motion to amend the minutes was seconded. All were in favor of approving the May 11, 2020 Selectmen's Meeting minutes as proposed, 3-0. Motion passed.

The meeting adjourned at 8:30 p.m.