

**Place:** Raymond High School Media Center  
**Call to Order:** 7:00 p.m.

**Members Present:** Chairman Frank Bishop, Vice Chairman Frank Bourque, Tim Auclair and Robert Carlberg. **Members Absent:** Greg Bemis. **Also present:** Interim Town Manager Mike Farrell.

Chairman Bishop led the Board in the pledge of allegiance and a moment of silence for departed citizens.

Chairman Bishop informed the Board and the public that Bob Forsing was in the hospital on life support. His son would keep the Board informed on how he is doing.

### **Public Forum**

Lyman Hammond came forward to discuss the culvert on Prescott Road. He wanted to know what had been done. Chairman Bishop stated that it had been cleaned out. Mr. Lyman wanted to know how often it was cleaned out. Public Works Director, Dennis McCarthy, stated that it was cleaned out once a week with two men and a backhoe. Mr. Lyman commented on the labor being done once a week. Mr. McCarthy stated that it wouldn't have been necessary if Mr. Lyman hadn't requested to remove the screen from the Culvert. Mr. Lyman stated that Mr. McCarthy could put the screen back in but he would still have to have a crew go out and clean the culvert due to the muskrats. He asked that the Selectmen take the initiative to trap the muskrats and get rid of them. Chairman Bishop stated that the Board would look into the animal issue.

Mike Kappler came forward and commented that this problem had been complained about for several months. Six weeks to two months ago the Public Works Dept. cleaned the culvert and took away the trash. Now there is 18 inches of trash that the Public Words Dept. has been pulling out of there and piling up like a beaver damn. He stated that the Public Works problem hasn't been solved so don't worry about the beaver. Chairman Bishop asked that Mr. McCarthy see that the trash is cleaned up.

There was no other public comment.

### **Public Hearing:**

#### **To Hear Public Comment on changes to the Cemetery Rules and Regulations – First Reading**

Chairman Bishop opened the public hearing at 7:09 p.m. to hear public comments on changes to the Cemetery Rules and Regulations.

He invited public comment.

The Cemetery Advisory Board (CAB) Chairman, David Baker, came forward. He stated that the CAB spent almost a year putting the changes together. The Board had a copy of the changes. He asked if the Board had any questions on the changes.

Selectman Carlberg stated that from what he read the changes were not significant changes. He asked Mr. Baker if he was correct in saying this. Mr. Baker answered yes. Some of the changes were discussed. *A copy of the Cemetery Rules and Regulations with the changes is attached to this set of minutes that is on file in the Town Clerk's Office and available for review during regular office hours.* Selectman Carlberg stated that these changes made were common sense. The Cemetery Rules and Regulations had not been enforced in the past and the new Rules and Regulations should be followed. They are easy enough to be followed. He was willing and ready to do this because he had seen this case come before the Board many times before.

Selectman Auclair asked how many people attended the meetings on the Rules and Regulation changes. Mr. Baker stated around fourteen people. Selectman Auclair asked if they were ok with these changes. Mr. Baker stated that they discussed all the changes at the meetings and that the public added and made changes to it. Mr. Baker stated that one of the issues discussed at the meetings were the sizes of bushes. He asked that when the new Rules and Regulations was signed that the Public Works Department go to the cemeteries and remove those bushes and trim the trees that were oversized.

Selectman Bourque asked if there was a strong consensus from the CAB. Mr. Baker affirmed that. Selectmen Bourque commented on how he believed the CAB did a great job on the changes.

Chairman Bishop asked who would be responsible for trimming the bushes. Mr. Baker stated that it would be either the Public Works Department or the Selectmen. Peter Harney, Cemetery Sexton, corrected Mr. Baker by stating it would be up to the lot owners to trim the bushes. The Town would send a letter to those who had bushes on the lots that were too big and if after that they were not trimmed or replaced with a smaller bush the Town would remove the bush. There was a brief discussion on this issue.

Mr. Hammond asked if this is adopted, what happens to the Trust Fund money that has been allotted for Perpetual Care. Chairman Bishop stated that this question defiantly needs to be answered. Mr. Harney stated that every year the interest from the funds is put in the general fund for cemetery maintenance to off set some of the cost the Town has for care of the cemetery. The principal stays in the bank and the Town just collects the interest. So in reality it will not affect the Perpetual Fund at all.

Peter Buckingham came forward and commented on the public meeting the CAB had stating that it was the best meeting he had been to because of the discussions with the public.

There was no other public comment

Chairman Bishop closed the public hearing at 7:40 p.m. The second reading will be on August 20, 2007.

### **Permit to Bait Wildlife – Dearborn Property**

Interim Town Manager Mike Farrell read the Town Code in which this applies. *A copy of the code is attached to this set of minutes that is on file in the Town Clerk's Office and available for review during regular office hours.* He stated that Fred Richard had presented a permit to bait wildlife from the State of NH Fish and Game Department. He needs permission from the Board to do this.

Mr. Richard was present and came forward to answer questions from the Board. Selectman Auclair asked what exactly what he meant by baiting bear. Mr. Richard answered that he uses donuts and pastries. Selectman Auclair asked if there would be any safety concerns such as traps. Mr. Richard stated he would be using a bow and arrow or a muzzle loader. Mr. Richard stated that he had to have a signed permit to bring to Fish and Game a week prior to hunting season so that they can go out and inspect the site and make sure that it isn't baited before the 1<sup>st</sup> of September.

Selectman Carlberg asked if Mr. Richard had hunted on this property before. Mr. Richard answered that he had a few times.

Joyce Wood asked Mr. Richard to explain more as to how this process works. Mr. Richard stated that he uses scents to lure the bears in and checks the site everyday. After he see that the bear have started coming in, he'll sit out there and wait for them to come in.

Cheryl Killam stated that there is a lot of activity happening on the Dearborn Property right now. She asked if he had seen any bear on the property. Mr. Richards stated that he saw signs of bear near the lake about a week ago. Mrs. Killam was concerned with where Mr. Richard might be baiting the bear. He stated he would bait the bear parallel to the lake. Mrs. Killam asked that he keep it away from the trails on the property. She suggested the far end of the railroad bed and the far corner, away from the residential area and the water edge where people might be canoeing or hiking. She also asked that signs be posted on the property to let people know that it is bear hunting season.

Selectman Carlberg asked if it was common for the state to inspect where baiting was occurring. Mr. Richard stated it was. Selectman Auclair asked how many bears he was allowed to bait. Mr. Richard stated that he could only bait one bear and that he would have to stop baiting on September 21<sup>st</sup>.

Selectman Bourque asked if Mr. Richard would be willing to keep a safe distance from the trails. Mr. Richard agreed to do this.

**Selectman Carlberg made a motion to permit Fred Richard to bait wildlife on the Dearborn Property and to have the Town Manager sign the approval on the permit with the provision that Mr. Richard stay 200 feet away from the trails, seconded by Selectman Bourque. Motion passed unanimously.**

### **Board and Committee Meeting Minutes – Doris Gagnon**

Doris Gagnon, Town Clerk/Tax Collector, came before the Board to discuss the transcription of minutes that her office was now doing. She stated that since that has taken place it has put a burden on her office. It makes the office one person down during the day due to having to transcribe minutes or having to leave early or come in late due to having to attend a meeting. This leaves customers irate. She asked if it would be possible to have an alternative and contract out for someone to transcribe minutes and attend the meetings. She informed the Board that in the past the Town Managers Secretary did the Board of Selectmen minutes but this was not the practice now. It was her office transcribing them. She stated that a lot of the tax work has been put aside due to lack of time. She also informed the Board that next year there would be four elections for local, state, and federal.

Selectmen Bourque asked which minutes were being transcribed by the Town Clerks Office. Ms. Gagnon stated that the office transcribes Board of Selectmen, Conservation Commission, Zoning Board of Adjustments and Budget Committee. Selectman Bourque asked if she was looking to get rid of all the minutes or just to alleviate some of the burden. Ms. Gagnon stated that she wasn't sure but wanted help solving this issue. Selectman Bourque stated that he believed that the Secretary to the Town Manager should do the Board of Selectmen Minutes. The Zoning Board of Adjustments might be alleviated by the Planning Department.

Mr. Farrell stated that he spoke with the Town Managers Secretary and asked why she wasn't doing the minutes. She stated that the reason why she doesn't do the minutes is because she took on additional duties as bookkeeper. Like most Town employees, she's doing multiple jobs. The Planning Technician is doing Planning Board minutes. Mr. Farrell believed that the Town could be paying someone else a lot less money to transcribe the minutes. It's a miss use of a resource having the Planning Technician transcribing the minutes. His suggestion is that the Town create a pool of part time minute transcribers and pay them on a contract basis and have the Town employees do their regular jobs.

Selectman Carlberg stated that he recently received copies of all the job descriptions and it clearly stated that the Town Manager's Secretary transcribes the minutes for the Board of Selectmen. He feels that this position should do the minutes at least until the end of the year.

Selectmen Auclair continued on what Mr. Farrell had stated about the distribution of duties of personnel. He stated that one idea from the former Town Manager was to hire someone at \$10.00 to just transcribe minutes. He understands the need for job descriptions but with the New Town Manager not being here yet he hesitates on pushing anything on anyone at this time with out him. He believes the best short term solution is what Mr. Farrell had suggested. The Town should put an ad in the paper stating what the Town needs as a temporary position.

Selectman Bourque stated that he felt that was a good solution for the other boards but that the Town Manager's Secretary should be transcribing the Selectmen's minutes. Mr. Farrell agreed that it made sense for the Town Manager's Secretary to do the minutes but he didn't have a great handle on this issue and asked if Grace Collette, Town Accountant, could shed some better light on this. He also stated that he knows that most boards in town want very detailed minutes but the statute states that minutes can be very minimal. The only thing that needs to be quoted is the motions. All minutes need is a general description of the discussion and the people that were there. If the minutes were transcribed this way it would save some time. Selectman Carlberg stated that he agreed that the minutes should not be as detailed as they are.

Chairman Bishop asked that the Town Manager take a close look at this and come up with a solution and discuss it with the Selectmen.

Ms. Gagnon also told the Board that she will soon be closing the windows in the Town Clerk/ Tax Collectors Office at 4:15 p.m. This probably wouldn't start until after the new Town Manager starts.

Ms. Gagnon stated that she tried mail in registrations in July and had less than 3% of the citizens do their car registration this way. She stated that it wasn't feasible to do this in the future.

Ms. Gagnon thanked the Board for their time.

Joyce Wood made a comment on the suggestion of less detailed minutes. She stated that the Zoning Board minutes had to be detailed. Ms. Gagnon agreed with Mrs. Wood and added that the Budget Committee minutes must also be detailed during budget time.

Mr. Farrell stated that he would bring something on this situation to the Board at their next meeting.

### **CIP Withdrawal request – Master Plan**

Mr. Farrell read some of a memo from Ernest Creveling requesting a CIP withdrawal for the Master Plan. *A copy of the memo is attached to this set of minutes that is on file in the Town Clerk's Office and available for review during regular office hours.* The Selectmen discussed this briefly.

Chairman Bishop stated that phase one would be completed by the end of the year and that phase two doesn't start until January of 2008. He wondered why the Town should take all the money out now. Why not leave the balance to accrue interest. Selectman Auclair stated that the money would be withdrawn as bills came in. It wouldn't be done all at once. Mr. Farrell confirmed what Selectman Auclair stated.

**Selectman Auclair made a motion to allow phase one, \$49,110.00 be withdrawn from the Capital Reserve for the Master Plan, seconded by Selectman Carlberg. Motion passed unanimously.**

Selectman Auclair asked Mr. Farrell to change the approval memo to reflect the motion and then have the Board sign it.

### **CIP Withdrawal Request- Dennis McCarthy**

Mr. McCarthy came before the Board with a request to withdraw money from the Capital Reserve account for a new wheeled excavator and attachments. Chairman Bishop asked if this had gone out to bid. Mr. McCarthy stated that it had. Mr. McCarthy summarized a memo he had written to the Town Manager. *A copy of the memo is attached to this set of minutes that is on file in the Town Clerk's Office and available for review during regular office hours.*

Selectman Carlberg asked how many employees can be trained to use the machine. Mr. McCarthy stated that almost all of the Highway division can operate this machinery. Selectman Carlberg asked how many attachments there were. Mr. McCarthy informed him that there were three attachments: the grading bucket, the excavating bucket and a grapple plus a unit on the end that makes it turn 360 degrees. Selectman Carlberg asked how many months a year can this machine work. Mr. McCarthy thought it would be between 9 and 10 months depending on what winter was like. Selectman Carlberg asked what percentage of ditches would the machine dig. Mr. McCarthy stated that the Public Works sets a goal to do 10% a year but only 1% to 2% get done. He would like to get 10% done and may be able to get more done with this new machine. Selectman Carlberg believed this was a win-win situation for the Town.

Selectman Auclair asked how soon the Town would be getting this machine. Mr. McCarthy stated that Volvo has one at their dealership which they would hold until tomorrow. Selectman Auclair asked if they had a lease to buy program. Mr. McCarthy believes they do but he's looking to straight out buy. He would look into this. There is enough money in the CIP to buy this without doing a lease to buy. The Town would pay more if they leased the equipment rather than purchase it.

Selectman Bourque asked how much it would be to rent this equipment nine months out of the year rather than buying or lease to buy. Craig Sykes, Highway Mechanic Foreman, stated that they wouldn't put the attachment on that they're asking for because it's just a rental. The rental fees are running about \$2,000 to \$2,200 per week.

Selectman Bourque also questioned why the Town is not buying an American Product. Mr. Sykes stated that the Volvo was chosen for it's digging power, the ease of service and the recommendation from three municipalities and the State of NH.

Mr. Hammond agreed with Mr. McCarthy on the type of machinery that he was requesting.

Selectman Auclair stated that the CIP didn't have the money in it yet but have approval to put money in there to withdraw it. The money is not physically in there yet. This is why he suggested the lease to buy. He added that once this equipment was purchased this would deplete the fund. Mr. McCarthy stated he would ask Volvo to give a quote on a lease to buy agreement and give it to the Selectmen to look at.

**Selectman Auclair made a motion for approve the authorization of \$199,494.50 to be withdrawn from the Highway Heavy Equipment Fund Capital Reserve account, seconded by Selectman Bourque.**

**Discussion:**

Selectman Carlberg wanted to verify that Mr. McCarthy would give a copy of the lease to buy proposal to the Selectmen to look at. He agreed.

**Motion passed unanimously.**

**Old Bye Road Culvert Replacement – Dennis McCarthy**

Mr. McCarthy stated that the Selectmen had a memo in their packet on this. *A copy of the memo is attached to this set of minutes that is on file in the Town Clerk's Office and available for review during regular office hours.* He suggested that the bid be awarded to North Hampton Excavating and Rental because they had the lowest price.

Mr. McCarthy informed the Board that two years worth of road projects were put off so that this project would be completed. Once it is completed the Town will apply for another FEMA Grant for the new cost. When it was first started the Town looked at less work and a smaller culvert but now that has change and the price has gone up.

Selectman Bourque asked what the cost of the pre-cast was. Mr. McCarthy stated that it cost about \$45,000.00.

Mr. Farrell stated that he had talked to Grace Collette. According to her calculations there is \$273,553.09 available for this project.

**Selectman Bourque made a motion to authorize the Town Manager to execute a contract for the replacement of the Old Bye Road Culvert with North Hampton Excavating and Rental in the amount of \$169,000.00 or less, seconded by Selectman Auclair. Motion passed unanimously.**

Selectman Bourque asked what had been done about the tree that had fallen down in the Cemetery on Route 102. Mr. McCarthy clarified that the Board wanted Aldie Theriault to give them permission to remove the tree. This was confirmed by the Board and if he doesn't give permission than the Public Works Department is not to remove the tree. Mr. McCarthy added that one of his employees had been summand to a court hearing on this but the employee no longer works for the Town. He will be discussing this with Mr. Farrell at another time.

Mr. Kappler suggested that a Town official, not a Town employee, go to Mr. Theriault and request this. Chairman Bishop stated that he would go with Mr. McCarthy.

### **Conservation Commission Appointments- Interviews**

- **Leslie O'Donnell**
- **Lawrence "Mike" Kappler**

Leslie O'Donnell came before the Board for an interview to be appointed to the Conservation Commission. The Selectman asked her many questions pertaining to her appointment to the Conservation Commission of which she answered. Chairman Bishop wanted to clarify if this would be a full member position or an alternate member position. Cheryl Killam, Chairman of the Conservation Commission, stated that it was a full member position.

Lawrence "Mike" Kappler came before the Board for an interview to be appointed to the Conservation Commission as an alternate member. The Selectman asked him many questions pertaining to his appointed to the Conservation Commission of which he answered. Mr. Kappler talked with the Board as to why the beach at the Elementary school wasn't open. Chairman Bishop asked that the Board get back on topic with the interview of Mr. Kappler and that his issue could be discussed at a later date. The Board had no other questions.

### **Trustees of the Trust Funds – Update**

Selectman Auclair stated that the Trustees were not present but the issue they wanted to talk about was the CIP funds. They request that the funds be transferred from the General Fund to the Capital Reserve Funds (CRF) earlier than they had been. The Selectmen briefly discussed the CRF with Mr. Farrell. Selectman Auclair stated that the Trustees would like to see the funds in the accounts in July instead of the fall.

### **Selectman Auclair made a motion that this year the CRF be transferred by the end of August.**

Selectman Bourque asked that Grace Collette come forward to discuss this. She stated that when ever the Selectmen want her to transfer the funds is fine with her. Having that money in the General Fund as long as possible gives the Town the interest from those funds rather than putting it into a CRF.

**Selectman Carlberg seconded Selectman Auclair's motion. Motion passed three to one. Chairman Bishop voted against the motion.**

### **Land Use Change Tax – CRF Funds**

Selectman Auclair informed the Board that a few years ago a warrant article passed where 30% of the money collected for land use change tax was to go to a CIP Fund but this had not been done. Ms. Collette stated that the RSA that regulates to this states that it be put in a perpetual care fund and that is where the money is. It's the same as Water Department funds. It's just segregated from the General Fund. She stated that the Selectman can put a warrant article on the next town meeting vote and set up a capital reserve that is funded with that money. Or they can leave it like it is and can be spent like the Water Department and Recreation money.

Selectman Auclair asked how much was in this fund. Ms. Collette stated that there was \$47,000.00 in the account.

The reason Selectman Auclair brought this to light is so that the Board could decide what they would like to do with it.

Chairman Bishop clarified that the warrant article for these funds did not specify where the money should be put.

No action was taken on this matter.

### **Request to close Bald Hill Road**

**Selectman Bourque made a motion to approve the closure of 24 Bald Hill Road to 35 Bald Hill Road on August 18<sup>th</sup> from 2:00 p.m. to 8:00 p.m. subject to the final approval of the Raymond Chief of Police and Raymond Fire Chief for the purpose of a block party, seconded by Selectman Carlberg. Motion passed unanimously.**

### **NH Department Revenue Report- Assessing Practices**

Mr. Farrell stated that he had discussed the draft report with Norm Leblond from the DRA about an audit that was done earlier this summer. He stated that the town isn't in very good shape with the guidelines put out by the DRA. They are only guidelines but it is good practice to follow them. Mr. Leblond did state that the Assessor should do a reval of 1/5<sup>th</sup> of the town every year so that it doesn't cost the Town a lot of money every five years. The Town passed the exemption part of the audit but one part didn't pass and the assessing department was working on it. The dates of services need to be checked very carefully on the Veterans Tax exemption. Selectman Carlberg asked if the Veterans Exemption was based on the time someone served in the military. Mr. Farrell answered that is based on dates on combat.

Mr. Farrell wanted to add that Mr. Leblond had commented on how well Donna Giberson had worked with him on this. She was a great help because there is no full time assessor that works for the town, only a full time clerk.

### **Abatement Application**

Mr. Farrell stated that recently Mrs. Cole was granted a demolition permit by the Building Department. According to an agreement drawn up but never signed, it is now up to the Town of abate the taxes on this property. Chairman Bishop stated that this had been worked on by the previous Board. He recommended that this Board make the same agreement.

**Selectman Bourque made a motion to grant the abatement application for Marilyn Cole of 50 Stevens Hill Road in Nottingham, NH as recommended by Town Council, seconded by Selectman Auclair. Motion passed with three votes. Selectman Carlberg abstained.**

### **Board of Selectmen Report**

Selectman Carlberg attended the Planning Board meeting.

Selectman Auclair attended the CIP meeting.

Selectman Bourque attended a site walk.

**Selectman Bourque made a motion to move all major public hearings to the middle school upon receiving permission from the School Superintendent and to direct the Cable Committee to record the meetings and televise them at a later date, seconded by Selectman Carlberg.**

There was a brief discussion on this motion from the Selectman, Peter Buckingham and Kevin Woods, Chairman of the Cable Committee.

**Motion passed three to one. Selectman Auclair opposed the motion.**

Chairman Bishop informed the Board of what he worked on the previous week. He announced that Senator Sununu would be meeting with the Rotary Club in the morning and afterward he would be meeting with town officials at Torrent Hall to discuss the possibility of Federal assistance to get sewerage to the down town area.

MOTION: Selectman Bourque made a motion to enter Non-Public Session under the provisions of RSA 91-A:3, II (c). Selectman Auclair seconded. Voted unanimously in the affirmative.

MOTION: Selectman Bourque made a motion to come out of Non-Public Session under the provisions of RSA 91-A:3, II (c) and to seal the minutes indefinitely. Selectman Auclair seconded. Voted unanimously in the affirmative.

**Selectman Bourque mad a motion to adjourn the meeting, seconded by Selectman Auclair. Motion passed unanimously.**

**Chairman Bishop adjourned the meeting at 10:30 p.m.**

Respectfully Submitted,

April Rives  
Executive Secretary