

Holden Town Council
Meeting Minutes
Monday, September 14, 2009
Municipal Building
6:00 P.M.

1. Call To Order

Chairman Bryant called the meeting to order at 6:02 P.M.

Members Present: John Bryant, Chairman; Robert Harvey, Vice Chairman; Joel Swanton, Ralph McLeod. Councilor Amoroso was unable to attend.

Others Present: John Butts, Town Manager; Steve Condon, Economic Development; Jim Ellis, Public Safety Director; Gene Worcester, Police Chief; Andy Emory, Asst Fire Chief; Sue Dawes, Conservation Commission; Don Varnum, School Board Director; Dick Gassett, Anne Gassett, Bob Sparks, Don Foster, Gary Ouellette, Larry Benner, Roger Archer, Ellen Campbell, Malcolm Coulter, Donna Hall, Jane Black, Norma Wells, Karen Rothschild, Dwayne Hall, Barbara O'Conner, Al Steves, Joannie Cunningham, Lois Gardner, Larry LeLand, Carlene Craib, Doug Craib.

2. Pledge of Allegiance

Chairman Bryant led the Pledge of Allegiance

3. Moment of Silence

Chairman Bryant asked for a moment of silence for everyone to reflect on someone or something that has touched him or her in a positive way since we last met.

4. Public Comment

Ms. Donna Hall spoke in favor of building a Police Facility and the need for Police protection in Holden.

Mr. Gary Ouellette spoke in favor of building a police facility.

Mr. Bob Sparks was opposed to a new Police Facility; however, was not opposed to building a new Town Office and renovating old Town Office for Police and Fire.

Ms. Ellen Campbell spoke in favor of a new Police Facility.

Mr. Don Foster spoke in support of Mr. Bob Sparks recommendation.

5. Approval of Minutes for July 13, 2009 Regular Meeting

It was brought to the Councils attention by Councilor Swanton that comments made by Mr. Bob Sparks and Mr. Don Foster were inadvertently left out of the minutes from the August 10, 2009 minutes. Town Manager was asked to correct and resubmit at the October Council Meeting.

6. **Consent Agenda**

A. Financial Warrants:

Councilor Harvey moved, Councilor Swanton seconded; to approve item 6A (Financial Warrants) of the consent agenda. Vote 4-0 in favor. Warrants 0910-10 for \$15,137.70; 0910-11 for \$15,576.58; 0910-12 for \$13,344.45; 0910-13 for \$18,406.14; 0910-14 for \$15,939.40; 0910-15 for \$14,487.37; 0910-16 for \$278,263.32 for a total of \$371,155.00.

B. Department Reports

Councilor McLeod moved; Councilor Harvey seconded; to approve the Department Reports. Vote 4-0 in favor.

7. **Old Business**

A. SAD # 63 Updates

Mr. Don Varnum briefed on recent developments regarding the property transfers from SAD #63 to the Town of Holden. There will be a special Board of Selectmen meeting in Eddington on September 23, 2009 for discussion and the item would again be on the September 28, 2009 School Board Meeting agenda. Chairman Bryant asked the Town Manager to attend this meeting to represent the Town of Holden's interest. Mr. Varnum also briefed on the continuing State budgeting problems and there was a possibility the School District could lose additional funding.

B. Town Owned Property Updates

The Town Manager briefed that an offer had been made from abutting land owners of the Holbrook Pond property in the amount of \$50,000.00. Mr. Gasset from the property owners group asked the Council for permission to have the land surveyed which the Council agreed to. Councilor McLeod moved, Councilor Swanton seconded; to accept the offer of \$50,000.00 and work out deed restrictions etc. with the abutting property owners, Town Staff and the attorney's. Vote 4-0 in favor.

Town Manager briefed that an easement document for access across Nickerson Rd. to the Hog Hill property had been prepared and forwarded to Mr. Matt Tilley for signature. The easement also included utility access.

Mr. Steve Condon and the Town Manager had met with the Town Attorney to discuss changes to the right of way deeds from Holden Hills. The changes would eliminate storm water retention ponds from the deed and require the Home Owners Association to be responsible for maintenance of the ponds with an easement for the Town.

C. Facility Update

Town Manager briefed the Town Council that all the Town Office area had been painted with the exception of the conference room that would be done at a later date. The air handling system

with humidifier drainage had been completed in the basement and Fire Department areas. Currently attempting to obtain quotes on repairing soffets at the Town Office.

8. New Business

A. Snowmobile Club Financial Assistance Application (State Funds)

Councilor Harvey moved, Councilor Swanton seconded; to approve the application that would allow the Snowmobile Club to apply for and use State Funds for trail maintenance. Vote 4-0 in favor.

B. Request Approval for Private Road Name (Leeds Way)

Councilor McLeod moved, Councilor Harvey seconded; to accept the road name of Leeds Way as recommended by Chief Ellis. Vote 4-0 in favor.

C. Review and Action on Police Facility Bids

Councilor McLeod moved, Councilor Swanton seconded; to accept the overall low bid of \$174,740.00 submitted by Al Benner Homes contingent upon negotiating electrical hook up, payment & performance bonds, and financing. Vote 4-0 in favor.

D. Old Town Hall Funding

Discussion was held regarding funding and fund raising for the Old Town Hall. Councilor Harvey stated the Historical Society was establishing guidelines on fund raising and was working towards that goal. Councilor Swanton suggested the Historical Society take the lead in fund raising for the facility. All concurred.

E. Reward Program for Theft or Destruction of Town Owned Property.

Town Manager briefed the Council that a rash of sign damage and theft had been occurring this summer. A suggestion had been made by one of our employees that a reward program for citizens who provided information that led to the arrest and successful prosecution of those responsible may be a deterrent. Council authorized the Town Manager to put a policy together and re-address at a later date.

F. Salt and Sand Bids (Request for Approval)

Councilor Swanton moved, Councilor Harvey seconded; to accept the low sand bid submitted by J. G. Faulkner of \$9.00 per cubic yard (they haul) or \$5.50 per cubic yard (we haul), and the low bid of \$67.00 per ton for salt submitted by Mid-Atlantic Salt LLC. Vote 4-0 in favor.

G. Discuss Proposed Change to Road Acceptance Ordinance

Discussion was held regarding what level of development of a new subdivision was acceptable prior to accepting the newly constructed roads. The concern is cost of maintaining roadways

when maybe only one or two lots or homes have been built and sufficient tax revenues are not being realized. Council directed staff to come up with recommendations and bring back to the Council.

H. Stop Sign Placement (Fisher and Mann Hill Roads)

The State informed the Town that the current stop sign on Mann Hill Road poses a danger due to its location. They recommended the sign be placed on the Fisher Road instead of Mann Hill, or hire a traffic engineer to redesign the intersection. Discussion was held and the Road Commissioner and Public Works Foreman are going to study different options and present recommendations to the Council at a later date.

I. Disbursement Warrant Policy

State Policy on individual Councilors authorized to sign disbursement warrants for payroll, benefits and school disbursements has changed. The new change allows payments to the State to be included in this operation. Councilor Harvey moved, Councilor Swanton seconded; to approve individual Councilors to sign the disbursement warrants for payroll, benefits, school payments and payments made to the State. Vote 4-0 in favor.

J. Discuss Monthly Council Meeting Schedule

Currently the Council meets on the second Monday of each month. Monthly reports and financial data is often a month behind when presented to the Council as bank statements have not received in time to validate etc. Council agreed to change monthly scheduled meeting to the third Monday starting in October 2009.

K. Request Approval to Purchase Storage Shed

Councilor McLeod moved, Councilor Swanton seconded; to approve the purchase of one each storage shed for the Town Campus emergency generator using Municipal Facility Reserve Funds in the amount of \$1810.00. Vote 3-0 in favor. Councilor Harvey abstained due to relative bidding on project.

L. Request Approval of Paving Contract

Councilor McLeod moved, Councilor Swanton seconded; to approve the low bid of \$72.90 per ton of maintenance mix laid asphalt and \$210.00 per ton (hand work) submitted by Lane Construction. Vote 4-0 in favor.

M. Discuss Town Office Equipment Needs

Discussion was held regarding purchase of two computers and two desks for the Town Office. One computer has failed and an additional computer is needed to allow full staff productivity. In addition one desk is falling apart and needs replacement and another desk is needed in the Managers office with the older desk going to Public Works to replace an existing worn out desk.

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Councilor McLeod moved, Councilor Swanton seconded; to allow the Town Manager to purchase the two computers and two desks using Administrative Reserve Funds not to exceed \$3000.00. Vote 4-0 in favor.

9. Other Business (By Unanimous Consent)

A. Chairman Bryant asked the Council's consent to discuss with Steve Condon business regarding Brookfield Estates subdivision plans. Unanimous consent was given.

Steve Condon briefed the Council on suggested changes to the Brookfield Estates Sub-Division plan regarding Open Space areas that the owners were wanting to change. Council gave consent for negotiating changes.

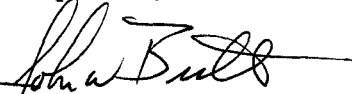
B. Chairman Bryant polled the Council again to discuss Holden Hills Open Space Deed. Council gave unanimous consent.

The Town Manager briefed that a deed had been prepared for turning over certain space in the Holden Hills Subdivision to the Town as Open Space areas. The Town Attorney was inquiring if he should record the deed. Council agreed to have the deed recorded.

10. Adjournment

Councilor Harvey moved, Councilor Swanton seconded to adjourn the meeting at 8:16 P.M. Vote 4-0 in favor.

Respectfully Submitted,



John W. Butts
Town Clerk

Approval Date: OCT 19, 2009