

Town of Bartlett Office of Selectmen

Meeting Minutes: April 16, 2010

Reporters: None

Attendance: Chairman Gene Chandler, Douglas Garland, Jon Tanguay
Fire Chief L. Patrick Roberts, Road Agent Travis Chick, Emergency
Director Bob King, Homeland Security & Emergency Management
Representative Julia Chase and North Country Council GIS Planner June
Garneau

Meeting opened at 08:35 AM.

June Garneau discussed the basics of mitigation planning and the formation of a team. Garneau stated that Bartlett is one of the last to do this and a preliminary plan was handed out. In 2000 President Clinton mandated the Disaster Mitigation Act that each community creates a local Hazard Mitigation Plan. Garneau explained that this is a Multi Jurisdiction Plan that includes Harts Location and that the plan not only includes natural hazards but man-made hazards and wildfires and that this plan would be needed to meet the requirements of the Community Wildfire Protection Plan. Garneau reviewed that on page 48 was the acronyms, page 42 is the goal which should be reviewed, and page 50-51 is the plan. Garneau explained that the concepts of the match money funding process which would be through Homeland Security and that we need to track all work done on the preparations of this plan in order to use that time as “in-kind” match. A sign up sheet was handed out. Garneau pointed out on page 11 a sample of a press release as public notice is required for the next plan and again when the plan is signed. Garneau will keep a narrative of each meeting. Garneau stated that we needed to build a strong team in order to expedite the process and to gain pertinent and valuable information. Garneau also stated that if one hasn’t been done that a water resource plan may need to be done and this would be at no cost to the town. Roberts stated that the water precincts would have that type of information. Garneau recommended that the team be made up of the following:

- 1.) Citizen who has knowledge of the town
- 2.) Planning Board member
- 3.) Selectmen
- 4.) Fire Chief
- 5.) Road Agent
- 6.) Police Chief
- 7.) Ambulance Service

8.) Emergency Management Director

9.) School Principal (not at every meeting but occasionally)

Garneau explained that future meetings would be set at our needs and there could be as little as four two hour meetings or as many as 6-9 two hour meetings. Garneau explained that on page 44 was an example of the existing mitigation strategies. On page 20 is a threat analysis chart and the committee would have to figure out what the biggest threats would be. Garneau displayed and explained a GIS map showing the Wildland Urban Interface. Selectman Tanguay inquired if the types of hazards covered would include something like the recent meth lab incident that happened last week in Franklin. J. Chase stated that the emphasis is natural disasters. Garneau stated that you can include what you want or feel is a hazard. Selectman Tanguay inquired if it is crime related how does FEMA react. J. Chase stated that unfortunately there would be no help from FEMA. Chairman Chandler stated that on page 60 it lists civil disturbance under the hazard definitions and he doesn't believe that applies to Bartlett. It was agreed that that would be removed. Garneau explained that on Page 30 – 32 is where you would fill in as to what buildings and structures in Town that are critical so that you would have a chart of what needs to be protected. Page 42 explains the types of mitigation strategies that need to be developed, Page 43 is the current mitigation strategies, Page 48 is the potential mitigation strategies, Page 51 is the final implementation plan, and photos also need to be taken for the plan. Garneau stated that there would be homework which consisted of the attendees reviewing the plan template and the next meeting will be on May 13th at 08:00 AM at the Glen Fire Station and a member from the ambulance as well as Ed Butler from Harts Location should attend this meeting. Chairman Chandler mentioned that he hadn't been aware that Harts Location was involved with Bartlett's plan and he doesn't have a problem with it except he feels they should contribute to the costs. King stated that so far they have had no response from Harts Location. J. Chase agrees that they need to match time. Garneau explained that FEMA grants the money under a multi-jurisdiction and if you went with only one town it may be only a 50/50 match instead of the 70/30 match. The break down of funds is \$5100. 00 upon signing of the contract, \$5100.00 when plan is forwarded to FEMA for conditional approval and a final payment of \$2106.75 upon project completion and receipt of the final plan copy. J. Chase stated that the \$12,000 or so would come from the State. King stated that we need to follow up with Harts Location and that the contract needs to

be signed. J. Chase will attempt to get in touch with Butler at Harts Location. Chairman Chandler inquired if it is required to do five year updates? J. Chase stated that FEMA requires it. Garneau suggested that if you review the plans yearly that it will be easier and the updates would be all set.

Selectman Tanguay stepped down from the meeting.

Chairman Chandler made a motion at 09:50 AM to enter nonpublic session to discuss a request for aid under NH RSA 91-A: 3 II (c). Selectman Garland seconded the motion. Motion carried. Chairman Chandler made a motion at 10:10 AM to end the nonpublic session and to seal the minutes. Selectman Garland seconded the motion. Motion carried.

Realtor Peter Pinkham and Tim Khrapunuv (Glen Chill Out – 2 RT016- 192-R00) met with the Selectmen in reference to the inspection that was done by a representative of Bergeron Technical Services. Pinkham stated that there were a number of different items to discuss and he feels it is important to consider that this is not a new building or a new use as it used to be a restaurant. There also are no plans to doing any cooking. The first issue is that it is being looked at as a new mercantile and it is an existing older structure that has been improved. They do not have a problem with such things as adding hand rails to the front entry. The second issue is the rear main floor exit as the step down would be difficult to improve but they will install hand rails there. The third issue is the upper level office that is supposed to be unoccupied and now used. The tenant would be the only one to use the office space and the access is important. It would not be used by customers and there is no other place for the office and they need that space. The fourth issue of the interior stairs not complying with stair dimension code requirements. These stairs are not a means of egress but they will remove the sliding patio door and change it to a hinged door. The fifth issue of illumination will not be a problem and they will take care of doing the illumination of the egress. The sixth issue of the interior finish would be the most difficult as to cover the interior with this intumescent coating would be costly and they don’t understand why it is needed if they aren’t cooking. Chairman Chandler stated that he didn’t understand if this is painted on or new walls required. Pinkham stated that they would have to sand down the walls and repaint with flame retardant and the cost would be at least

\$10,000.00. Pinkham mentioned again that there would be no cooking and that fire extinguishers would be supplied. Selectman Garland stated that in the letter from Bergeron that it appears he understood that there was no cooking. Pinkham stated that in the International Building Code that the intent of the code is to improve accessibility to existing building over time and this is what they would like to do as they are trying to open for business for the season. They would do all of the safety regulations but would need time for other things. Chairman Chandler stated that it appears that a door is required to the office. Khrapunov replied that it would be dangerous to have a door there as when it is opened by the tenant coming down the stairs it could hit someone. Khrapunov also stated that the door at the bottom of the stairs to the basement would be impossible to do. Selectman Tanguay explained that the door is to stop the fire from spreading to the next floor. Chairman Chandler informed them that they should speak to Bergeron to see what could be worked out. Selectman Garland reminded them that if there are State fire codes they have to comply with them. Chairman Chandler replied that he believes that Bergeron is reasonable to work with and whatever Pinkham and Khrapunov don’t agree with, put in a letter to the Selectmen and they will check it out. Selectman Garland stated that he doesn’t know about the office but fire codes are tough and there is no grandfathering of codes which makes it hard to bring old buildings into compliance.

Bartlett Recreation Director Annette Libby met with the Selectmen and the Selectmen discussed with Libby the use of private property for recreation department events and it was determined that we would check with the insurance company about the liability. It was also decided that in the future that any new fields that the department would like to use would have an agreement drawn up between the involved parties and that the Selectmen would be consulted. Libby informed the Selectmen that the golf tournament this year would be on May 28th. Libby also mentioned that she is looking for judges for the 4th of July parade.

Road Agent, Travis Chick, went over with the Selectmen the work he is planning on doing on the stretch of road from Katherine Ryan’s (Cobb Farm Road) and Stanton Farm Road. He is addressing the water run off issues as well as the issue that some trees by the Howard property may have to be removed. The approximate cost to redo the road and to put 3 inches of

pavement down will be \$80,000.00. Selectman Garland inquired if Engineer Burr Phillips should take a look at the road. Chairman Chandler replied that he has briefly already done that. Selectman Garland inquired about grinding the road and reusing that material. Chick replied that that will cost about \$10,000.00 to do that. Chick inquired if some of the trees that are close to the gas pumps at the town hall could be removed to create a place for the police cruisers to park to get them out of the way in the winter when they are trying to plow the lot. Chairman Chandler will take a look at this project. Chick also inquired if he could build some individual lockers on the left hand side at the highway garage for the staff to be able to store their gear such as traffic vests, hard hats, etc. The Selectmen are ok with this.

Lynn Jones, AA, inquired from the Selectmen what the policy is on issuing a place of assembly permit. It was decided that if it is a new permit that Bergeron Technical Services would do it, but if it is a renewal that Fire Chief L. Pat Roberts would do them.

Police Chief, Timothy Connifey, informed the Selectmen that the new Police Officer, John Sutton, passed the physical agility test at the NH Police Standards and Training Academy and he is 62 on the list of candidates trying to go to the academy. The academy takes 60, but they have put Sutton on stand by in case someone drops out of the April 26th academy. Connifey also informed the Board that there has been a rash of attempted burglaries in the area recently. Connifey stated that the police department is planning on having a cruiser at the Touch the Truck day held by the Bartlett Recreation Department and that same day the MWV Velo Club safety clinic is at Storyland and that is when they do the bike rodeo which last year the police department was able to get a grant for some bike helmets. Selectman Tanguay suggested that perhaps Sutton could take one of the cruisers to the Touch the Truck day event so that people would have an opportunity to meet the new police officer. Connifey would like to purchase baseball caps for the officers and the price is \$9.50 each with a minimum of 12 hats. The Selectmen were ok with this purchase. Connifey will also need 8 new summer tires for the cruisers. The Selectmen were fine with that. The Selectmen requested that Connifey get the specs available for the old cruiser that we are selling so that we can advertise this.

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The Selectmen attempted to call the attorney for the town for a legal question but he was not available.

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

Meeting adjourned at 11:50 AM.

Respectfully submitted,

Brenda Medeiros, Sec.