

**BOARD OF SELECTMEN**

**MARCH 27, 2013**

**MEMORIAL BUILDING**

**10 A.M.**

*The following are to be considered draft minutes only until approved by the Board at their next meeting.*

Selectmen present: Chairman Donald Hill, Leigh Callaway and George McCusker

Others present: Peter Abair and Bill Huntoon.

This meeting is a continuation of the March 25<sup>th</sup> meeting. Don called the meeting to order at 10 a.m.

Leigh reported that a representative from Certified Computer Solutions was here yesterday. Their support team knows and works closely with the BMSI and Avitar software. He looked at our current system and was able to note areas of weakness that need to be corrected soon. He will put together a quote for correcting the areas of immediate concern as well as a quote for IT management and support. The Selectmen would like to see if Competitive Computer is interested in providing a quote and will seek references for CCS.

The Board reviewed the Buildings and Grounds projects list. Don stated that it made sense to develop the list and have an annual plan that is reviewed periodically. He felt April would be a good time to develop the list of what needs doing for summer projects. The list should include who is supposed will be responsible for certain projects.

Leigh noted that he would like to take on the project for the process of doing personnel evaluations and also work with someone from LGC to update the Personnel Policy to be in compliance with State and Federal requirements.

George questioned whether it would be possible to send someone from the office to school for further training to be more savvy with computer requirements and updates. Online tutorials were discussed. Don suggested once a decision is made on a vendor, perhaps they can assist with ho and what can be done locally to get employees up to speed.

The project list was reviewed and prioritized.

George stated that after speaking to Pete, he feels the highway department has time to get a lot of these projects done. The part-time position on the highway department was discussed. The Board stressed that the discussion was not about personalities but was about the position and the town being able to afford the costs of increased benefits. The highway department is set up to have 2 full-time and one part-time employee, up to 30 hours per week. The concern with having another full-time is the additional \$15,000 in benefit costs for an additional 10 hours per week. Don noted, the State continues to mandate and increase the requirements of what towns are required to pay toward retirement, annually decreasing the State contributions and passing it on to the Town. Lawn mowing and building maintenance was discussed. The Board agreed they

may need to seek outside sources to maintain the lawns if the highway department is not able to fulfill the obligation with all the other projects and road work that needs to be taken care of.

Leigh stated he would like to have replacement of the fuel tanks be a top priority. The tanks will be replaced with two tanks if the “pig” containment tubs can fit in the existing space. The Board would like to get a quote from Mason Wheeler and Ryan Peterson for replacement of the tanks. Pete will give them a call.

The Board would like to move forward with a determination for ongoing office and building cleaning. Subcontract cleaning was discussed. Once a scope of work is determined the board will advertise the position. It was suggested that perhaps Andy Badger from Kaynicki Janitorial might assist in determining industry standards and developing a scope for bidding purposes.

Signatures:

Veteran’s Exemption – The application was filed before April 1, 2013. Exemption approved and signed.

Updated bank signatories were signed.

The Selectmen voted unanimously to enter into non-public session (RSA 91:A:3 II-Personnel) at 11:47 a.m.

At 12:45 p.m. motion made by Don Hill to seal the non-public minutes, seconded by George and unanimously approved. The Board entered back into public session and adjourned.

Submitted by,

Janet Roberts