

BOARD OF SELECTMEN

MARCH 24, 2014

MEMORIAL BUILDING

7:00 P.M.

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

Selectmen present: Don Hill, Leigh Callaway and George McCusker.

Others present: Bryan O'Day, Bill Huntoon, Tom Duling, Tim Julian, John Trachy, Justin Hastings, and Mike Beaulieu.

Don called the meeting to order at 7:00 p.m.

Election of officers: Leigh nominated Don as Chairman; George nominated Leigh. Leigh refused. He does not want the position and thinks that Don is doing a fine job. Don nominated Leigh as Vice-Chairman, seconded by George. Don called for the vote: Don and Leigh in favor, George opposed. George stated he felt it was time for a change and time for someone else to do the job.

Bids for rescue truck:

5 bids were received and opened. Bids ranged from \$631.77 to \$1512.00. Leigh moved to accept the highest bid (Holly Barton of Bradford NH) of \$1512.00. The motion was seconded by George and unanimously approved.

Don read the Selectmen's Meeting Guidelines for review of conduct during the Selectmen's meeting. Leigh noted the guidelines have been in effect since adopted in October of 2012.

Leigh moved to approve the minutes of March 10, 2014. The motion was seconded by George and unanimously approved.

Unfinished business:

Don reported an e-mail was received on February 17th from Mr. Seekamp on Deer Hill Road regarding snow conditions. Shortly after receiving the e-mail Chief Tim was dispatched. While there Tim met the highway crew putting down more sand. There was no other evidence of trouble based on the Police Report. Leigh drafted a response to Mr. Seekamp. Motion made by Leigh to approve and send; seconded by George and unanimously approved.

Leigh completed the bid specifications for the Town Hall carpentry project. Don noted the specifications seemed reasonable and straight forward. Board in agreement to advertise bids to be due by May 12th. (Shopper, Intertown Record, locally and List Serve/Website). Painting bids have gone out, due April 14th. Leigh stated a decision needs to be reached on April 14th; the Moose Plate Grant application is due April 25th.

Internet domain: Leigh has not heard back from NH/VT Computers. The domain license expires Saturday. The Board approved paying the \$50.00 fee while Leigh works with NH/VT computer

to determine if and how the town may keep control of the domain name. Leigh offered to hand deliver the check tomorrow.

Wage/Pay period review: Leigh reported the Selectmen had originally approved a 2.5% increase in wages effective April 1st for all employees paid on a weekly basis. They then amended this to 3%. Leigh explained the difference in net cost (including benefits) to the budget. A \$1.00 per hour increase was approved for Pete Abair based on wage study information. April 1st falls in the middle of a pay period. Leigh moved to approve that changes in wages will take effect with the pay period that begins March 27th. The motion was seconded by George and unanimously approved.

The Board began discussion for the department liaison assignments. Several assignments were chosen but in the interest of time the Board agreed to table the discussion.

Review of project list and unfinished business lists. It was decided there is a fair amount of project oversight that cannot be determined until department liaisons are chosen; the Board agreed to go into this discussion in more depth. It was agreed tonight's meeting should be continued to Wednesday, March 26th following the Virtual Town Hall website presentation scheduled for noon.

Check signing: April – Don; May – Leigh; June – George.

Board and Department Updates:

Don reported CCM met with the Planning Board for an amended Site Plan for Michael Hansen's property currently under purchase and sales contract. The Planning Board determined Michael had a Special Exception but had not finished the site plan review process. CCM was continued to the April Planning Board meeting for a full Site Plan Review.

Roland Follansbee appeared before Planning and presented a letter to them regarding the rentals on his property. Roland was advised to hire the necessary professionals to be sure he has enough land to support additional dwellings on his property. He was advised he would also need to have septic plans for the property and told the third dwelling needs to go away. He was not given a deadline, but gave his word that he would follow through on this, and knows there will be follow up to this.

The Conservation Commission held their presentation regarding vernal pools with about 20 people in attendance. The presentation included information that should be helpful to the Planning Board as they continue to work their way through revision of the wetlands ordinance. It was noted that the State does not protect vernal pools except in certain circumstances and emphasis was placed on the appreciation and observance of them.

The recreation committee is holding an organizational meeting downstairs at the same time as this meeting that appeared to be well attended. They are looking to generate some new interest and support for events and Old Home Day.

George reported the Upper Valley Lake Sunapee Region Planning commission has changed administrators. Christine Walker Frost has moved on and the former Transportation Director (Nathan Miller) has taken her place.

Don reported an appeal (to a Selectman's decision) will be heard by the Zoning Board on April 1st. Members of the Planning Board were notified as they might want to attend out of interest.

Correspondence:

Notice of availability of CDBG Planning Grant Funds: Application deadline April 30th.

NH Timberland Owner's Annual Meeting May 17, 2014.

NH Timberland Harvesting Council schedule of Safety/Harvesting classes

Local Energy Solutions Conference in Tilton on April 12th. Don will try to attend.

Don noted Ken Piedmont has had success with his photovoltaic solar array. It has been suggested the Town might want to consider solar for the town office building. Don noted there are grants and lease options available and he will begin doing some research.

Water test for the town office came back fine. Don noted, there has been report of sedimentation/grit in the drinking water. There may need to be a water filter installed. Leigh will add to project list. Mason will be contacted for a quote. The Board did not see a need to put this out to bid.

Notice from Sharon King, Register of Deeds that she is retiring. Chaune Baker, her deputy is a candidate running for the position.

Division of Fire Safety – "The State Fire Marshall's office is in the process of updating its list of municipalities in the State where the use, sale or possession of permissible fireworks is prohibited or in some way restricted by ordinance or municipal code" requesting a letter of response by May 15th. Board agreed governing body does not have ordinance or code to support or prohibit.

Letter of engagement for audit signed for Plodzik and Sanderson.

Letter from Christie Martin, OIC at the Springfield Post Office requesting permission to hold a community meeting on April 30 at 5 pm at the Town Hall. The Post Office is changing the way it is going to operate in the Town (restructuring window and lobby hours) and planned to hold a meeting in the PO lobby. Christie did not feel that would be room enough asked about the use of the Town Hall. The Postal Service has asked if the fee could be waived. Leigh moved to approve the application and waive the fee. Motion seconded by George and unanimously approved.

Purchase orders approved and signed for annual budget contributions.

Contract for septage disposal approved and signed for Claremont Sewer Department.

Miscellaneous Business:

Don reported the Selectmen's meeting with Town Counsel determined there is no further discussion or action from the Selectmen regarding the sand issue and the Board is moving forward.

Leigh noted "for the record this does not preclude an investigation."

Leigh reported there is a meeting being held in Newbury on April 23 sponsored by NHMA (formerly LGC) for training and legal updates for municipal officials and employees.

Don stated the Selectmen are committed to putting public comments on the agenda and hearing comments, but asked that complaints be in writing so as to allow the selectmen to research and/or hear both sides of the story and not be blind-sided and forced to make snap decisions.

Public Comments: Bill Huntoon asked for an explanation from Don as to a conversation that left him with the impression there were two raises proposed for Pete Abair. Leigh reported the Selectmen decided on 2.5% and then further reviewed Peter's wages and approved a single raise of \$1.00 per hour for him, and 3% across the board for employees receiving weekly paychecks. The decision was reached in a non-public session and then reported at a subsequent meeting. Leigh noted, however, that discussion of compensation is allowed under RSA 91-A III.

John Trachy questioned if anyone had looked into changing the type of street lighting at the town hall so as not to attract insects to the front to the building.

Representative from Virtual Towns & School will give a presentation of their website hosting product on Wednesday, March 26th at noon at the town office. Employees will attend during their lunch break.

Miscellaneous Business: Janet noted the auditors have recommended the town provide employees with a written notice of wages and benefits on an annual basis as well as any time there is a change. This information was also part of a presentation through an LGC webinar. Leigh noted his objection about creeping state requirements.

At 8:20 p.m. the Board voted unanimously to continue the meeting to Wednesday, March 26th @ 1:00 to follow the Virtual Towns & Schools presentation.

March 26, 2014**Selectmen's Meeting****Continuation**

At 12:00 p.m. Bill Letsky from Virtual Towns & Schools (VTS) gave a presentation of the product his company offers for website hosting.

Present: Selectmen Don Hill, George McCusker, and Leigh Callaway, also Tamara Butcher, Pixie Hill, Tim Julian, Janet Roberts, and John Trachy.

VTS Presentation ran from 12:00 to 1:20.

Selectmen's meeting called to order at 1:30 p.m. The Board discussed moving forward with VTS. Leigh volunteered to be the project manager. George is not ready to move forward but agreed improving the website is something the board has been discussing for a long time and needs to happen. The Board discussed the issues with the website increases the amount of calls at the office because people are not able to access what they need from the website. VTS has templates to assist with set up and posting. Issues need to be worked out about the domain. Leigh noted the payment to NH/VT was delivered and they will be letting the town know what is decided. There is money in the budget to move forward with the website, and the sooner a commitment is made the sooner website development can begin. Don moved to engage the services of VTS for this year; splitting the set-up cost over the course of two years, and pro-rating support for 2014 (\$2875 ea. For 2014 & 2015); motion seconded by Leigh. George said he would like more time to research and analyze and make some phone calls since he is not familiar with the product and is not ready to make a decision today. Don withdrew his motion.

Review of projects list/unfinished business list:

Specific discussion involved exploring cleaning options of town buildings. Leigh reported Melissa Julian offered to do interim cleaning while the Board decided how to move forward with the cleaning projects. That was about 18 months ago. Concerns were noted with the costs of adding employees to the payroll.

Scenarios discussed:

- Contract for cleaning all buildings
- Hire as hourly employee
- Hire as hourly employee to include shoveling, mowing, grounds maintenance with responsibilities for opening and closing the town hall and other the other buildings for meetings and rentals.

George mentioned that he has spoken to several people who have shown interest in any or all facets of what the Selectmen come up with. The Board asked Janet to put together a description of cleaning responsibilities for review at their next meeting.

Leigh wants to move forward with divesting of tax deeded properties, specifically the one on Bowman Road and the Lee property, as well as 8 in Eastman. Leigh will send his list to the other Selectmen with his recommendations.

The invitation to bid for the Town Hall Painting project is “on the street” and the carpentry bid ads will be going out.

Leigh will continue to work on the study of best land use at the highway garage. Jeff Milne has taken a look at the engineering plans done several years ago. Leigh suggested reforming a study committee. Jeff Milne, Bill Huntoon, Darrin Patten, and Justin Hastings have expressed an interested in working with him.

The Selectmen are in agreement to have Pete put the culvert across the wetlands. Pete says he can do it with his crew and the backhoe.

Town Office Heating: Mason put together a proposal for propane conversion and it was determined the return on investment was not feasible. The Board would like to have information for new oil furnaces, tanks, chimney needs etc. They determined there is no pressing need for this to be done immediately but is an action item for budget prep for next year. George will speak to Mason.

Buildings and grounds list:

Leigh stated that someone needs to manage the list and “bird dog” the items to be sure they get done. The list has been a good source to keep track of the projects that need doing while keeping the public informed, even to the point where it has slowed progress since the board only meets twice a month. He would like whoever is the B&G liaison to be able to authorize expenditures up to a certain threshold and pursue getting the list done. Don cautioned that one Selectman does not have authority to authorize work, except in a clear emergency when one Selectman has authority to determine a crisis.

George recommends hiring a 30 hour per week person for highway and believes a large part of the projects can be done through the highway department. They got a lot on the list done last year. The highway employees have had no objection to doing the painting, mowing, or carpentry projects. Last year he met with the highway department on a daily basis to get the list done. Don cautioned that there are many times when Pete needs all three people to get highway projects done. George felt there was ample time to include the projects list. He also noted he is also not in favor of the highway department working four ten hour days a week. He felt a 30 hour per week person would also have time to do the cleaning. Leigh suggests George be in charge of Buildings and Grounds as he did the job last year. George denied and felt highway and B&G should go together. He is not willing to take this on and believes someone else should do it this year.

A contentious discussion followed regarding liaison assignments, protocol, prior accountability and disagreements. Leigh agreed to take on the buildings and grounds list.

After discussion, the board agreed projects that are on the list have been reviewed in public and are approved by the Selectmen if they are on the list. Don and George agreed Leigh be permitted to pursue taking care of projects on the list or those they approve of adding up to the \$750.00 limit (purchase order limit) without needing further approval. Leigh will report at Selectman's meetings to ratify the progress.

Don stated he will work on drafting a formal purchase order policy as the auditors recommend.

The Board returned to the discussion regarding VTS. Don would all three Selectmen in agreement, but is concerned with delaying a decision given that the earliest a new website product could be rolled out would most likely be August or September. He would like to see the Selectmen act now rather than putting this off another couple of weeks until their next meeting. The board was 100% unified in agreeing that there needs to be a functioning website by August. George would like more time to do some research and make some calls to get feedback even though he agrees something needs to be done. Don remade his former motion to engage the services of VTS for this year; splitting the set-up cost over the course of two years, and pro-rating support for 2014 (\$2875 2014 & 2015); motion seconded by Leigh. Don and Leigh voted in favor, George abstained.

The board revisited the issue of the department liaison matrix and assignments were given. (See attached).

There was discussion regarding whether to make cleaning a part-time employee or a contract position. The board will review the description of duties at their next meeting.

Leigh will work with Pete and put together a job description for a part-time highway employee. Limiting number of hours worked and concerns about winter overtime for the position were discussed. A CDL license is required if a full-time position is made at some later time.

Meeting adjourned at 3:55 p.m.

Submitted by,

Janet Roberts

DEPARTMENT LIAISON 2014

DONALD HILL – CHAIRMAN

EMERGENCY MANAGEMENT
FIRE & RESCUE
HAZARD MITIGATION AND SAFETY COMMITTEE
HIGHWAY DEPARTMENT
PERSONNEL ADMINISTRATION
PLANNING BOARD

LEIGH CALLAWAY – VICE CHAIRMAN

BUDGET COMMITTEE
BUILDINGS AND GROUNDS
CEMETERY TRUSTEES
COMPUTERS/INTERNET
POLICE
UNFINISHED BUSINESS

GEORGE MCCUSKER

CONSERVATION COMMISSION
LIBRARY
RECREATION
UPPER VALLEY REGIONAL PLANNING COMMISSION REP
UPPER VALLEY RPC TRANSPORTATION COMMITTEE REP
ZONING BOARD