

BOARD OF SELECTMEN

APRIL 8, 2013

MEMORIAL BUILDING

7:00 P.M.

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

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

Others present: Bryan O'Day, Tom Duling, Peter Abair, Bill Huntoon, Justin Hastings and Mike Lawlor.

The meeting was called to order at 7:00 p.m.

Don reported at last Monday's continuation meeting (March 27) progress was made on prioritizing the project list. Handicap handrail at the library was identified as top priority. Bill Huntoon will take a look at composite material and report back.

Bill will get estimates to Leigh by Thursday for miscellaneous repairs at the town hall for the grant application. Bill suggested that perhaps there should be some sand added behind the steps at the town hall entrance to fill in a gap between the step and the building.

Minutes of March 25, 2013 – Leigh moved to approve as written, seconded by George and unanimously approved.

Minutes of March 27, 2013 – Leigh moved to approve as written, seconded by George and unanimously approved.

Grounds and Buildings: Pete Abair has spoken to Mason about a quote for oil tank replacement at the Town Office. Mason has suggested instead of replacing the oil tanks the town consider replacing the oil burners which are 20+ years old, with an on-demand propane furnace since there is now propane available at the building. Pricing of propane was discussed. This might be a cheaper, more efficient source of heat and would get rid of the oil tanks in the basement. As an added benefit more space would be available for the Police Department. Mason is planning to take a look at the oil tanks on Monday and get an estimate of costs and payback projections.

Don stated the Selectmen will look at the numbers before making a decision as to whether to switch the tanks out.

George stated that he spoke to Mason a week or so ago about whether the tanks need to be replaced and are we required to have the "pig" containment tank. Mason was going to check to see if there was a different style containment tank that would work.

A check for Irving service contract from the October 2012 renewal was signed. The contract had been approved but the invoicing had not been received.

Pre-buying fuel was mentioned. Don Hill stated that the Selectmen are not averse to finding a way to pre-buy fuel, but the risk with Irving last year was about the amount the town had to use, without any escape clause. This bears looking into again.

Town Hall Projects: Selectmen reviewed the scope of work for the Town Hall steeple and windowsills. EPA lead certification is preferred but not required. Selectmen agreed to post advertisements for bids in the Valley News, Intertown Record and Kearsarge Shopper, and will be post locally and on the website. The deadline for the bids is Thursday, May 9th. Bids will be opened on Monday, May 13, @ 7:00 p.m. Bid packages will also be sent to contractors on the list that Gene Hayes prepared.

Review of scope of work for painting the town office doors and other trim. George mentioned this might be something the highway guys might be able to do. Don and Leigh want to be sure the highway department can fit it in their regular work; not taking away too much time from road work.

Bill suggested the other painting projects on the project list could perhaps be shown to the bidders.

Leigh asked for the Board's approval for him to administratively take care of maintaining the projects list. All agreed.

LAN/Computers: Leigh reported that there is not enough information available to make a decision regarding the LAN support and maintenance of computer systems tonight. The Board agreed to continue this meeting to Thursday, April 11, at 10:00 a.m.

Cleaning: Julian Badger from Kaynicki Janitorial is to be here tomorrow morning to assist in preparing a scope of work and information regarding industry standards for cleaning the town buildings. Leigh will attend. George stated that he is not in agreement with contracting the service, and feels that the cleaning should be done by the highway department. Don and Leigh addressed budgetary concerns and the difficulty if work hours are increased. George stated the hours will remain the same as current, hours will not be added. He feels there is time enough in the highway current work schedule to accommodate cleaning. Don stated the total number of hours as a part-time position cannot exceed 30 if the cleaning is absorbed by the highway department. Leigh will meet with Mr. Badger on Wednesday and get a feel for what is recommended. The Board will then see how best to accommodate.

Personnel Evaluations: Leigh shared the draft of the Personnel Evaluation forms. Personnel evaluations need to be done. They were not done last year. Leigh would like them done by April 30th. Don was given evaluation forms for the police department; George was given highway. Discussion followed regarding who would be responsible for the 4 office employees. Board agreed to discuss this in a non-public session at the end of this meeting.

Selectmen agreed to review and approve the Town Hall Grant application at Thursday's meeting.

Personnel Manual – Leigh reported LGC does not do policy consulting anymore and referred him to Municipal Resources Inc. (MRI). He has asked MRI for a quote to bring the current policy up to date with federal and state regulations.

Board and Department Updates:

Planning: Don reported there was a joint meeting with Planning and Conservation Commission with Mike McCrory from the Upper Valley Lake Sunapee Region Planning Commission to review the timeline and scope of work for the wetlands mapping project. Mike McCrory will prepare the Request for Proposals for a wetlands scientist. Mike is the clerk of the works of the whole project. The Selectmen will review the contracts for the NH Housing Authority and Upper Valley Lake Sunapee Region Planning Commission on Thursday.

Zoning: George reported that Kathy Richardson has resigned. Susan Chiarella was elected as Chairman and Bryan O'Day as Vice-Chair. The ZBA discussed replacement for Kathy. The ZBA agreed to table a decision and will be looking for suitable candidates for the Board as well as alternates. With Kathy's resignation there is one full-time position open from now until elections, as well as some seats as alternates.

Fire: George reported members took part in CPR recertification two weeks ago, and water rescue training this week.

George reported he has a meeting with the UVLSRPC Transportation Advisory Committee tomorrow to discuss the 10-20 year highway plans. His goal is to find out if there is a plan to do more work on Route 114. The work that has been done to date, has been done out of grant/surplus.

New Business:

Don reported he completed a questionnaire for the auditors regarding fraud, abuse, and ethics. He would like to reach out to other municipalities to see what their policies might be.

The Selectmen perform a regular review of expenditures but do not do a regular review of income. He has asked Cynthia Anderson for year-to-date comparisons of 2012 to 2013 revenues. The Board should come up with a policy about revenue and what to expect and when.

Review of Capitol Alarm upgrades. Don stated recommended upgrades were budgeted. There was concern regarding the sensors and batteries getting too cold. The Capitol representative was the third person to recommend that the Town Hall building remain heated throughout the winter. Further research needs to be done to see if there is some thermostat available to set the heat at a lower level than the current thermostat allows. Board agreed to proceed with the upgrades.

Board reviewed information from Tim for a new computer for the cruiser. Purchase price is \$4590. Board discussed if this could be covered from police budget or is there some other place for this to come from. They questioned if the old computer can be used in the new cruiser or

does it have to be updated. The consensus of the Board was to see if there is some funding available or room in the police budget. If not it can be as a budget request next year.

Correspondence:

Request for speed limit on Colby Hill Road has been forwarded to Tim Julian.

Federal Surplus participation form signed.

Police report from State Police for George Hill guardrail damage this winter has been received. Pete Abair is to find out the cost of steel and posts and then the Selectmen will determine what will be billable to the motorist for the repair.

State of NH Homeland Security – regarding Reverse 911. The letter will be forwarded to Keith Cutting, EMD.

Miscellaneous Business:

Motion by Don Hill to accept a \$100 donation to the recreation activities and programs account, seconded by Leigh Callaway and unanimously approved. Thanks to Mr. McMahon.

The office will be closed the afternoon of Wednesday, May 22, 2013 for employees to participate in Basic Life Support and CPR training as part of risk management/safety compliance.

Leigh will check into an insurance appraiser as part of the property liability policy renewal.

George McCusker stated when signing checks he noted a problem with an invoice being paid that had not been signed by a department head. A purchase order had been approved but the parts had been returned. He wanted to be sure that department heads sign invoices before checks are cut.

At 8:40 p.m., as previously discussed, the Board voted unanimously to enter into non-public session per RSA 91-A:3 – personnel.

At 9:10 p.m. the Board voted unanimously to seal the non-public minutes.

This

Submitted by,

Janet Roberts