

BOARD OF SELECTMEN

MARCH 18, 2013

MEMORIAL BUILDING

3:00 P.M.

Amended as per meeting of March 25, 2013 to include Department Liaison List.

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

Present: Selectmen: Donald Hill, Leigh Callaway and George McCusker.

Others: Bill Huntoon, Scott Gambino and Tim Julian, Police Chief.

Don called the meeting to order at 3:00 p.m. Welcome extended to newly elected Selectman George McCusker.

George McCusker nominated Don Hill for Chairman, seconded by Leigh Callaway and unanimously approved.

George nominated Leigh Callaway for Vice-Chairman, seconded by Don Hill and unanimously approved.

Review of list of department liaisons. Assigned liaison is to be the point of contact for the individual departments or committees. No action can be taken without concurrence of all three selectmen. If a liaison is not available, then the point of contact will be the person "on call". The person "On Call" will be the Selectman whose month it is to sign checks. Check signing rotates monthly. Manifests get signed by all Selectmen within 30 to 60 days. (Liaison list attached).

Projects: Leigh will still be involved in the Steeple and Moose Grant projects.

Sand Shed: The Selectmen had set a one-year time frame to come up with a decision as to whether the sand shed should be replaced in its current location or if there is a more suitable location for adequate long-term planning. Discussion regarding stabilization of the existing sand shed versus other measures. Leigh has a list of people who have volunteered for the committee (Darrin Patten, Ken Jacques, Bob Ruel, and Tom Duling) He would like the department heads, Tim Julian, Pete Lacaille, and Pete Abair to be on the committee as well. Bill Huntoon volunteered to be on the committee. Leigh will organize a committee meeting.

Leigh will work with assistance from the LGC for a thorough update of the Personnel Policy, ensuring compliance with State and Federal requirements.

Town Ordinances: Selectmen will take some time, on their own, to review town ordinances.

Project List for survey of home occupations and home businesses. Noted this has been attempted a couple of times over the past several years in conjunction with the Planning Board, but has never moved beyond a preliminary stage. This would be a broad-based approach. George McCusker stated if this were to take place, it must include everything and in no way single out any one individual or business. This is a major undertaking that had been discussed when he was in office in the past. The Board agreed with George. Don suggested the Board determine criteria and scope if this is to be undertaken.

Leigh moved to approve the purchase of a laptop computer for the Planning and Zoning Assistant, seconded by Don and unanimously approved.

Board discussed status of computer replacement for the office. The new computer has not been received.

The Board agreed to continue meetings on the 2nd and 4th Mondays of the month. If there is business before the board that would best be handled during daytime hours, such as phoning or contacting consultants, etc., and so as not to get bogged down, or end the meeting late, the Board may decide to continue a meeting. The date and time of the continuation will be announced during the meeting without further notice required. If there is an urgent issue ("loose cannon" issue) that requires an urgent meeting, notice will be posted in the usual manner as soon as possible, with an additional notice on the town bulletin board.

At 3:55 p.m., Motion by Don, second by Leigh, unanimously approved to enter into non-public session.

The Board returned to public session at 4:20 p.m., after having voted unanimously to seal the non-public minutes.

Meeting adjourned.

Submitted by,

Janet Roberts.

DEPARTMENT LIAISON

DONALD HILL – CHAIRMAN

**EMERGENCY MANAGEMENT/SAFETY COMMITTEE
PLANNING BOARD
POLICE
RECREATION COMMITTEE**

LEIGH CALLAWAY – VICE CHAIRMAN

**BUDGET COMMITTEE
CEMETERY TRUSTEES
CONSERVATION COMMISSION
HEALTH AND SANITATION
LIBRARY
COMPUTERS/INTERNET
PERSONNEL ADMINISTRATION**

GEORGE MCCUSKER

**BUILDINGS AND GROUNDS MAINTENANCE
FIRE AND RESCUE
STREETS AND HIGHWAYS
UPPER VALLEY REGIONAL PLANNING COMMISSION REP
UPPER VALLEY RPC TRANSPORTATION COMMITTEE REP
ZONING BOARD**