

**BOARD OF SELECTMEN  
MEETING MINUTES  
November 14, 2016**

**PRESENT:** SEAN P. MURPHY, CHAIRMAN: CHAD R. BENNETT, PRISCILLA R. LINDQUIST,  
**SELECTMAN:** SALLY THERIAULT, ADMINISTRATIVE ASSISTANT TO BOARD OF  
**SELECTMEN**

**Visitors:** J. Worthen, G. Emerson, R. Clark, B. Schmitz and P. Williams (Tri Towne News).

**Public Announcements**

- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- Waste Oil, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month, 8 am to 1 pm. Books may be dropped off anytime.

**Visitors Comment**

**Glen Emerson** Mr. Emerson was in to question why the agreement to pave his driveway with Petra Paving changed after the fact. He stated that he had been in a few meetings ago to complain about the paving on Emerson Avenue at his driveway. The day after speaking at that meeting, he had a text from the Road Agent that the Town would pay \$930 for his driveway, which was the estimate to have Brox do the work. Mr. Emerson had actually hired Petra Paving to do the job on this driveway and the cost was estimated at \$975. He agreed to pay the balance to Petra. The work was done and the bill submitted to the Town. Then he went on to say that he received a call from Petra Paving asking about the balance that the Town did not pay. Chairman Murphy stated that at that meeting, they discussed the issue and that he would talk with the Road Agent the next morning and get back to Mr. Emerson. There was some concern that some of the prep work done by Mr. Emerson caused additional work to be done. Mr. Emerson responded that the work would have been the same for Brox to do. Selectman Bennett explained that most of the driveways taper 3 to 5 feet but Mr. Emerson's is closer to 12 feet. Mr. Emerson explained that is because he had to put in a swale. After some discussion, Chairman Murphy stated to be fair to Mr. Emerson because he was told the Town would pay up to the cost of what Brox was charging to do the driveways, that they would reimburse him the \$580 he had to pay Petra Paving (not including the \$45 he agreed to pay originally) because Mr. Emerson was under the assumption the Town would pay for it. Chairman Murphy motioned to reimburse Glen Emerson \$580 for the difference owed in paving his driveway by Petra Paving. Selectman Lindquist seconded the motion. The motion passed unanimously.

**Department Heads**

**Highway Department- Jon Worthen**

**RE- Brox Industries:** Mr. Worthen stated that he has marked the thin spots along Emerson Ave. and measured the footage which amounted to 910 feet at 12 ½ feet wide and 1" thick would require about 69 tons. At the rate last paid per ton of \$65 the cost to shim the thin spots would be \$4,485.00. He has been talking with Brox Industries and was expecting a contract from them but it hadn't come in by this evenings meeting. He asked that if they came in with an acceptable contract what amount would Selectmen want to hold back so the majority of the payment could be released. They agreed that 10% about \$20,000 would be acceptable. Mr. Worthen was asked to see if they would cover the cost of the core sampling that needed to be done. He was also questioned by Selectman Bennett as to whether or not Brox was paying for the fixing of the thin spots. Mr. Worthen stated that he was working on that and would see on the core sampling.

*RE – Loader:* Mr. Worthen spoke to the Selectmen regarding the need for new loader. It was defeated as a warrant article last year but he went on to explain that it is still needed. The one currently being used by the Town is not ours and is 30+ years old. It is not in the best shape and he will not take it away from the garage. He also went on to explain that it has a hard time loading some of the bigger trucks because of the height. He was able to reach John Deere and had an estimate for a John Deere 444 2 ½ yarder machine. The lease agreement on the \$126,000 machine would be 5 years with an interest rate of 3.25% and an annual payment of \$27,000. A 7 year lease would have an interest rate of 3.75% and an annual payment of \$20,178. He went on to state that currently the loader is using an average annual cost of \$7,000 but he is restricted in what he can do with it. He predicts that with a new loader he would be able to do more work with it and may be able to eliminate some of the contractors that he currently hires. He has also contacted a Komatsu dealer but is waiting to hear from them. He explained that if they were to rent the John Deere loader at a cost of \$4,500 but if they decided to purchase the unit, about 80% of the money paid as rent would go to the purchase price. Selectman Bennett asked Mr. Worthen if he had reached out to any contractors in town to have a backup plan in the event the current loader isn't usable. Mr. Worthen responded that he had not. Chairman Murphy asked Mr. Worthen to put together the options so that the Selectmen could give direction. He suggested it be put together such as Option A- rent for 3-4 months of winter, Option B-lease etc.

Selectman Lindquist suggested that it may be time to look at purchasing new equipment. Chairman Murphy agreed, but stated that this is a large outlay and would prefer to lease it over 5 years. Selectman Bennett stated that there should be better rates out there and he has seen them at 0% interest. Selectman Bennett will review the information from Mr. Worthen.

*Planning Board- Chairman Paul Carideo*

Mr. Carideo stated that the Planning Board reviewed the RFQ proposals for Town Engineer and meet with a couple of the applicants. The Planning Board voted to move forward with Dubois and King and actually had them attend the last meeting so they could get a feel for what is going on in town. They would like the Selectmen to accept their recommendation so that the process could get moving along before the current engineer steps down.

Selectman Bennett motioned to accept the recommendation of the Planning Board to hire Dubois and King as the Town Engineers and sign the 3 year contract as reviewed by Town Counsel. Selectman Lindquist seconded the motion. The motion passed unanimously.

Ben Schmitz, Vice Chairman of the Planning Board, asked to present a short overview of the GIS (Geographical Information System) that the Planning Board would like to do.

CAI (Cartographics Inc.) our current mapping contractor also has a GIS system that will work with Avitar Associates, our assessing software contractor, to provide assessing information and mapping on line. He explained the various uses that people would be able to use GIS for. When someone would look at a tax card they would be able to pull up a map of the property and be able to do an abutters list. The Fire Department would be able to pull up an address and see the picture of the property along with other information on the property as they are approaching the scene. He also noted that culverts and catch basins could have a layer on the mapping as well to help with MS-4 reporting. The assessing database would be printed off into a .pdf format and would be updated once or twice a year. The fee for the first year would be \$4,900 which is a one time set up fee of \$2,500 and then \$2,400 annually fee. He noted that the unaccounted cost is the one to print the assessing files to a .pdf format which could take upwards of ½ a day when updated.

One of the issues he mentioned is that the aerial boundary photos to be used to match up exactly on the parcels and could be off 10-15 feet. There should be a disclaimer on the website to explain that. He presented the Selectmen with samples from Rye and Windham. If they wanted to line up the photos to be more exact, the cost could be close to \$20,000. He stated that he didn't see the need at this time, and that this was a start to things that could be done. They discussed whether or not this would be a budget item or a warrant item. Mr. Carideo explained that they currently have a mapping budget and could put the cost into that line item but was looking for direction from the Selectmen. Mrs. Theriault asked if there would be an additional fee to add the culverts to the overlay maps and whether or not the updates to the assessing should be more than once or twice a year to keep abutters up to date. Mr. Schmitz replied that if was in a

digitized format he would expect the cost to be minimal and that on the assessing question, properties don't change hands that often.

### **New Business**

#### **Management Discussion and Analysis (MD & A) report for 2015**

The report was completed by the office and has been reviewed. The Selectmen need to approve the final version to complete the 2015 audit.

Selectman Lindquist motioned to approve the MD & A as presented. Selectman Bennett seconded the motion. The motion passed unanimously.

#### **Investment Policy**

The Investment Policy for the Town Treasurer is supposed to be reviewed annually. The Treasurer is still following the process as outlined in the policy, but the RSA's were updated to reflect the current rules. Selectman Lindquist motioned to approve the Investment Policy as presented. Selectman Bennett seconded the motion. The motion passed unanimously.

### **Old Business**

There was none

#### **Liaison Reports**

**Selectman Bennett** The new Engineering Company should do a great job.

**Selectman Lindquist** Attended the Veteran's Services at the Middle School and reported that they did a great job.

**Chairman Murphy** The election process went very well and given the amount of people that voted that day, there was some traffic backups but overall the police department did a great job with the traffic. Selectman Lindquist reported that people were parking at St. Anne's and walking up the new access road to avoid the traffic. It was reported that it wasn't the largest turnout at 82% but close to the largest which was 83.3%. Overall 5500 people voted.

### **AA Report:**

The Town has an opportunity to increase the Flexible Spending Account (FSA) up to \$2,600 from \$2,500. This is pretax money that is set aside by the employee and it also benefits the employer, since the employer does not pay taxes on this money either. The Selectmen were asked to increase the FSA to \$2,600. Selectman Lindquist motioned to change the allowed amount on the FSA to \$2,600 per year. The motion was seconded by Selectman Bennett and passed unanimously.

### **Blue Sky Towers' Balloon Test**

The Balloon test was conducted on November 8<sup>th</sup> with a red balloon, which was approximately 6- 8 feet in size and was inflated to an altitude of 180 feet. It was only observed from a couple of vantage points in Town.

### **Medical Insurance line items**

Medical insurance buyouts were previously reflected in the wages/salary line item because the buyout was treated as income. It will now go under the medical insurance line item and be taken out of the wages/salary line item. For small departments, listing the buyout in the wages line item could be a HIPPA violation. The medical insurance line item reflects true participation at the time the budget is created. If there is a change mid-year in family status for a particular department then the funds could be transferred from the Town's personnel insurance line item to the department's line item upon request and approval of the BOS. This would keep the departments from overspending that line item. Based on the recent changes in the buyout for non-union employees, there is expected to be extra funds available in the Town's personnel insurance line item to offset any mid-year increases in medical insurance within other departments. The Board discussed the request and agreed to move the budgeting for the insurance buyouts to the medical insurance budgets. They also agreed to keep budgeting for the medical insurance based on the current populations. Based on

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that Mrs. Theriault said that there may be enough funds in the Personnel Administration budget for medical insurance for mid year changes.

### The Day after Thanksgiving and the Day after Christmas

Normally the office is closed the day after Thanksgiving and for those who want to take the day off, PTO can be taken. Mrs. Theriault asked if the Selectmen would make this the practice instead of every year bringing it up again. After some discussion about various options on closing that day, they agreed to keep the current practice of closing the town office that day after Thanksgiving and the employees would take benefit time, or work, if they chose and to put it into the personnel policy.

### Draperies for the Meeting Room

The draperies in this room are as old as the addition and should be replaced. Mrs. Theriault has contact information for two custom drapery shops and asked the BOS if they would be interested in updating the Meeting Room curtains. They agreed to get some estimates and ideas and bring it back to the Selectmen.

### FairPoint licensing agreement

FairPoint has provided a license agreement for one existing pole and one new pole on Valley Street. This needs to be approved by vote of the BOS and signed.

Chairman Murphy motioned to accept the license agreement from Fairpoint Communications for a replacement of an existing pole and one new pole located on Valley Street. Selectman Bennett seconded the motion. The motion passed unanimously.

### Memorandum of Understanding (MOU) with Area Churches

Mrs. Theriault noted that it is time to send out the MOU to the area churches and asked if was okay to move this to an every other year process whereas there are very little changes year to year. The Selectmen were fine with that.

### Meeting Minutes

The minutes of 9/26/16, 10/7/16, and 10/10/16 have been reviewed and edited.

Selectman Lindquist motioned to approve the minutes of Sept. 26, 2016, October 7, 2016 and October 10, 2016 as amended. Selectman Bennett seconded the motion. The motion passed unanimously.

### Activity Log

No changes to the log other than adding a 3-4 month timeframe on the Highway Handbook.

### Re- Appointments/Appointments

Call for candidates:

- o Budget Committee- one opening until March election-monthly meeting
- o Ordway Park, full members and alternates – monthly meeting
- o Recycling and Waste Disposal Committee – monthly meeting
- o Recreation Commission, alternate member – monthly meetings
- o Trustees of the Trust Funds, alternate members – meetings as needed
- o Zoning Board of Adjustment, alternate member – monthly meeting

### Correspondence

There were none

### Visitors Comments

There were none

### Nonpublic Session

Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3II (c) reputation at 8:09 pm. Selectman Bennett seconded the motion.

Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, Yes

Planning Board Chairman, Paul Carideo was present

Mr. Carideo brought forward some concerns he recently had regarding the Ex-Officio to the Planning Board and asked the Selectmen if they would consider changing out that position.

Mr. Carideo left at 8:16 pm.

Selectman Bennett went over some of the concerns he had regarding the request. After some discussion the Selectmen agreed that Selectman Bennett will continue to stay as the Ex-Officio to the Planning Board and Mrs. Harrington will look into the process of appointing an alternate to the Ex-Officio. Chairman Murphy stated that he would be okay with being the alternate.

Selectman Bennett also asked that in the future, if a resident comes in to speak about their tax issues that they (BOS) be allowed to hear the information and then make a decision later either after the person has left, or at a later meeting. They agreed that would work fine and would make the process more formal than making the decision in front of the person sitting there.

Selectman Lindquist motioned to come out of nonpublic session under RSA 91 A: 3II (c) reputation at 8:36 pm. The motion was seconded by Selectman Bennett.

Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, Yes

Selectman Lindquist motioned to go into nonpublic session under RSA 91 A: 3II (e) litigation at 8:36 pm. The motion was seconded by Selectman Bennett.

Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, Yes

Mrs. Theriault updated the Selectmen on the Fairpoint Case and a request received from Town Counsel regarding some settlements on the case. The Selectmen agreed to meet with Town Counsel at the next meeting to explain the options.

Selectman Lindquist motioned to come out of nonpublic sessions under RSA 91 A: 3II (e) litigation at 8:36pm. The motion was seconded by Selectman Bennett.

Roll call vote: Selectman Lindquist, yes; Selectman Bennett, yes; Selectman Murphy, Yes

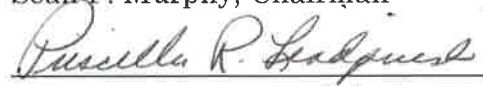
Selectman Lindquist motioned to adjourn at 8:45 pm. Selectman Bennett seconded the motion. The motion passed unanimously.

A True Record:

  
Tina Harrington, Reporting Secretary

Approved By:

  
Sean P. Murphy, Chairman

  
Priscilla R. Lindquist, Selectman

  
Chad R. Bennett, Selectman