BOARD OF SELECTMEN

 MEETING MINUTES

 January 23, 2017

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

## **Visitors:** S. Harms, Chief Beaudoin (left shortly after start), K. Colbert, and P. Williams (Tri Towne News).

## **Public Announcements**

* First day to file for elected office is Wednesday, January 25th and the final day is Friday, February 3rd.
* Friday, February 10th is Deliberative Session at the Middle School at 7:00 pm
* 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**

*There were none*

**Department Heads**

*There were none*

**New Business**

*Discussion on Mowing of Town Property*

Selectman Bennett noted that the discussion on the value of mowing the town fields and property started last year. He noted that there were rough numbers made available, but it didn’t go out to bid. He would like to put it out for RFP to see what the costs are and not necessarily award it. He explained that the town of Atkinson puts their fields and buildings mowing and trimming out to bid. He is interested in getting concrete numbers to determine which way is more cost effective. Mrs. Theriault noted that last year they received two proposals from area contractors and that the actual expenses for each employee is in the town report. She stated that in 2016, the expenditures for mowing and work at the cemeteries was at $13,923 and $25,909 for buildings and grounds. In April of 2016 she received the estimate from one company at $82,500 and the other at $117,691. Kim Colbert was present as a member of the Recreation Commission and Steve Harms, Buildings and Grounds was also present.

The Recreation Commission sends out a request for proposal for mowing the Depot Road ballfields, and for the fertilization of all the ballfields. Mrs. Colbert stated that they are finalizing the mowing proposal and getting ready to send it out. She stated that they ask for a one year, two year and three year cost and award it based on the best value for the town. The last proposal was accepted as a three year award and is due to go out for 2017. Buildings and grounds department handles the mowing of all the other fields in town, the mowing at all town buildings and cemeteries plus islands etc.

Part of the discussion centered around the issue of getting Recreation Commission and the Cemetery Trustees to agree on going out to bid. They are each responsible for the property under them and there is no reason to see three different vendors doing the work. Mr. Harms pointed out the need for flexibility due to a funeral, or a special event at a particular field. He also stated that he shares employees with the highway department when needed. Mrs. Theriault also explained that the employees do more than just mowing/trimming.

Selectman Lindquist questioned what the department would be doing if they weren’t mowing. Chairman Murphy responded that there were other things the department was responsible for.

Mrs. Colbert suggested that a committee get together to look over the information and determine which direction was the better and more cost effective way to go. There was no interest amongst the Selectmen in going in that direction.

In order to determine if it is cost effective, it was agreed that Mr. Harms will provide a breakdown of the schedule he uses and Mrs. Harrington will review a month or two of timesheets to get a breakdown of the time at each location.

**Old Business**

*There was none*

Liaison Reports

*There were no updates from the Selectmen*

**AA Report:**

**The Warrant, Budget and Default Budget**

The documents are ready for the Selectmen’s signatures and will be posted in four locations throughout the Town. It will be posted tomorrow at HMS, Town Offices, the Library and East Hampstead Post Office.

**EPA**

The EPA issued the MS4 stormwater permit last week, which is to be completed by July 18th, 2018. There will be a good amount of work that needs to be done before this date.

**Town Report**

A majority of the reports from different departments have been submitted. Mrs. Theriault is in the process of compiling the information. The Town Report will be available to the public no later than March 7th, one week before Town vote. Mrs. Theriault was asked if she would be including work completed by the Eagle Scouts this year. Mrs. Theriault stated that she would, but needs pictures of the project and verify the names she has. It was suggested that she reach out to John Kelly.

**Meeting Minutes**

The meeting minutes of November 28, 2016, signed. The meeting minutes of January 9th and January 11th 2017 need signatures and then approval.

**Selectman Lindquist motioned to approve the minutes of November 28, 2016, January 9, 2017, and January 11, 2017 as amended. Selectman Bennett seconded the motion. The motion passed unanimously.**

**Selectman Lindquist asked why the agenda for the Selectmen is not on the town’s website. She pointed out that there was a spot for it but has never been used from what she can see. Mrs.** Theriault responded that she has never put them up there, but she can if that is what the Selectmen want. It was agreed that it would be a good idea.

**Activity Log**

The MS-4 will be updated with the due date of the new permit, which is 7/18/2018. Mrs. Theriault noted that work on this will need to get started after the budget is voted. The rest of the items still have the same timeframes and nothing new was added.

**Re- Appointments/Appointments**

Call for candidates:

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

**Correspondence**

Vachon Clukay & Company, PC- The commitment letter describing the “Scope of Services” for completing an audit for 2016 was submitted and needed the Chairman’s Signature. The Selectmen gave permission for the Chair to sign.

**Visitors Comments**

*There were none*

**Selectman Lindquist motioned to adjourn at 7:56 pm. Selectman Bennett seconded the motion. The motion passed unanimously.**

A True Record: Approved By:

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Tina Harrington, Reporting Secretary Sean P. Murphy, Chairman

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Priscilla R. Lindquist, Selectman

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