

MINUTES OF THE BOARD OF SELECTMEN'S WORK SESSION
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Board members present: John R. LaCourse, Chairman; Frank W. Reinhold, Jr. and W. James Griswold.

Others present: Diane L. Guimond, Town Administrator; Chris Buslovich, Information Technology Director; Philip Sanborn, Jr., Recreation Commission Chairman; Henry Brackett and Donna F. Eisenhard, Recording Secretary.

1. Chairman LaCourse opened the Work Session at 6:30 p.m.
2. Information Director Chris Buslovich presented the new combined Information Technology Policy combined with the Cell Phone Policy for the Board's review and stated he had previously e-mailed it to them and asked if they received it. The Board said they did. Mr. Buslovich indicated that some phones may not be necessary. Selectman Griswold asked if there was any disadvantage in pulling all un-necessary phones and providing phones to only those who need them. Mr. Buslovich said the policy of \$30.00 per month reimbursement is fair if a person uses their own phone and may save money over the course of a year, if you had to provide them a phone. Sometimes you can get a deal where the phones are free and sometimes you have to purchase them. Chairman LaCourse asked if the policy is to be retroactive. Mr. Buslovich said it appears to be. He said you have each Department Head fill out a form for who needs phones. Anyone new coming on board may get a phone, if the Department Head approves, or get reimbursed. He said some officers carry two phones – town and personal. This is most prevalent in the Police Department as Chief Murch likes to keep in contact with his officers. He said Welfare Director Heather Thibodeau also requested a phone, for privacy reasons. She did not want clients calling her on her personal phone. Selectman Reinhold asked what about those using private phones for town business and accessing government information on those phones, in relation to auditing calls. Chairman LaCourse asked if we had a legal right to do that. He asked that Mr. Buslovich check into that and modify the policy, if necessary. Town Administrator Guimond said the Board would need to sign an amendment if they change it after signing. Selectmen Reinhold proposed to activate the policy now and July 1st, insert it in the revised Personnel Policy. He asked if our Personnel Policy says we have the right to search cell phones. Mr. Buslovich said he was unsure about this, in relation to someone abusing minutes. Selectman Reinhold asked if there should be disclosure and a signature that your cell phone can be monitored and we go out of the way to insure they understand that. He said he was not sure he saw that in this policy. Mr. Buslovich said this policy is more rules & regulations. Selectman Reinhold said the intention is the cell phone is provided for town business only. Selectman Griswold said most will be all right and abusers will get monitored. Selectman Reinhold asked if Mr. Buslovich was sure we are legally protecting both the employee and town. He said we want to ensure we thought of anything that could come up. Mr. Buslovich said if anything comes up, it would be the Department Head who takes action. Town Administrator Guimond said she would contact the Local Government Center for a legal opinion on this and whether we can search a personal phone if a problem comes up. The Board directed her to write a letter to accompany the policy, said policy to be enacted by next week. Selectman Reinhold asked if there was

justification for a phone for each fireman that has one as were not most of them on beepers anyway, to be called to fires. After this, the Board affirmed they would like the Cell Phone Policy to start sooner than July 1st so people can start getting thinking about it. Mr. Buslovich stated it covers what is currently in place and will not have to be changed greatly for the future. A copy of the Policy becomes a permanent part of these minutes.

Mr. Buslovich said a family member is an archivist for the City of Manchester and he had occasion to visit them and see how they handle record storage. He also looked at some storage units to keep paper safe.

Mr. Buslovich said he had a question on the Purchasing Policy. In relation to purchases, do you need Board approval first. Selectman Reinhold said you can make the authorized purchase according to the policy, however, a courtesy acknowledgement from two Selectmen (and this can be verbal) would be appropriate. Chairman Lacourse said, basically, it means two Selectmen have been told about it.

Mr. Buslovich informed the Board he met with a company called Virtual Town Hall. He used his computer to show the Board and those present how this software product works and what it looks like. He said one of its better attributes is it runs parallels and shows it everywhere automatically when you add or change something by finding all the appropriate places and making the alteration thus saving having to go three, four or more places to make the change. He said it costs \$3,995 to initiate and \$2,500 a year, which would cover posting, e-mails, videos and minutes archiving. He said this cost would fit into his operating budget. Selectman Reinhold asked what it is written in. Mr. Buslovich said first-class software similar to Mr. Buslovich said he is currently the only one who has authorization for the website. Selectman Griswold asked if Mr. Buslovich was happy here in his work. Mr. Buslovich replied it was nice to see everything he is working on come together in an organized and cost-effective manner. He also asked if he would be moving to the Public Safety Complex. He said currently he is working on the upstairs in the town hall to cool the computer equipment in the furnace room and has been thinking about moving the main server upstairs as well. Selectman Reinhold said he did not perceive Mr. Buslovich moving to the Complex until 2010, at the earliest, as there is no money to ready the room for him. He said he got a ballpark estimate from Frank DeRocchi and Sons for \$8,600 to get an office ready for him. Mr. Buslovich said his work upstairs should ensure data is secured and protected. Selectman Reinhold noted the generator for power failures will not impact what he is doing as it only ensures the building will be heated during a power failure. It does not run the computers.

3. Recreation Commission Chairman Philip Sanborn, Jr. met with the Board and presented a handout indicating what the Commission has planned. Mr. Sanborn said Little River Park had been walked by Code enforcement Officer Dennis, Highway Supervisor Stevens, and Recreation Commission members dawn Genes and Geoff Carlton in relation to storing material for future use at the park. Any storage would have to be cleared through the appropriate channels as there is an easement. All agreed the

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storage of 20,000 yards would be fine. It is well protected in the area where the fill would be going. He said Dawn Genes is also working on the trail system and has several volunteers willing to assist and he provided a sketch of the plan. Some students were among the volunteers. The Commission is also looking at wheelchair access which has a different criteria than the others. He said the plan is for all walking trails to connect to the Town center with red being the perimeter trail, green the river trail and blue the wheelchair trail. He said people are even now walking in the park.

Mr. Sanborn said he has visited Oyster River Youth Association baseball and a Mr. Wilson volunteered, with his crew, to do the dugouts. Rick Stevens is donating the material. Mr. Wilson also offered to donate any additional material that Mr. Stevens does not cover. Chairman LaCourse asked if they have enough money. Mr. Sanborn said no money is needed except for a new fence, which is in the operating budget. Selectman Reinhold asked who would be grading the fields. Mr. Sanborn said either Hartmann Industries or they would rent a bulldozer which Mr. Stevens would operate. He said they have about 500 yards of loam available from grading for the fields. Selectman Reinhold asked how they planned on getting water there. Mr. Sanborn said he assumed the town would be putting in a well sometime in the future. Selectman Griswold said all the gravel is gone so the well would be in bedrock. Mr. Sanborn said John Shea has people to do all the underground work free in exchange for using doing it as Workshop/Seminar Training. Selectman Reinhold said, normally, you do infrastructure last. Mr. Sanborn said all our fields have no infrastructure. Selectman Griswold said you should still have underground done before the field is put in. Mr. Sanborn asked if Highway Supervisor Stevens was an option for doing the topcoat of the parking lot. Hartmann is scheduled to start crushing rocks next week and Verizon can move the wires, in relation to the deceleration lane, without splicing which will save huge costs. He said they are ready for Mr. Stevens now. Chairman LaCourse said the Board would have to get back to him on that so table it for now. Chairman LaCourse said he also had a second question. He said there is a lot of relationships going in the park and is the town liable because a transaction is happening. What if someone is injured, say, when Rick Stevens is removing trees. Did Mr. Sanborn feel the Commission had a vested authority to do this. Mr. Sanborn said if it doesn't cost anything. Selectman Reinhold asked about Hartmann being on the site for five years. Mr. Sanborn said this was part of the previous plan submitted. He said the Commission has also use Orion Tree Service to remove trees in the power line path. Town Administrator Guimond asked if he had something in writing. Mr. Sanborn said they have certificates of insurance for Hartmann. Chairman Lacourse said the town has to take a practical view. Selectman Griswold said if a chainsaw is used, there could be a problem. You really need a contract or something in writing. He said all we are trying to do is look out for the interest of the town and Recreation Commission members but if someone has a chainsaw, that is scary. Town administrator Guimond said she would contact the Local Government center and see what they recommend. Chairman LaCourse said what the Board would like to do is, if there are contracts or such, let us know so we are aware. The Board thanked Mr. Sanborn for coming. A copy of the handout from Mr. Sanborn becomes a permanent part of these minutes.

4. The Board discussed a recent bill for the Transfer Station in the amount of \$4,627.70. It was determined the bill was for a supply of what is called "gripples", a simple device used when baling materials. It was learned that they are rather hard to get and not available elsewhere so the entire supply of the vendor used was purchased as they will no longer be able to provide them in the future. In either case, the Board agreed the bill must be paid.

5. Regarding appointments to the Planning Board, it was noted the Planning Board will not be meeting again until May 13th and then the Board would ask for recommendations for members.

6. Selectman Reinhold noted the car used by the Fire department is in need of repairs that will cost \$1,500. He said the Fire Chief does not want to repair it but is hoping to get the old police SUV. He said that vehicle is not scheduled for replacement until next year and if Chief Blake budgets for it, he can probably get it. Town Administrator Guimond said Chief Blake is asking to meet with the Board. Selectman Griswold said the answer is, if Chief Blake wants a command car, he will need to repair the one he has.

7. Selectman Reinhold reported on the Town center Committee which has been meeting every two weeks. He said they are using Dana Lynch as a centerpiece and getting ready for the survey and architects who will start in July to September. He said he believes its doable and we need to stay on track on a positive note. We are assuming we will get the PlanNH Grant but if we don't get it, we will adjust. Highway Supervisor Stevens was asked to get quotes to clear the storage area behind the Highway Department which were between \$1,000 and \$3,000 to do. If NRCS stays on schedule, material can begin to move soon, which may interfere with the clearing. The material movers will meet at the complex and proceed to the Old Mill Road site as Highway Supervisor Stevens may not have time to move material. He said he did not have time to ask him about clearing the possible library site while equipment is around as it must be done sometime. He stated, actually, the Old Mill Road site is more important. He said the Board must make a decision on clearing the storage spot and he would like to bring Highway Supervisor Stevens in to make a recommendation on the \$3,000 clearing proposal. Town administrator Guimond said Highway Supervisor Stevens already brought in the proposals and the Board just has to say nay. Selectman Griswold said the Board will acknowledge and tell Mr. Stevens to choose the bidder to do it. He said Wednesday at 9:00am at the Safety Complex major contractors will present themselves and go to the site so they can submit an estimate to include hauling and selling the fill not taken by the town. Selectman Reinhold said he was also requesting a Public Informational Meeting plus written notice to all in the path of the trucks. The Board signed a letter that will be written notice to all residents in the path of the trucks. A copy of that letter becomes a permanent part of these minutes.

8. Town Administrator Guimond said she sent a schedule to the Board previously for Board/Commission/Committee meetings and she proceeded to review it stating Chairman LaCourse will be representative on the Planning Board, Selectman Reinhold will have Town center Committee and Old Mill Road project and Selectman Griswold will have

PAYT. The Board agreed to do sessions at Work Sessions and people will be asked to e-mail them with their report ahead of time.

9. The Board signed a letter to all residents of Hobbs Road notifying them of the need to keep the town's right-of-ways clear for plowing and other road work. A copy of that letter becomes a permanent part of these minutes.

10. The Board approved two Elderly Exemptions.

11. The Board signed a Notice of Intent to Cut Wood or Timber for PID#04-06-0000 – Pearl Peters.

12. The Board discussed information dissemination and the budgets associated with two or three Town Committees each sending newsletters such as the Conservation Commission/Agriculture Commission Newsletter. It was felt to more cost effective to have a consolidation of the various newsletters. Selling advertisements were also discussed. The Town administrator was directed to ask the Local Government Center if there was any reason we cannot charge for ads in the Town crier. Town administrator Guimond said, if the town sells ads, the money has to go into the General Fund.

13. There being no further business, Chairman LaCourse closed the Work Session at 8:23 p.m.

Minutes recorded by:

Donna F. Eisenhard, Recording Secretary

Minutes accepted by:

John R. Lacourse, Chairman

W. James Griswold

Frank W. Reinhold, Jr.
Lee Board of Selectmen