

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

July 5, 2012

MINUTES

Selectmen: Joel R. Mudgett, Edward J. Charest, Betsey L. Patten, Jonathan W. Tolman, Russell C. Wakefield; Carter Terenzini, Town Administrator; Hope K. Kokas, Administrative Assistant.

- I. CALL TO ORDER:** Joel called the meeting to Order at 7:00 P.M.
- II. PLEDGE OF ALLEGIANCE:**
- III. REVIEW / APPROVAL MINUTES:** Betsey Made the Motion to approve the Selectmen's meeting minutes of June 21, 2012 and June 28, 2012, Manifest and Work Session Minutes as written. Russ Seconded the Motion. The Motion carried Unanimously.
- IV. NEW RESIDENTS:** Naomi E. Brown, Samantha L. Beckwith, Santos Santiago, Richard W. Trifari, Tre A. Mitchell, Emily A. Bell, Kate M. Von Mertens, William & Joyce Jennings, Stephen A. Dunn, Debbie T. Debbie T. Dunn, David E. Butler, Elizabeth R. Jackson, Raymond D. & Margaret M. Nicol, John M. & Giovanna J. Bryant.
- V. CITIZEN INPUT:** 1) Ed reminded everyone of the Plan NH Visioning for Sustainable Communities, the Charette scheduled for July 20th and 21st. The grant requires that the Town needs to raise funds and Meredith Village Savings Bank has offered to be the lead sponsor. Cristina Ashjian introduced Cindy Oxtan, MVSB Regional Vice President who presented their check for \$2,500 for the Charette. Ed and the Selectmen thanked Ms. Oxtan and MVSB for their generous sponsorship.
- VI. NEW BUSINESS:**
1. Review for Approval: Payroll/Payables Manifest & Signature File:

DOCUMENT DATE	DOCUMENT	MAP/LOT#
7/5/12	Payroll/Payables Manifest \$700,152.60	N/A

- Joel read the Payroll/Payables Manifest and Signature File as listed. Jon Made the Motion to approve the Payroll/Payables Manifest and Signature File for the week of July 5, 2012. Betsey Seconded the Motion. Russ noted that this figure includes two large payments, one to the state and the other to the school. The Motion carried Unanimously.
2. Review for Approval: Notice of 2012-2013 DPW Salt Purchase Award: Scott Kinmond told the Selectmen that he is notifying them that he has contracted with the present vendor, International Salt, whose bid matches the state's bid price of \$61.83 per ton, and salt treated with "Ice be Gone" is \$79.33/ton, delivered. Scott added that this is the only vendor that delivers treated salt. Having a vendor come to treat salt costs a total of \$92/ton. For 2011 they worked on adding additional treatment to reduce the actual

amount of salt used. They are saving about 1/3 of salt and are hoping get up saving 50% of salt. Joel asked how much more weight is added by the treatment and Scott replied there is an increase, but it isn't significant. The Selectmen thanked Scott for notifying them.

3. Review for Approval: DPW's Dump Trailer Purchase: Scott told the Selectmen that last year they used one of the Town's 1 ton trucks to deposit and transport the harvested milfoil. This wasn't cost effective and it took a truck out of commission. This year he is renting a trailer on a short term for this purpose at \$250/month. He is requesting to purchase a new trailer from his existing budget, as his department could use it on a long term basis. Most grass clippings have to be collected from the cemeteries and from Playground Drive. Scott would like to charge back a portion of the cost to the Milfoil Committee. The cost of a new trailer is \$4,295 and he is proposing charging the Milfoil Committee \$1,250 annually for three years. Jon asked and Scott explained that the truck or trailer is left at Lee's Mill and when full he drives it over to Spider Web and they compost it. Joel said he can see how the trailer could be used besides for milfoil. Jon and the Selectmen agreed that they were in favor, but the fee charged to the Milfoil Committee needed to be pro-rated. Scott said he'd looked at buying a used trailer, but felt the savings weren't worth the added cost of repairs. Jon asked why this wasn't included in the past budget. Scott replied this is the second year DPW has been involved with Milfoil. Betsey Made the Motion to approve the purchase of the dump trailer for \$4,295. Ed Seconded the Motion. The Selectmen asked Scott to work out a pro-rated fee with the Milfoil Committee. The Motion carried Unanimously.
4. Review for Approval: Conservation Commission Appointment, Judy Ryerson, Alternate: Ed Made the Motion to appoint Judy Ryerson as an Alternate to the Conservation Commission, term to expire March 31, 2015. Betsey Seconded the Motion. The Motion Carried Unanimously. (Item was Tabled to the next Selectmen's meeting, July 19, 2012, based on Peter Jensen's information during Citizen Input)
5. Review for Approval: Soccer Field Task Order #1 Amendment: Carter reported that the Task Order is being amended due to the additional work required for the comparison of the proposed field for Playground Drive to the Lions Club for Town Meeting, and the work now being done for the DES wetlands permit at Playground Drive. The amendment to the task order is for \$27,930. Carter said that they should be at 90% by mid August (cost includes the bid process), and filing the DES Wetland permit. They hope to have it out to bid by January of 2013. Betsey Made the Motion to approve the Soccer Field Task Order #1 Amendment in the amount of \$27,390 and authorize the Chair to sign the task order amendment. Ed Seconded. Jon asked what the wetlands mitigation is now. Carter replied that it is one acre to the south of the field back to the wetlands. DES has signed off to not require an after the fact permit. The Motion carried Unanimously.
6. Review for Approval: Health Officer & Deputy Health Officer Appointments: Betsey Made the Motion to nominate Don Cahoon as the Town's Health Officer and appoint Carter Terenzini as the Deputy Health Officer. Ed Seconded and the Motion carried Unanimously.
7. Review for Approval: Tuition Reimbursement, Officer Peter John: Betsey Made the Motion to approve the Tuition Reimbursement to Officer Peter John, per the Town's policy for a total of \$500. Ed Seconded the Motion which carried Unanimously.
8. Review for Approval: Disposal Agreement, Farnham: Ed Made the Motion to approve the Disposal Agreement for Herb and Joanne Farnham, 11 Ossipee Mountain Road, as listed. Betsey Seconded the Motion. The Motion carried Unanimously.

9. Review for Approval: Cartographic Associates, Inc., 2012-2013 GIS Maint. Agreement: Joel reported that Bruce Woodruff recommends approval. Betsey Made the Motion to approve the August 1, 2012 to July 31, 2013 agreement with Cartographic Associates, Inc. for the GIS Maintenance Agreement, \$500. Russ Seconded. The Motion carried.
10. Review for Approval: Town's Annual Report Printing Award: Joel reported that Puritan Press of Hollis, NH is the recommended bidder from a total of the two bids received. Carter added that Elan Printing has been the Town's printer for the past three years, but they were not willing to make another three year commitment. Puritan's bid is for a "perfect" binding. Betsey made the Motion to award the contract to Puritan Press for \$14,097.64 for three years and authorize the chair to sign the contract. Russ Seconded. Joel asked and Carter reported that this is the base price and with an agreed upon amount for extra copies and pages if needed. The Motion carried.
11. Review for Approval: Software Procurement Services Award: Joel reported that only one bid was received. Carter stated that staff had determined that it would not be effective for them to prepare the RFP for software companies, as it was too complex. Municipal Resources, Inc. (MRI) of Meredith bid \$7,500 for the services of a professional consultant, utilizing the Chief Information Officer for the City of Nashua, John Barker. This is the base fee and he would be available at an hourly rate for further consultation if needed during deployment. The cost would come from the \$100,000 budgeted. Russ expressed concern, saying that he thought the task list was light, and would likely produce several change orders, with a cost more like \$20,000. Jon added and Russ agreed, that based on the task list, it appeared that department heads would be doing most of the work. Russ thought that if the department heads had to do all of this work, then why have the consultant. Carter said that if under a different set of circumstances it could cost up to \$20,000, but MRI's fee was in fact \$7,500. This scope of work was compared side by side to the scope of work that was put out to bid. There were two differences between their submission and the Town's request as they broke out the several surveys and interviews into a business need analysis, from which they would pull from the staff the functionality needed. He felt that staff was not able to develop this kind of check list necessary to compare all the vendors' product. Carter said that he if the consultant stays within the scope with staff participation, and not pulled in different directions, then the cost should be within the \$7,500. Ed and Jon said they were concerned that they only received one bid, like the fire truck. Ed added that the Town has not had a good experience with this vendor in the past. Carter replied that it is hard to know who and how many will respond to a RFP. Jon felt that in this economy, only one bid makes him question how the RFP was written. Betsey asked what the alternatives were, as the Town's experience with MRI for the Master Plan was not good. Carter replied that they can put it back out for proposals, but he was doubtful that the results would be any different. The other is to invite vendors in to give presentations and then try and sort it out. Russ said that in talking with Susette, she is familiar with all of the software available for tax collection, which there is three. He felt the limited number of vendors shouldn't be cumbersome, as the product is somewhat similar. Department Heads know what they need and should be able to handle this. If they work with MRI, Department Heads will have to convey their needs to them. Russ felt that with a consultant in the middle, that something will be lost. He felt a consultant wasn't needed. Carter replied that he didn't feel Department Heads could fully spell out all of the functionality that they need for the different interactions, quantify this and put it on paper, which will allow the Selectmen to consider the different vendors. Someone who does this professionally, understands this kind of language, and knows of other options that

may meet our needs. The cheapest way to do this maybe to pay the present vendor to write the new codes needed. Or, it may be cheapest to purchase web based packages, working on a remote basis. He feels that this is not a negative reflection on the Department Heads, as this is a very complicated task. Having sales people come in and make their pitch, he is concerned that this isn't the best way to get the best product for the long term needs. Russ replied that he was a Selectman the last time the Town purchased software and this was done with salesmen and programmers. He felt their questions were answered adequately. Russ repeated that he felt Department Heads were knowledgeable enough to know what they need, and the Town doesn't need MRI to repeat what they've been told. He felt that a consultant would just be a middle man and won't be a benefit. Ed asked and Peter Jensen replied that this is what he did prior to retirement for thirty years. Mr. Jensen said he would be happy to help in this process. Jon said that he isn't opposed to using a consultant in this process, but wished there were more bids. Russ asked and Carter replied that the Department Heads were asked what they wanted. Carter added that he received a list from one of their concerns of the current software, and one gave him a couple of items needed. He repeated that they aren't able to produce detailed functionality lists needed, as the sample provided, that is required to make good comparison between proposals. Carter said that this is a major decision for the Selectmen and he recommends using a professional consultant for this complex process. Russ replied that he couldn't believe a consultant will know more than the Department Heads. Joel felt a consultant's role is to consolidate each department's needs. Based on the task list, he didn't feel that the consultant will look beyond what each department head says is needed. He agreed that he'd be happier with more bids, someone with experience in financing and tax collection. Jon, reading through the task list, felt that Department Heads have a lot of tasks to do. Carter replied that this isn't any different from what the Town does for RFP's now. With the fire truck RFP, the committee made a list of what was needed, but Carter did the upfront work. Betsey said she'd feel better talking with the Tax Collector and Financial Director first and including Mr. Jensen with his software knowledge before making a decision to accept this bid. She added that she has concerns about working with MRI based on the Town's Master Plan experience. Ed agreed and was happy that Mr. Jensen has offered to help. Carter said that they could refer this to their work session of July 26, and he will get the information to Mr. Jensen and the proposals to the Department Heads for their review. Jon isn't arguing that a consultant is needed, but is unsure this proposal is a good fit. Carter said that the options could range from working with the present vendor and writing new code, to getting new software, to working with software that is "cloud" driven. Based on the July 26th work session, Carter hoped a decision would be made by the August 2nd meeting. Betsey asked Carter to provide information to Mr. Jensen. Jon said that this is a major decision and they don't want to rush into it.

12. Review for Approval: Administration of COBRA & Retiree Insurance Programs: Carter reported that during the 2012 budget process he identified the added cost to the Town's budget for the administration of health insurance for retirees, COBRA, and the strict regulations for COBRA's as something we should review. The law allows charging a 2% surcharge for COBRA (at this time there isn't anyone in the program). He proposed assigning the administration of both to LGC which would be covered by the 2% COBRA fee and general LGC Health Trust overhead. Kay Peranelli of the SAU provided information, as the school is using LGC's services for this, and that over 221 schools and towns utilize their service. Carter requested the 2% COBRA surcharge fee be instituted immediately, and that LGC take over the administration of the COBRA for October 1,

2012, and then the retirees by January 1, 2013. Betsey asked if there had been any discussion with LGC about the court case and if there would be any adverse affect. Carter said there wasn't any discussion, but no impact was anticipated. Betsey Made the Motion to institute a 2% surcharge fee for COBRA, and assign the administration of COBRA to LGC on October 1st and the retirees as of January 1, 2013, and authorize the Chair to sign any needed service agreement provided there were no added fees beyond those presented. Russ Seconded the Motion. The Motion carried Unanimously.

13. Review for Approval: Non-Resident Request for Cemetery Lot: Joel reported that in Hope's memo to the Selectmen, that the purchase of a Town's cemetery lot has been requested. Carter added that the deceased took steps towards becoming a resident, but did not perfect it. Per the Town's policy, the average cost for a double cemetery lot in Bethesda, MD is \$3,500. Hope reported that Maryland does not have municipally owned cemeteries, as they are all private. She called three different cemeteries and took the average. Betsey Made the Motion to interpret this as the deceased's intent to become a resident and to charge \$3,500 for a double burial lot, adding that this policy needs to be reviewed within this year. Ed Seconded and the Motion carried Unanimously.

VII. OLD BUSINESS: None.

VIII. OTHER BUSINESS:

1. Legislative Update: Betsey had nothing to report.
2. Board Liaison Reports: Ed reminded everyone of the Charette scheduled for July 20th and 21 and to RSVP to Alison starting Monday, regarding those attending the Public Listening Sessions for the community ham and bean supper, which he and his wife Bev are putting on. Betsey reported that the Master Plan Implementation Committee met with various committees and it appears that everything is on track.
3. Administrative Update: Other than the Weekly Update, Carter didn't have anything additional to add.
4. Milfoil Committee Minutes June 12, 2012: Acknowledged.
5. Recreation Advisory Board Minutes, June 18, 2012: Acknowledged.
6. Advisory Budget Committee Minutes, June 19, 2012: Acknowledged.
7. Zoning Board of Adjustment Minutes, June 20, 2012: Acknowledged.
8. Planning Board Minutes, June 27, 2012: Acknowledged.

IX. CORRESPONDENCE:

1. Time Warner Cable, June 20, 2012, Possible Program Changes: Joel said that this is their usual letter, however, he has seen scrolling that Time Warner is in negotiations with WMUR and there is a possibility of the NH channel not being broadcasted anymore.

- X. CITIZEN INPUT:** 1) Peter Jensen reported that the Conservation Commission met on Monday and upon review of the RSA found that two Planning Board members are not allowed on Land Use committees. Russ Made the Motion to table Judy Ryerson's appointment (see New Business #4). Ed Seconded the Motion. The Motion carried Unanimously. 2) Hollis Austin asked if treated salt is more corrosive. Russ recalled that it is less corrosive and thought Scott had said that it was biodegradable. Mr. Austin said that they should check and if it is found to be more corrosive to be sure to treat all Town vehicles, especially the Fire Departments to avoid costs to repair the vehicles.

XI. **NON-PUBLIC SESSION:** None needed.

XII. **ADJOURNMENT:** Ed Made the Motion to Adjourn. Betsey Seconded the Motion.
Motion Carried Unanimously.
Joel adjourned the meeting at 8:35 p.m.

Approved

Date
Respectfully Submitted
Hope K. Kokas, Administrative Assistant

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