

BOARD OF SELECTMEN
Public Meeting
December 22, 2014

Present:

Chairman David Swenson
Terry Jarvis, Selectman
David Bickford, Selectman

Also Present:

Jeremy Bourgeois, Town Administrator
Corky Mork, Videographer

The meeting was called to order by Chair Swenson at 3:00 PM.

Agenda Review:

Chair Swenson added discussion of Voter's Guide.
Selectman Bickford Parks & Recreation Commission minutes.

Budget Review:

Account 4290 Emergency Management Revisit

The BOS approved this account on October 8th in the amount of \$3,700 with a default budget of \$3,700. On December 17th the Budget Committee (BC) made two modifications to the budget. The reduced Line 20-111 On Call EOC Staff from \$500 to \$1 and reduced Line 20-620 Supplies & Food from \$600 to \$1. The rationale for this was the money could come out of an Expendable Trust Fund (ETF). The BC has not taken final action with this account because they are waiting for clarification of the purpose of the ETF to see if Line 20-620 could be covered. Town Administrator (TA) Bourgeois said the ETF states it is to offset unforeseen personnel costs in the event of an emergency or natural disaster. Selectman Jarvis said she supports reducing Line 20-111 but not Line 20-620. The BOS agreed to reduce Line 20-111 to \$1.

Selectman Jarvis made a motion that Account 4290 Emergency Management be approved in the amount of \$3,201 to reflect Line 20-111 being reduced to \$1 with the default remaining the same at \$3,700. Selectman Bickford seconded the motion. The motion passed 3-0.

Account 4291 Forestry Revisit

The BOS approved this account on November 24th in the amount of \$9,117 with a default budget of 10,115. On December 17th the BC reduced Line 10-180 Forest Fire Suppression from \$4,600 to \$3,600. The rationale for this reduction was based on a discussion with the Forest Warden that the actual trend has been.

Chair Swenson made a motion to approve Acct 4291 Forestry a proposed 2015 budget of \$8,040 with a reduction to Line 10-180 and corresponding FICA and

related expenses and a default budget of \$10,115. Selectman Bickford seconded the motion. Discussion: Selectman Jarvis explained to Selectman Bickford that she was against the reduction at the BC meeting. She said it is a reduction of \$3,000 over the last two years and she thinks it is dangerous to keep reducing this line based on Forestry history. **The motion passed 2 in favor, 1 opposed (Jarvis).**

Other Budget Related

The BC still needs to review Account 4903 Capital Outlay/Buildings, Account 4915 Capital Reserve Funds (CRF), & Account 4916 Expendable Trust Funds. Selectman Jarvis stated the BC's Public Hearing has been scheduled for January 14th, 2015 at 7:00 PM at the Library.

Selectman Bickford said that the Parks & Recreation Commission meeting minutes for November 17th state that Kristyn Bernier gave the group a budget update stating the BOS cut money from the Recreation Director's wage line. The group was concerned that the appropriate amount of money to bring the Recreation Director's pay up to where the Commission would like it to be will be placed in the raises line of the Personnel budget or the money will be used for something else as in the past. They stated they are also concerned they will be \$3,000 over budget from last year. Selectman Bickford asked if the BOS cut this budget because he does not remember cutting it. Selectman Jarvis said they removed the increase in wages from the budget because pay increases are budgeted for in the Personnel account and then transferred to the individual accounts. This is the way all department heads and committees were asked to present their budget.

Town Owned Property:

The tax collector provided the Board members with an updated spreadsheet of Town owned property listing the assessed values, penalties, etc. Selectman Jarvis said she completed the paperwork for the voluntary mergers and Carole Ingham has reviewed them. She anticipates having the paperwork ready for the Board to sign as early as tomorrow morning. After the Board has signed them, they will go to the Building Inspector for his signature and then will be sent to the Registry of Deeds for recording. She said each merger includes a statement stating the merger cannot be undone without Planning Board approval. The Board members agreed they need time to look over the information provided to them before further discussion of the properties.

Assessor Contract:

The TA provided the Board with the edited contract. He suggested that in the section Termination and Resignation they add "Since this agreement was awarded based on comparative bids for a full six year period, price change outside of state regulations causing the change, cannot be terminated by the contractor." The Board agreed this should be added to the contract. Selectman Jarvis said she had some edits also. The changes were submitted to the TA. Selectman Jarvis asked if the contractor is going to be willing to start on January 1st without a signed contract. The Board asked if the TA could get the edits done by tomorrow so they could sign the contract before Jan 1st. The

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TA was also asked to find out from Department of Revenue (DRA) if they needed a copy of the contract before or after it is signed.

Town Warrant:

TA Bourgeois said he did research on the CRF's. They can be discontinued by simple majority vote but any remaining funds must go into the General Fund and cannot be transferred. Town Clerk/Tax Collector Carole Ingham sent a memo to the Board stating the discontinuation of the Copple Crown Village District (CCVD) CRF's must be placed on the Warrant. The Board reviewed the Articles to be placed on the Warrant.

Chair Swenson said they would continue the discussion after the opening of the bids for the work on the fire station.

Opening of Bids for Fire Department:

Flooring: One Bid received from B&C Flooring of Portsmouth, NH in the amount of \$5,758.79.

Renovations: One bid received from Ronald's Carpentry of Gilmanton Iron Works, NH in the amount of \$19,500.

Furnace: No bids were received.

Selectman Jarvis asked if the Building Inspector had been asked to send the RFP's to his list of contractors and heating & plumbing contacts. TA Bourgeois said he had not asked the Building Inspector. Chair Swenson said they need to take action on the flooring in 2014 and the other two items can be taken care of in 2015.

Selectman Jarvis made a motion to award the bid for removal of the old carpet and replace the Fire Department Community Room floor with vinyl plank to B&C Floor Store of Portsmouth, NH. in the amount of \$5,758.79 Selectman Bickford seconded the motion. The motion passed 3-0.

Town Warrant (continued):

The Board members continued their review of the Warrant and made additional edits.

Review of Minutes:

Board members reviewed the public meeting minutes of November 24, 2014. Corrections were made.

Selectman Jarvis made a motion to approve the BOS meeting minutes of November 24, 2014 as amended. Chair Swenson seconded the motion. The motion passed 2-0 with 1 abstention (Bickford).

Board members reviewed the public meeting minutes of December 1, 2014. Corrections were made.

Chair Swenson made a motion to approve the BOS meeting minutes of December 1, 2014 as amended. Selectman Jarvis seconded the motion. The motion passed 3-0.

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Board members reviewed the sealed minutes of the December 1, 2014. Corrections were made.

Selectman Jarvis made a motion to approve the sealed minutes of the BOS December 1, 2014 meeting as amended. Chair Swenson seconded the motion. The motion passed 3-0.

Board members reviewed the public minutes of December 3, 2014. Corrections were made.

Selectman Jarvis made a motion to approve the BOS meeting minutes of December 3, 2014 as amended. Chair Swenson seconded the motion. The motion passed 2-0 with 1 abstention (Bickford).

Board members reviewed the public minutes of December 5, 2014. Corrections were made.

Selectman Bickford made a motion to approve the BOS meeting minutes of December 5, 2014 as amended. Chair Swenson seconded the motion. The motion passed 3-0.

Board members reviewed the public minutes of October 20, 2014. Corrections were made.

Selectman Jarvis made a motion to approve the BOS non-public meeting minutes of December 15, 2014 as amended. Selectman Bickford seconded the motion. The motion passed 3-0.

Other

Selectman Jarvis left to see if the Fire Chief was available to speak to the BOS. She returned to say he is not available.

Chair Swenson said at the last meeting he noted he had some year-end closing concerns and suggested he sit down with those involved. He met with the Town Administrator, Financial Officer, and Treasurer and together developed a plan of action. The concerns were due dates for certain financial actions that have to be done with SB2. Invoices are current for year-end, all department invoices are paid and dispersed to the right accounts, all reports to the State are current and accurate, all bank reconciliations are up to date and reconciled, and agreements between the Tax Collector and Revenues and Expenses are reconciled. The Town Administrator said the current Finance Officer met with the former Finance Officer to get help with questions and the Finance Officer has been moved to a new location where it is not as disruptive to work.

The next meeting is scheduled for January 5, 2015.

Selectman Jarvis made a motion to adjourn. Selectman Bickford seconded the motion. The motion passed 3-0.

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The meeting adjourned at 5:39 PM.

Respectfully submitted,

Laura Zuzgo

A video recording of this meeting is on file with the Office of the Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-4:4, or for a minimum of 24 months.