

Board of Selectmen Public Meeting

January 6, 2014

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DRAFT- These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. They are being posted on the web site as a draft copy for public informational use.

BOARD OF SELECTMEN

Public Meeting

January 6, 2014

Present:

Chairman Terry Jarvis
David Swenson, Selectman
Jeffrey Kratovil, Selectman

Also Present:

Jeremy Bourgeois, Town Administrator
David Bickford, Citizen
Rudolph (Rudy) Rosiello, IT Committee
Skip Fadden, Citizen
Jim Ladd, Videographer
Laura Zuzgo, Minute Taker

The meeting was called to order by Chair Terry Jarvis at 7:01 PM.

Public Input

Rudy Rosiello would like to have the approved minutes of November 4th, 2013 edited. He stated his comments were taken out of sequence and context. Selectman Kratovil and Mr. Rosiello discussed the matter at length. The other Board members stated they would have to review the video before making any kind of decision to editing the minutes. They tasked the TA with reviewing the video and making a recommendation as to whether or not the minutes should be edited.

David Bickford said he had previously brought the need to move the speed limit sign on Brackett Road to the attention of the Board. He said a new sign was put up but the old one was not removed.

Selectman Kratovil said he had challenged the minutes of the December 2nd, 2013 minutes. He has reviewed the video and has written word for word what was said. Chair Jarvis wishes to review the minutes and the matter will be discussed at their next meeting.

Selectman Kratovil said that at the previous meeting he had mentioned the justification for the study because Selectman Swenson was unaware of the complaints received from residents of the second division and that would be a good reason for conducting a study. The reference for this is the November 5th, 2013 Planning Board meeting.

TA Report

Quonset Hut – Casella contacted the TA and wanted to have one of their companies come in and review the damage. This did not happen due to time constraints. They have agreed to pay the lower of the two quotes the Town had received. The TA has received an agreement and is reviewing the document. A date for the repairs has not been scheduled at this time due to the weather and the cold. Chair Jarvis asked if their insurance company was going to pay the repair company directly removing the Town's involvement completely. The TA said that is how he is hoping it is going to work out.

Town Hall Construction – Rines Electric was in today and the contractor is scheduled to start tomorrow. David Bickford asked if the money had to be re-encumbered. Chair Jarvis explained the contract was task oriented not time oriented and there was no need to encumber the money again. Chair Jarvis stated at the contractors meeting the Building Inspector (BI) informed the contractors that in mid to late February the auditors would be in and the contractors will not be able to work as much due to the fact the Town Hall staff will need access to everything. The TA said that as the project progresses there will be a better idea of if and when the Town Hall might have to be closed.

Server – The server has been purchased. There has been a question about the specs for the server and the IT Committee will be meeting on Thursday, January 9th to discuss this matter. Rudy Rosiello stated a written response to the question has been sent. Selectman Swenson said they need to make sure there is a back-up policy and guidelines in place. Selectman Kratovil asked how much the server cost. TA Bourgeois said it cost approximately \$5,200 to \$5,300. David Bickford asked who it was purchased through. The TA said it was purchased through Dell at the government pricing. The IT Committee will be discussing what the next step should be.

Minute Taker – The TA said he has received several applications and resumes and would like to know what direction the Board would like to go. Chair Jarvis said the hiring policy procedure is to have panel to conduct interviews. The panel should be one selectman and the TA. Selectman Kratovil volunteered to sit on the panel. The TA and Selectman Kratovil will get together to set a date for interviews.

Re-Appointments – TA Bourgeois asked the Board when they would like to action on reappoints. Chair Jarvis said she would like to know who wants to be reappointed and more importantly who does not want to be reappointed. A notice can be placed on the website listing all the open positions on the various Committees and Commissions.

IT Maintenance Contract – The IT Committee will be discussing maintenance contracts at their Thursday night meeting. The TA stated he has a second company that will be coming in soon. He has received an updated contract from Daystar.

Old Business

Assessing Software Demonstration – Avatar gave a demonstration in June of 2013. There is a second company the TA is in the process of setting a date with to come and give a demonstration. He will be scheduling a second date for Avatar to come back.

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Chair Jarvis asked the Board members to give the TA the dates they would be available through the end of January.

Second Draft of the BOS Annual Report - The Board reviewed draft two of the BOS Annual Report and made additional amendments.

Selectman Swenson made a motion that Draft Two of the BOS Annual Report as amended be submitted for the Town Report. Selectman Kratovil seconded the motion. The vote was unanimous.

Selling of Town Owned Property – Chair Jarvis stated a book listing all the Town owned properties had been compiled and placed in the BOS office approximately six weeks ago. She said the Board had asked for the opinion of both the Planning Board and the Conservation Commission one particular parcel being Tax Map 209 Lot 046 which is on the backside of Shaw's Pond. Both the Planning Board and the Conservation Commission responded they felt the property should be preserved as conservation property for the use of town residents and other stakeholders by the Town retaining ownership and the Town being amiable to a non-profit purchasing the property. Chair Jarvis asked if the members would like to schedule a work session to review all the properties as to where they are located. Selectman Swenson said he would be in favor of it if at least two or three local real estate agents were invited and any other interested citizens. Selectman Kratovil agreed with Selectman Swenson. Chair Jarvis stated she will work on a list of people to invite.

New Business

Pre Audit Risk Assessment – The Board members went through the document and answered the questions asked of them.

Selectman Swenson made a motion to authorize the Chairman to sign the audit risk assessment form the Board just reviewed and as the information has been developed during the discussion. Selectman Kratovil seconded the motion. The vote was unanimous.

Next Meeting

The next meeting is scheduled for a holiday. The Board agreed to move the meeting to January 16th, 2014 at 9 AM in the community room at the Fire Station.

The Board scheduled a meeting with the Fire Chief for January 9th, 2014 at 11 AM. The TA will confirm the meeting with the Fire Chief.

The Board agreed to send the TA the dates in early February they would be available to meet to start to merit raise reviews.

Public Input

Skip Fadden asked what the status of the step increases were for the fireman who have completed their training. Chair Jarvis said the BOS had not received all the required documentation and that she had recently found a draft of the 2008 Fire Dept. pay system. She is doing research to determine if they were approved. She stated the Board had been

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waiting for evaluations and copies of the certificates. TA Bourgeois said he believed all the documentation had been received but would verify that has been received. Skip Fadden said he believed all the evaluations had been done. Chair Jarvis explained the evaluations were to be done at six months and eleven months. Skip Fadden said that some of the fireman involved had not been with the Dept. for six months but should still be entitled to a step increase. Chair Jarvis said that is the reason she is researching the Fire Dept. pay system. Skip Fadden said he felt it should be handled in a timely manner. Selectman Swenson stated he agreed but the BOS did not receive all required documentation in a timely manner. Skip Fadden asked what the status of the reappointment of the Fire Chief was. Selectman Swenson explained the process of the evaluation was not complete and that the Board is in the process of scheduling a meeting with the individual involved.

Selectman Kratovil asked if the Board could set a date that the decision would be made by. Both Selectman Swenson and Chair Jarvis said they were not comfortable with setting a date.

Review of Minutes

The Board members reviewed the Budget Session minutes of Dec. 9, 2013. Edits were made.

Chair Jarvis made a motion to accept the Budget Session minutes of December 9th, 2013 as amended. Selectman Kratovil seconded the motion. The vote was unanimous.

The Board members reviewed the Budget Session minutes of December 16th 2013. Edits were made.

Selectman Kratovil made a motion to accept the Budget Session minutes of December 16th, 2013 as amended. Selectman Swenson seconded the motion. The vote was unanimous.

The Board members reviewed the Public Meeting minutes of December 16th, 2013. Edits were made.

Chair Jarvis made a motion to accept the Public Meeting minutes of December 16th, 2013 as amended. Selectman Swenson seconded the motion. The vote was unanimous.

The Board members reviewed the Non-Public Meeting minutes of December 16th, 2013. Edits were made.

Chair Jarvis made a motion to accept the Non-Public Meeting minutes of December 16th, 2013 as amended. Selectman Kratovil seconded the motion. The vote was unanimous.

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Chair Jarvis made a motion to adjourn. Selectman Swenson seconded the motion.

The vote was unanimous.

The meeting was adjourned at 9:30 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.