

The Chair, Jack Steiner at 10:00am called the regularly scheduled Selectmen's meeting to order. Those present included George Lagassa, Lloyd Sullivan (Selectmen), and Russell McAllister (Town Administrator).

The Selectmen reviewed the meeting minutes of September 25th. Mr. Lagassa made the motion to accept the minutes of September 25th. Mr. Sullivan seconded the motion. The vote was unanimous and so moved.

The selectmen reviewed correspondence and/or signed:

- a. Administration/Business
- b. Payroll
- c. Manifest
- d. Land Use Change Tax Warrant
- e. [Bond Reduction - Ridgemont Subdivision](#)

The Board reviewed the Planning Board's approval of the removal of the road bond for the Ridgemont subdivision. Mr. Lagassa made the motion to relinquish the road bond for the Ridgemont subdivision. Mr. Sullivan seconded the motion. The vote was unanimous and so moved.

- f. Resignation Letters - Lee Brooks / Pat Shepard
- g. [James Savage - Bid for stairwell](#)

Mr. Steiner explained to the Board that he had asked James Savage to submit a bid on the construction of a stairwell in the Police Department. The stairwell would provide the second means of egress required by code to access the upstairs above the Police Station. The Bid was for \$2,500. Mr. Sullivan made the motion to accept the bid. Mr. Steiner seconded the motion. The vote was unanimous and so moved. Mr. Steiner noted that he would contact Mr. Savage.

[Highway Budget Review](#)

The TA reviewed the budget process using this year's proposed Highway budget numbers as an example. The TA explained that Mr. Strout (Highway Agent) would provide line item explanations with the department's proposed budget. It was noted that the Board of Selectmen was responsible for the default budget, but the overall budget presented to the voters rested with the budget committee.

[Selectmen Issues](#)

[Telecommunication Tower Update](#)

The TA noted that three companies had submitted bids in response to the Town's RFP. Those bidding on the project included American Tower, Cellco Partnership d/b/a Verizon Wireless, and J.H.N Enterprises. The Board directed the TA to schedule interview times with each company.

[Phone System Update](#)

The TA briefed the Board regarding the status of the process. He noted that Lucent, High Speed Communications and Hampton Technical Services had provided bids. The TA explained that the system would be modular, which would give the Town the option of incorporating additional features in the future.

[Network System Update](#)

The TA briefed the Board regarding the status of the project. Don Coker, a consultant from Portsmouth, met with the TA to discuss network needs. The TA explained that Mr. Coker wanted to provide a strategic plan (cost estimated at \$3,000 - \$5,000) prior to performing any concrete tasks. Mr. Lagassa noted that he knew Mr. Coker and that he was more of a big picture type consultant who utilized technical employees on

staff to implement client needs. Mr. Steiner noted that the TA could provide the strategic plan, but network technicians might better accomplish the technical tasks of upgrading and documenting the network. Mr. Sullivan agreed that money was better spent on concrete tasks with a firm who provided the skilled labor. The TA agreed to contact several local qualified firms to work on an hourly basis or some form of retainer.

Mr. Sullivan asked if the Board would agree to approve \$500 in printing costs for the Heritage Commission towards the printing of their brochure. The TA suggested that the publisher bill the Town for the printing costs, which could be paid from the same account, used to cover printing costs for the Town Report. The Board agreed. Mr. Sullivan made the motion to approve \$500 in expenditures from the above-mentioned account for the printing costs of the Heritage Commission's walking tour brochure. Mr. Lagassa seconded the motion. The vote was unanimous and so moved.

The TA asked the Board what percent increase they wanted to allot for salary increases for non-union employees. It was noted that union employees received a 3% annual raise. The Board agreed to use that number for non-contractual employees. The Board also discussed the salary adjustment for the position of Recreation Director and determined that based upon educational attainment (BA), level of responsibility, and salaries of similar positions, a budgeted salary of \$35,000 was appropriate.

Questions & Comments

There being no further business to come before the Board the public meeting adjourned at approximately 11:00am. The non-public session was cancelled.

Respectfully,

Russell McAllister
Town Administrator