



Town of Plaistow ♦ Board of Selectmen
145 Main Street ♦ Plaistow ♦ NH ♦ 03865

SELECTMEN MEETING MINUTES

DATE: 11/5/2007

CALL TO ORDER: 6:30 pm

PRESENT: Michelle L. Curran, *Chairman*; Lawrence W. Gil, *Vice Chairman*; Charles L. Blinn, Jr.; Daniel J. Poliquin; John A. Sherman

EXCUSED:

MINUTES:

► Motion by L. Gil and second by J. Sherman to approve the minutes of 10/22/2007 with amendments.

Vote:

Passes 5-0-0

► Motion by J. Sherman and second by D. Poliquin to approve the minutes of 10/29/2007 with amendments.

Vote:

Passes 5-0-0

PUBLIC COMMENT: None

BUDGETS:

Library

The library budget is attached.

Additional discussion on the following items:

J. Kiarsis states we would like to provide some library highlights of this past year. All of our programs have been well utilized by the community this year. Programs have been well attended with a total of 621 times. The total number of library visits was 51,130. There was an effort to increase adult programming last year which was highly effective with 63 adult programs offered. We continue our adult book club and in addition to the book club we have added several programs including jewelry making, home brewing, computers, wreath making and flower arrangements. The response has been overwhelming and additional classes have been added. We offered 192 children's programs with a total attendance of 4,858. It was obvious that these programs were a huge success. Some of the programs included the summer reading program, weekly moving matinees, family cookouts, Hawk the reading dog, and children's story hours, which were all well attended. Teens were involved in our many program and our website had approximately 640 hits per month. New software includes features to renew and reserve books from home, access to temple books and animated stories and a variety museum passes. Board of Trustees welcomes two new members Kate Vavra and Janet Davies and also Elizabeth George as an alternate trustee. We would like to thank Karen Poznick and Tom Mullings for their service on the board. Our library has become an enterprise which includes complications as with any small business. Our board continues with limited professional accounting assistance to keep library finances in order and keep our books in compliance. Thank you.

C. Willis states Salaries increased to \$202,485. S.S. and Medicare went up based on salary increases. Workers comp and unemployment, level funded and estimated to be unchanged. Health/life/disability has a 2.6% increase for dental; 7.8% increase for health; and short term/long term disability and life remain unchanged, overall increase of 8%. Materials we separated out new line called on line resources which helps us with tracking. It's the same amount of money we budgeted for last year but we just spit it into two lines. This year asking for overall increase of 5% on both lines together. Public activities/programs increased to \$3k. The 261 programs with 5,547 attendees equals an average cost per program \$11.50. Telephone not sure how to handle. E-rate funding is only half year. Received \$353 from Jan 1st to June 30th but we

anticipate \$670 for 7/1/07 to 6/30/08. If we don't get the funds we need the \$2k, if we do get it, we need \$670 less. In order for us to spend the e-rate funding we must declare it on the second page of the budget as anticipated revenue. We put the \$670 there along with the \$2k. The \$670 would come from E-rate funding while the \$2k would come from the town. Asks is this correct way to do it.

J. Hoch replies the actual telephone cost is \$2k without e-rate.

C. Willis states with E-rate will be less but not \$670 because it goes into following year. It's a percentage from July to Sept we may or may not get the full \$670.

J. Hoch replies I would budget \$2k and anticipate the \$670 or something less in case you don't receive it.

C. Willis states when we do the books we take the amount and put it on the first and second sheet.

J. Hoch replies but you are spending it twice at \$2,600.

C. Willis states town portion we would keep at \$2k and if we get the e-rate it goes down and if not it stays the same.

J. Hoch replies yes budget for \$2k on the front page and when the check arrives count it as revenue for that time period, depending on when it hits and don't worry about the percentage for 07 vs. 08. If there is confusion we can sort it out later.

C. Willis states miscellaneous we moved monies around. Kept \$2k and moved it to the technical services line. Decreased misc from \$2,500 to \$500 (town portion \$0.00) and increased tech services from \$10,600 to \$13,400 (town portion \$600). Gas & Electric - we think this year's electric will be a little more than \$27k and gas a little less. Will have more accurate figures sometime in November. Repairs and maintenance agreement increase reflects contractual agreements and repairs to library.

D. Poliquin states I've noticed in the past that repairs and maintenance has been significantly overspent. Can you stay within the budget.

C. Willis replies in 2006 there was a one time resurfacing of the driveway.

D. Poliquin replies this year you have already over spent by \$5,400, do you think you should increase it.

C. Willis states there was a Roofing problem and the heating valves were replaced but not anticipating any addition costs.

C. Willis states Landscaping increased by 3%; legal fees and bookkeeping increased from \$1,100 to \$3,500 because I need add assistance with bookkeeping. I can't give as much time as in past because of personal reasons so requested bookkeeping service give us extra time. Total budget increase is 5.5% to \$472,485.

J. Sherman states why is bookkeeping and legal all on one line.

C. Willis replies I needed help with some of the different forms and didn't know where to take the money from so that's what we have been out of it.

J. Sherman suggests you split it into two lines this year.

M. Curran asks in the past, part of your job was bookkeeping but now you're asking for it to be a paid position.

C. Willis replies yes as a volunteer position. We are currently using a bookkeeping service, same as in the past, but we have now increased their hours. I've done what I can do but I'm not a bookkeeper and I must decrease my hours due to personal reasons so we asked the service to increase their time and they have agreed.

L. Gil asks would it make any sense to have a capital exclusion line item.

C.. Willis states we talked about having an expendable trust. We may still want to have a warrant article so maybe we can take a few moments of your time and get it going.

► Motion by J. Sherman and second by D. Poliquin to approve the library budget for \$448,515.

Discussion:

J. Sherman states understand there may be adjustments along the way and we would adjust the budget accordingly.

M. Curran states and we will make changes to the two lines discussed.

Vote

Passes 5-0-0

Public Works Administration

The Public Works Administration budget is attached.

Additional discussion on the following items:

J. Hoch states permit positions reflects current wages; overtime adjusted based on expectation with wage increase. Engineering services remain unchanged with primary use for this being road design. We need some engineering related to drainage. We have some spot areas where we need some engineering. Ideally, we are able to get a year ahead so what we would spend that on in 2008 would be cleanup on 2008 drainage projects as well as beginning of 2009. Heating based on what our monthly usage has been this past year. Training increased to 600 with the idea of sending staff to some additional workshops next year. Dues \$300, expense is re-certification for three landfill attendants. Gas & oil -equipment fuel is estimated at 5,511 gallons @ \$2.75 will adjust that rate accordingly.

J. Sherman asks how come the actual is so low.

D. Garlington states there may be a missing diesel fuel bill plus this is the time of year when we will have tanks empty so there will be a hefty bill coming up.

► Motion by J. Sherman and second by L. Gill to approve the Public Works budget for \$243,307.

Vote:

Passes 5-0-0

Highway Dept

The Highway Dept. budget is attached.

Additional discussion on the following items:

J. Hoch states general supplies/traffic control – safety lines, installing double centerlines and stop bars at all town intersections increased from \$15,880 to \$23,500.

J. Sherman asks is that's cost every other year,

D. Garlington replies that's correct.

J. Sherman states I would support finding a way to have a fixed cost rather than it going up and down from year to year.

D. Garlington states unfortunately because the new water base paints don't last like the old oil base paints. There may come a time when we have to paint every year because we no longer use the oil base paints.

J. Sherman replies if we could find a way to budget it at a level cost that would be great.

J. Hoch states stone pushed level up based on current usage. Drainage improvements we are now showing these as part of the budget at \$70,000. Drainage continues that plan with targeted number. Next year drainage work to be done is Old County Road from the rec field out to 121A. Pavement Management \$225k - some of the potential roads we are still plugging in with this year's paving coming to a conclusion. We are still plugging all of the updated numbers into the RSMS. We try to tackle some of the worse roads but also try to catch roads before they slipped from one category to the next with more costly repairs.

D. Garlington replies looking towards the center of town Stanward and Dustin need to be ground up and repaved and maybe Park Ave. The other area that I'm looking to do something on is Oakridge Way. Some time between now and next spring, possibly have some type of informational hearing on some different strategies, based on what the neighbors want for roads. Can do things very expensively by replacing the granite curbing or get away much less expensively by narrowing the road and eliminating the granite. Want to approach the neighbors first. Would like to get a feel from the neighbors as to what would satisfy them and plug those numbers into the RSMS.

J. Sherman asks other than that exception, are we all comfortable with the budget.

D. Garlington replies I think so, we did really well with our money this year. Addressed some of the bad roads that were unable to be plowed as well as addressed roads just before they needed major repair. The other good thing is being in the budget, it's a lot easier to start negotiating to lock into a cost in Jan or Feb rather than waiting until May or June. There are no promises for a better price but it's a lot easier to start talking and locking in now because companies know that come spring they can get their people up and running.

► Motion by J. Sherman and second by L. Gil to approve the Highway Dept Budget for \$523,700.

Discussion:

J. Sherman states just want to be sure we are clear on the warrant articles for the building and pavement and drainage. Two warrant articles moved into this budget but still looking for the correct number for drainage. These won't be warrant articles this year and we won't know exactly where we stand until we see them.

L. Gil states what are we looking at for this year with respect to the warrant article on the building.

J. Hoch states one thing talked about is to get an office trailer to buy us space to move the offices out and into a place that is not being subject to the methane issues. That will also help with the safety issues. If we knock out the office wall we will have clearer passage to access through there. That's where we are right now but we still need to revisit the planning and discussion. The construction trailer doesn't solve the long-term problem there but the issue is, by focusing solely on the long-term solution you are still left with the short-term problems. In terms of the expenditure this year we are looking at around \$15-20k.

D. Garlington states will renovate a full bathroom into it. If we were to eliminate the section where my office is, the sign storage and bathroom; you would have to eliminate all those from the building in order to gain space and make it worthwhile.

Vote:

Passes 5-0-0

Solid Waste

The Solid Waste Budget is attached.

Additional discussion on the following items:

J. Hoch states this is a new account number and title. We had been perpetuating the title landfill over the DRA's recommendation that we now call category this solid waste clean up so we changed the name. Increase in overtime line is due to Saturday coverage and additional Wed hours this year to see if we could offer the public extended services. Seems to be a success with good feedback.

M. Curran asks average number of allotment.

D. Garlington replies you would be surprised how many people work Sat so they come on Wed. You can't really keep it open 4-8pm in Oct because of darkness. Need to be creative with the hours during Oct and maybe adjust a Saturday but it went over very well.

J. Hoch states eng has standard rate of increase. Water testing line the same. Grounds keeping just finishing now, so I might need to revisit that number.

L. Gil asks talk to anyone about possible mulching there? Some communities take leaves and mulch. You're getting a lot of that, do you have the space to do it.

D. Garlington replies not really, barely have the space to stockpile. We have a neighbor that hauls it away and we start fresh. We tried mixing it and turning it over but we lack space and man power.

L. Gil asks are we recycling anything.

D. Garlington basically have recycled through a vendor in the past and we receive a small amount or they just remove the product for free. We haven't done it in a long time.

L. Gil states going back to the old dump days where people come in and take parts. Do we have much of that going on.

D. Garlington we have plenty of that. Lawnmower wheels are high in demand. The pile is getting large so we can look into recycling it come spring.

D. Poliquin the prices are up for metals and people are screaming for them so we should be able to get someone to come in and pay us so much per truckload.

D. Garlington the pile is large so it's definitely something we should look into.

M. Curran replies I agree because they would actually come and pay us to take it away.

D. Poliquin states I've had six companies come in to talk to me and I don't generate a lot of metal. The town generates a lot more than I do so there should be plenty of companies interested.

► Motion by J. Sherman and second by L. Gill to approve the Solid Waste Clean-up Budget for \$46,000.

Vote:

Passes 5-0-0

Town Manager's Report

Town Manager's Report attached.

Additional discussion on the following items:

Correspondence

J. Hoch states passed along letter from Granite State Fair Tax Coalition regarding possible resolution/TM article encouraging discussion of all state revenue options. Suggested a possible resolution. I guess at this point you haven't had time to look at it.

J. Sherman replies this would be something best submitted by the citizens since it's geared around trying to reduce the burden around the property tax and make a broad based tax. I think that would be best be coming forward from the citizens to the board.

M. Curran replies I agree best led by someone else.

J. Hoch states received two responses to proposal for auditing services. Copies are in your folder. My recommendation is to select Melanson Heath & Co. Their price is competitive and they have credible references. Further, believe it's constructive to change auditors every three to five years in order to benefit from fresh set of eyes reviewing the books. There are no major discrepancies between the two companies and for the most part have the same quote at \$18k per year.

J. Sherman replies I agree should change auditors on a regular basis. Asks when does the audit take place.

J. Hoch replies audit is done in the summer. Usually once all of the trailing issues for the previous year have been cleared up.

J. Sherman asks about having audit done even earlier, any advantage.

J. Hoch the earlier the better as long as you have all your paperwork. The earlier in the year that you can bring an audit to closure the better off you will be. Makes it easier for our staff because they have a decent amount of time to respond to anything the auditor recommends for the following year.

J. Sherman asks anyway to get it done by the town meeting. Is that typical of most towns to have it completed by March?

J. Hoch replies to have everything completed by March is next to impossible.

L. Gil asks any difference between old auditors and new – any start up costs to transfer from one auditor to the next.

J. Hoch replies there shouldn't be. The longer you're with a company the easier it is. A start up would be more time intensive on our staff because they are not familiar with us.

L. Gil states the auditors had some issues with our accounting methods, is that still in place and do you see that as still being an issue. I believe it was \$20k in unbillable costs. In the past we have done something different than what was acceptable to them and I believe it had to do with the treasurer, is that correct.

J. Hoch we were on a complete accrual process, the intent was to make a total change. Instead we have been trying to close the \$20k gap. So we are getting closer to a resolution.

L. Gil asks do you see it as an issue going forward.

J. Hoch replies will probably still be an issue in 07 but not in 08.

J. Sherman asks will both auditors will have the same concern.

J. Hoch replies yes, they will have the same concern and because it's a fresh set of eyes don't be alarmed if you have a longer list of recommendations because a first year with a new auditor everyone does things just a little differently and so they will have questions.

► Motion by L. Gill and second by J. Sherman to go forward with town manager and issue a contract with Melanson, Heath & Co as auditors for next 3 years with cost not to exceed \$18k per year.

Discussion:

J. Sherman asks have you followed up with references.

J. Hoch replies spoke with first reference knew fairly well as well as second and received very good feedback from both.

Vote:

Passes 5-0-0

Budget

J. Hoch states had hoped to meet with DRA on Tuesday to set tax rate. Sent a stack of reports back to our auditor again. MS-5 is still being delayed.

M. Curran asks when is our deadline

J. Hoch replies it's getting close, identified the problem but not sure what the answer is. Without a complete package DRA cannot set the tax rate. Trying to get the report they are looking for. We checked all the obvious spots so we can't find where the root of the problem is.

L. Gil asks is there any way we can get the state get involved in deliberating this.

J. Hoch replies not for a while and most likely we will have until the end of Nov to straighten this out.

L. Gil states in short term will you meet with auditor

J. Hoch replies asked them to come here. Laurie sent stack of reports today. These are the same reports that have been sent multiple times.

L. Gil asks is it a timeline thing or is it a cumulative number.

J. Hoch replies unsure where it's coming from. If we knew there was a gap for a specific month we could find it but there is no time frame for where the discrepancy is or what area of the budget that it's in. We first started talking about it this summer, wasn't voided checks, not trustee reimbursements, looked at passbooks, and transfers in and out. This is a situation where our finance office and treasurer agree as well. We are showing more money than they are.

M. Curran asks with the town manager leaving, could the shortage be that.

J. Hoch no, it's a cash issue. We are showing cash in or out issue

J. Sherman states my experience with auditors is that a lot of these companies have lower level auditors, has this been elevated to senior people. Perhaps this is a situation where it needs to be elevated to a higher position. Maybe send a letter to be sure we have the right level of involvement.

J. Hoch replies that's reasonable request, no clear answer by end of week I'll push for it.

J. Sherman states we will authorize a letter stating this is costing us money and we need it resolved.

L. Gil states maybe the audit manager should be involved she has 15 years of experience.

J. Hoch replies that's where it's being bogged down at the moment.

C. Blinn states this isn't the new auditor, so if they find out we need a note for the new auditor they may drag their feet even more.

D. Poliquin states it can't be that big of a deal and if they can't find it, they need to release it. If they are calling for the same paperwork over and over, our issue is not being resolved.

J. Sherman asks can we get any help from DRA.

J. Hoch replies I was going to kick the issue around with her to see what she might suggest.

J. Sherman asks have they been on site.

J. Hoch replies yes they have been on site but they don't need to be because we can send the reports.

C. Blinn so where are we with the tax rate.

J. Hoch we will get a tax rate. Timetable is pretty close to last year's.

C. Blinn states we need to get tough with them, we are making you uncomfortable but we are uncomfortable with the fact that we have paid them and they are not doing their job.

L. Gil states we are all hearing that you are frustrated and our sense is we need to push this up the management ladder to get this resolved. We need to contact the state and send a letter to them stating it needs to be resolved and a copy to the DRA.

J. Sherman asks anything about MS-5 being filed on time in either the old or new proposal.

J. Hoch replies yes but not sure exactly where it is in there layout.

D. Poliquin states should put something in the new contract in regards to a timely manner or a penalty monetarily for not having it completed by a specific date.

L. Gil replies that would be dicey because they are indicating the problem is here.

D. Poliquin replies yes the problem is here but how many months does it take to find a problem.

J. Hoch replies as a percentage, it's not to discount it but it's just a small percentage that's holding us up. There is a filing deadline with the state. Even in good years, they chronically get them in within a couple weeks of the deadline.

C. Blinn states then penalized for pain and suffering so we don't get caught again next year.

D. Poliquin states I understand what Larry is saying it's just a matter of why hasn't this gone to the next level.

L. Gil states they have been our auditor for several years and now there is no goodwill to help us fix the problem. If we don't light a fire and get them going it's going to come back at us that we haven't resolved the issue, we need to push them.

J. Hoch states we are we are preparing all our materials for the TAN. Looking at a similar setup as last year for borrowing up to 2 million. Looking at cash flow with Bernadine and I think county and school was aprox 1.5 mil. We have to file paperwork again with bond council; the bank has given us an interest rate of 4.09%. Looked at a monthly payment starting around Jan, pretty consistent with terms set last year. This year I don't think we will borrow all of it. Key is county tax payment around Dec. Hoping we won't have to borrow for it. Mid Dec should put us half way through the period and provide sufficient payment.

L. Gil asks should we presume we wouldn't hear from you until the 19th with the holiday? I would like to hear something by next week. If this week goes by and we hear nothing, we should send a letter by the 12th and include DRA in there. We are all concerned about letting this drag on and then us suffering the time crunch.

J. Hoch replies I'll get back to you next week. In terms of the TAN, looking for a vote for authorization to apply for a tax note up to 2 million.

M. Curran states I would like to clarify that this is a short-term loan, paid back in a relatively short period of time and everything is done to be sure the loan is paid back as soon as possible.

Vote:

Passes 5-0-0

Discussion:

J. Sherman states would be in favor of a provision stating that if they don't file the MS-5 on time, there would be some type of penalty.

J. Hoch replies I'll start with MS-5 being sent on time if it's not going to happen I'll send a note to the board. Nervous of them coming back stating it's your books that are not in order so that's the reason for the delay. Certainly recognize the importance of the deadline.

J. Hoch states I will wait until we get a contract back and work the wording within the contract to be sure it's included.

C. Blinn states the next time around, assuming that we were on time with our paperwork, I would hope we are going to hit the auditors with any penalties it costs us because of their delays. We have a new auditor in here, what rules do they follow. I think we need to cover ourselves. I feel our current auditors have slipped here and they should know where the discrepancy is coming from. They think it might be cash flow but that doesn't really make sense. Don't want to give a new auditor a contract if we could end up in the same boat all over again.

C. Blinn states hopefully they will resolve this because if they don't we will have to find some way of charging them. Its part of their job so that's what surprises me.

M. Curran states if something was wrong with our books this is the only way to find out where the problem is.

C. Blinn replies they have four months and our books are wide open and they can't find it.

Planning

J. Hoch states Joint Planning Board and Board of Selectmen meeting next week.

J. Sherman asks can we get advance copies so we can address issues.

J. Hoch states if paperwork is avail earlier I'll email everyone.

Other

J. Hoch states Street numbering ordinance in your folders.

J. Sherman replies so the number can be on the street or building.

J. Hoch states County Budget packet from Jan in FYI folder. Copied the commissioner's cover letter and copy of key points.

J. Sherman states budget is in amazing detail. However, nothing in there as to how it was portioned amongst the towns.

J. Hoch replies straight proportions per town. There was no percentage used.

J. Hoch states reached out one more time to property owners on Old County Road regarding the well. Now drafting a firmer letter. Dennise hasn't been able to coordinate the testing that she needs to do either. If no response by next week, we'll review options again.

J. Sherman replies disappointing from those folks. I would hope that they would want to work with us because we did due diligence.

L. Gil asks so it's both property owners.

J. Hoch states yes and that's why we tried the more reasonable approach.

M. Curran states we have a responsibility to test the water and if we can't, we need to shut it off.

L. Gil states wonder what prompted this, possibly legal advice.

J. Sherman asks if we have paper trail of trying to contact them.

J. Hoch states Dept of Admin services has counter proposed on district court lease. Will assume all janitorial responsibilities and would increase base rent by 2.5%, 2% and 2% over next three years. In the past we have been paying for janitorial services so if they pick up the costs, I believe we are better off. Inclined to recommend this approach.

C. Blinn asks how do they figure in how much they use per week.

J. Hoch states contract now is 10 hrs per week. If they will take care of it themselves, we will be reducing hours for that position.

C. Blinn asks 2.5% what does that come out to per year and why isn't this annually. It gives them three years to do what they want on the street, in front of people's properties. I thought we would work out one deal at a time so they are constantly looking down the road to build a new facility. I've driven by and the place is a mess and it's difficult for parking with the snow. I believe its' making it too easy for them to rent the building rather than invest in building one. Every year you increase the problem with the town growing. I'm upset and it's not even in front of my house. I recommend we do it for a one-year period.

L. Gil replies I thought there was conversation about a one-year contract.

J. Hoch states the search is still ongoing. This is like the tail wagging the dog. I can't see the legislature saying; well we need to get going on that building. Best possible situation is this will be resolved in a few years. I'm happy to go back to one year contract, I thought based on prior meeting that the board was ok with three. If need be, I'll go back and re-negotiate a one-year contract.

M. Curran states you're right the parking and traffic is definitely terrible and we did bring up the one year discussion on it just a couple weeks ago.

C. Blinn states it's my job is to protect the town and it's not a bad idea and it's serving the purpose but you should keep them on the hook. I know they have made threats to move out of town and I don't like threats. I know the outside is falling apart. I have a lot vested in Plaistow and I would like to get a message across that we would like them to move forward with a new building. The police should take note and make sure the cars are where they should be and not blocking the street.

M. Curran replies that's something we can address with Jason and the police dept but I don't know if holding up the contract is going to resolve it. It doesn't look like they are going anywhere too quickly. I'm sure we are all feeling the state's crunch because they don't have enough money. We have a big impact with the court here. I understand we don't want to lose them.

J. Hoch states when we started looking at the numbers we weren't including janitorial numbers so our expenses were actually short. They came back and dropped the janitorial out. The comment I got from the board is that we would like to see an increase every year. We have the increase along with the additional janitorial savings so I thought this was ok.

C. Blinn asks what is the savings on the janitorial.

J. Hoch replies about \$8K-9k per year.

L. Gil replies janitorial, is that well defined as to what's covered under it.

J. Hoch states there are a couple large items to be split but in general they cover all janitorial tasks.

L. Gil replies that's fine but if it could extend over into other things we would have to pick up I'm not comfortable with it.

D. Poliquin states I think the percent for the yearly increase is fine.

► Motion by L. Gill and second by D. Poliquin to enter into agreement with the Dept of Admin Services for a three year lease, where they would assume all janitorial responsibilities, with an annual increase of 2.5%, 2% and 2%.

Discussion:

C. Blinn if we go with three years, janitorial is a big issue, and why is the percentage decreasing and not increasing. I agree we should take the contract but we should try to grab another 1% or .5% or for each year. They are offering 2.5% for the first year and they are stating 10 hrs of janitorial work per week but there is no spreadsheet to confirm that.

J. Hoch replies we bill them for 10 hours of janitorial services per week. We pay about \$13 per hr times 10hrs per week times 52 weeks per year. That's approximately \$7k per year but our true cost is closer to \$8k or \$9k with benefits. I went back and tried to cover more of our costs in return I proposed a larger increase that year. They came back and agreed to take on the janitorial. Figure we are losing \$70/week for 52 weeks per year. Our true increase the first year is more than 2.5%. That why I felt we had a good deal.

Vote:

Passes 4-1-0 C. Blinn votes no

J. Hoch states town clerk's office opened to the public today. Things are going well, had a customer in a wheelchair that could use the counter. Next wave is office downstairs, moving the wall.

L. Gil states it's much brighter, room feels bigger and it's a nice job.

J. Hoch states – the presentation for the GIS Needs Assessment was Friday, report is in your folders.

M. Curran replies I went to the presentation and the report is almost verbatim of what was discussed there. They talked about people forms as a way for people to interact with town hall through the Internet.

J. Hoch states the synopsis is where most of our mapping data is that we've owned for a few years. The proposal makes a good amount of that data available over the web without using specialized software by using a web browser. If you go to mapsonline.net you can see what other towns are doing publicly. You will also notice a higher degree of data. Second component is people forms. Simple web based components that allow you to fill out the forms and ties software programs in. A lot of the software is very extensive. This is scalable and a heck of a lot cheaper than buying separate software.

M. Curran replies I was very excited about it and the staff was as well. Obviously it's a lot for us to take into consideration. Good part is that we don't have to put as much of money into the system because we have done due diligence with keeping up with our programs over the years.

Old Business / New Business

M. Curran states light is out on Main Street, right after Sandborn Candies. There is another in their parking lot as well but it might be their responsibility. Any update on Old County Road regarding wetland conservation.

J. Hoch states we started putting our notes together with Larry. Our contact at DES is back in the office this week so our first step is to sit down and speak with them.

C. Blinn states road into the cemetery has a couple speed bumps, did you ever look into the easement road, and is that under the building inspector's approval.

J. Hoch states that was a town manager and highway supervisor test for the year. We don't wholly own that property we only have access to cross. Property owner was stating cemetery visitors are speeding on his property. So one of the things we tried was to put in the speed bumps to see how they would work. If they are up yet they will be. Difficulty is that entrance is not wholly ours to control.

C. Blinn states basically we only have an easement to pass through, we don't actually own the road, so he owns the property and there are speed bumps for testing to see if it works out.

J. Hoch states speed bumps are never popular ultimately my recommendation down the line is to look at alternative access where we have control of the road.

Selectmen's Report

J. Sherman states there was a budget committee meeting last week. Will meet to morrow for budget committee approval. Couple announcements, we are looking for volunteers to help string Christmas lights. Rec dept is looking for volunteers on Saturday, Nov 10th at 8am. Our goal is that they look even better than last year. Also tickets are still available for the Boston Christmas Concert on Dec 15th, at the Verizon Wireless Center. This is a single show only. If you are interested, call Carlie at 382-5200.

C. Blinn states I needed to finish up with my accountant so I wasn't at the last meeting. Next meeting is on Thursday at 6pm. Last Friday was a ribbon cutting at Shaws, tremendous crowd, cut ribbon early in the morning. They were very nice and proud of what has been accomplished. I had the chance to use Haynes Blvd. The cemetery did well with a beautiful wall. Planning Board did a great job in trying to make it a safe and good mall and everything worked out well.

L. Gil states conservation met last Thursday, discussed wetlands at Rite-aid site. Also building a retaining wall, and finalized the letter to the ZBA from conservation committee regarding Birch Street. Letter included a vote of 601 to 202, taken in 2006 in favor of establishing wetland buffers, so that was pretty significant and shows that it's important to the town's people.

D. Poliquin states no meetings, nothing to report

M. Curran state no meetings as well. Joint planning board meeting is on Wednesday.

L. Gil asks what's going into the old Shaw's building, does anyone know.

M. Curran replies we don't know, I have heard a lot of rumors but nothing concrete. There are a lot of issues over there and once decided it will come before the zoning board. Don't forget 6pm old home day meeting. If you would like to be a new member it's at Town Hall, Thursday evenings, at 6pm.

J. Hoch states we still have issues in non-public, however some of the issues are still pending so if you would like to defer, it's up to you. Make sure you pull everything in your files you need for that meeting so I can update you.

ADJOURNEMENT: 9:05

Respectfully submitted by,
Karen Iacozzi
Recording Secretary