

Selectmen's Meeting Minutes

January 23, 2006, 5:00 p.m.

Corner Meeting House

Chairman Brian Watterson called the meeting to order at 5:00 p.m., also present were Selectman Reginald Caldwell, Selectman Ronald Cormier, Jr., Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, Melanie Nelson of the Citizen and Ray Carbone of the Daily Sun.

Those present stood for the Pledge of Allegiance.

Minutes

Selectman Cormier moved to accept the minutes of the meeting held on January 9, 2006 as written. Selectman Caldwell seconded, the motion passed unanimously.

Public Hearing

Chairman Watterson opened the Public Hearing to discuss amending the Building Permit Fees as recommended by the Land Use office at 5:00 pm.

Town Administrator Beaudin reviewed the memo submitted by the Land Use office with the proposed charges to the Building Permit Fee Schedule.

Selectman Caldwell moved to accept the amendments to the Building Permit Fee Schedule as proposed by the Land Use office. Selectman Cormier seconded and the motion passed unanimously.

Purchasing Policy

Town Administrator Beaudin reviewed the proposed purchasing policy that was established with input from Department Heads and Town Accountant Brenda Paquette. The change would have Purchase Orders issued for any purchase over \$500.00 versus previously on any purchase. The proposed policy would require 3 written bids on orders

that exceed \$5,000.00 and an advertised bid process for purchases in excess of \$25,000.00 with the Board of Selectmen reserving the right to accept or deny any or all bids. Selectman Caldwell asked if the \$500.00 was a good level to start at, Town Administrator Beaudin advised that that level was talked about with staff and is felt to be a good level and will reduce the amount of paperwork significantly. She noted that department heads have been advised not to split orders to avoid the purchase order process. Chairman Watterson in defense of the previous policy stated it had been put in place because there was no policy and there was an immediate need to address purchasing issues and it worked well for that time frame.

Selectman Cormier moved to accept the purchasing policy as proposed, Selectman Caldwell seconded, the motion passed unanimously.

MAPPS Program

Town Administrator Beaudin explained that Town Clerk Carol Lacasse had applied for this program which will allow for online access with the State. She noted that she had received a call from the Town's current Information Technology specialist who has been doing some of these installs at other municipal locations and found that the program through the State has specific requirements of a network in a network and certain printers. The proposal for \$2,300 is for 3 network cards, 3 printers, a firewall and the labor associated with the installation. Town Administrator Beaudin is recommending a new line item in the capital account for the request. Selectman Cormier asked if it could be paid for out of the Technology budget of \$58,000, Town Administrator Beaudin advised that that budget has specific equipment that will be purchased and it does not include this equipment.

Selectman Caldwell asked what this will allow the Town to do; Town Administrator Beaudin indicated that it will allow for the registration of large vehicles that residents currently have to go to Concord to do. It was noted that it will provide added revenue as well. Selectman Cormier commented that he feels the equipment cost through the current provider is high and he would like those costs to be looked into, Town Administrator Beaudin advised that she will speak to the current provider. She also noted that when it comes to service he is always there with no wait time and comes to assist with even the smallest of problems without hesitation; Chairman Watterson added that he has a hard time finding someone to provide service for his computers so the rapid response is a big advantage.

Selectman Caldwell moved to create a new line item in Capital in the amount of \$2300 for the equipment needed to run the MAPPS program, Selectman Cormier seconded and the motion passed unanimously.

Highway Block Grant

Town Administrator Beaudin advised the Board that she was in receipt of the letter from the State that advises the Town of their Highway Block Grant funding level and it is higher than they had originally anticipated so the Board will need to amend

their recommendation for the Budget. The Highway Block Grant funding will be in the amount of \$161,310.00.

Selectman Caldwell moved to amend the Highway Block Grant funding to \$161310.00, Selectman Cormier seconded, the motion passed unanimously.

Deputy Town Clerk/Tax Collector

Town Administrator Beaudin informed the Board that the Deputy Town Clerk/Tax Collector interviews have been completed and the position has been offered to Cynthia Pike. She has accepted the position and will begin employment with the Town on January 30, 2006. She noted that Cynthia was employed in Gilford for 2 years as an assistant in the Town Clerk/Tax Collector's office and is already trained in most of the programs that our Town Clerk's office uses. Cynthia has accepted that position and will start at Grade 10 Step 11 and will be raised to Grade 10 Step 12 upon the completion of her 6 month probationary period. Town Clerk Carol Lacasse is pleased that she has previous training and is looking forward to working with her.

Selectman Caldwell moved to hire Cynthia Pike for the Deputy Town Clerk/Tax Collect position at grade 10 step 11 and after her successful completion of her probationary period, she will move to grade 10 step 12, Selectman Cormier seconded the motion and the motion passed unanimously.

Amily Management – Open Space Donation

The Board reviewed a letter from the Conservation Commission requesting the Boards support in accepting the donation of open space land from Amily Management LLC as part of their subdivision. There are two parcels of open space totaling 43.11 acres. Chairman Watterson expressed that the Commission is becoming more educated regarding land acquisitions and feels this is a good acquisition. He noted that the parcels come with a standard stewardship plan.

Selectman Cormier moved to accept the open space land donation from Amily Management as requested by the Conservation Commission, Selectman Caldwell seconded and the motion passed unanimously.

Sargent Lake Dam

Chairman Watterson reviewed a letter received from DES regarding the deficiencies at the dam requiring compliance; Town Administrator Beaudin indicated that the Town has been notified regularly of the status of the dam however, it is solely the States Dam Bureau's process. Chairman Watterson noted the tone of the letter was sharp. Town Administrator Beaudin noted that through the Hazard Mitigation program it was determined that the follow through by the Dam Bureau needs improvement. She also noted that the Land Use office will continue to follow the process through.

Town Administrator Report

Town Administrator Beaudin explained that the Police Department is in the process of hiring several new employees, 3 for Patrol positions and 1 for Dispatch. Chief Baiocchetti applied for and received a grant for a radar board, the Town's portion of the purchase will be \$1697.75 and Chief Baiocchetti would like the Board to suggest funding options. Chairman Watterson felt strongly that the purchase should be made and Chief Baiocchetti should fund it out of his budget. Town Administrator Beaudin noted the department calls for service for 2005 where 8,484.

The number of Fire Department incidents for 2005 is 1291. Chief Siegel will prepare the PowerPoint presentation for the Bond Hearing to be held February 8, 2006 at 6:30.

Ray Carbone asked if the Fire Department budget included the Winnisquam Fire Department's budget, Town Administrator Beaudin explained that there is a budget for Winnisquam Fire Department that is \$70,537 which reflects a full year of operational expenses and $\frac{3}{4}$ year for call staffing expense. Town Administrator Beaudin indicated that she spoke to Attorney Rogers regarding the Winnisquam Fire Department and he will be forwarding information on the dissolution plan by the end of the month. She stressed the need for the information so that there is time for the warrant article preparation. She also spoke to Chief Carrier from Tilton/Northfield noting that incident data and inventory information are being gathered.

The Conservation Commission at their January 18, 2006 meeting decided to offer to purchase the Harker lot and continue to negotiate on the price. They are also looking into the DES problems with some initial estimates of \$75,000 to pick the issues. The Board agreed in concept with the Commissions plan.

The Planning Board will hold their Public Hearing for Zoning Amendments on January 30, 2006.

The Code enforcement Office has sent 3 more non-compliance letters and continues to follow up on these enforcement issues.

Town Administrator Beaudin advised that she has sent a letter to PSNH to request street lights at the poles selected by her and Chief Baiocchetti on Depot, Dearborn and Spring Streets.

This morning a meeting took place with Mike Cozort and Debbie Gay from Shaker Regional Offices regarding the construction project that they are proposing. They reviewed the draft bond schedule and discussed the building aid which will provide 48% reimbursement because they have included the construction of 3 classrooms in the project.

Town Administrator Beaudin indicated that she met with Representative Thomas this morning regarding the Route 3 waterline relocation project. Representative Thomas as well as Town Administrator Beaudin have researched the

RSA regarding the Highway Block Grant and both feel it is clear as to what those funds can be used for and it does not include utilities. Representative Thomas will discuss the situation with Ray Burton and get back to the Town.

Town Administrator Beaudin noted that she has sent a follow up letter to the Route 3 property owners with cost factors for the proposed future expansion project and the response so far is that the owners are in support of the project if the cost is put into their taxes but not if the cost is put onto the users. Town Administrator Beaudin noted that Representative Thomas suggested contacting Eliza Leadbeater of the Belknap County Economic Development Council as there may be funding options for the retention of business. Selectman Cormier commented that if a grant were received the business owner may be more willing to join.

The Recreation Department office is coming together and Janet will be establishing regular office hours of 8:30 to 11:30 daily.

The Town Report is coming together; the cover is due to the printers by Friday. Town Administrator Beaudin has begun preparation of draft warrants and the MS7 except for an update on revenues.

Last week during the holiday the furnace at Town Hall had shut down and there was no heat, Brenda had to go to Town Hall on Monday the holiday so the problem was discovered and addressed however if she hadn't found the problem the situation at Town Hall could have been serious and in an effort to avoid that situation heat sensor alarms will be installed on the furnace that will alert a staff member of the problem. The plumbing work at the Mil is complete and the repairs to the sheetrock in the restaurant have been made. The painters should finish that project this week.

Selectman Cormier asked what the status of the website re-design is, Cary Lagace advised that DK Net Design has provided one option with a second to be available within a day or so. Once the basic designs are complete the access information will be provided to the Board so they can give their input on the new designs.

Next Meeting

The next regular meeting was set for February 6, 2006 at 5:00 p.m. at the Corner Meeting House. The Board of Selectmen's Bond Hearing for the Ladder/Pumper Truck will be held Wednesday, February 8, 2006 at 6:30 p.m. at the Corner Meeting House.

Non-Public Session

Chairman Watterson moved to enter non-public at 6:07 in accordance with RSA 91A:3 IIc.

The Board came out of non-public session at 6:30, there was no further discussion.

Adjournment

The meeting adjourned at 6:40 p.m.

Brian Watterson, Chairman

Reginald Caldwell

Ronald Cormier, Jr.