

**Board of Selectmen
January 10, 2018**

Present: Richard C. Edwards, Chairperson; Connie Twombley; Lino Avellani; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 6:32 p.m. **Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a) & (c). Ms. Twombley seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:39 p.m. During the immediately preceding non-public session, the Board received a letter of resignation from Sam Morrill, on call FF/EMT-A.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Avellani seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:57 p.m. During the immediately preceding non-public session, the Board voted to authorize a temporary increase of \$2.50 per hour for Victor Vinagro, retroactive to January 1, 2018.

Ms. Twombley moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Avellani seconded the motion. Roll call vote: Ms. Twombley – ‘aye’; Mr. Avellani – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 7:11 p.m. During the immediately preceding non-public session, the Board reviewed the scheduling process for non-public sessions, as well as the anticipated vacancy in the position of Police Chief.

Those now present also included Lt. John Ventura; Leigh Nichols, Director of Public Works; Ed Noble; Donna Martin (videographer) and Ed Comeau (videographer). Mr. Edwards led all in the Pledge of Allegiance.

1. Appointments

a) Lt. John Ventura – Lt. Ventura presented a Notification of Retirement from Chief Ken Fifield, which he read aloud. Mr. Edwards stated that Chief Fifield will be missed. **Mr. Avellani moved to accept the Notice of Retirement from Chief Ken Fifield, with regret and thanks. Mr. Edwards seconded the motion, which passed 3-0.**

b) Leigh Nichols – The Board had previously voted to adopt the revised parking ordinance; however, Mr. Nichols has added reference to the relevant RSA with respect to unlawful parking in spaces designated for persons with walking disabilities. In addition, we cannot include a flat fee for towing as ultimately the charges will be dependent upon many factors. Perhaps we could list the minimum fee for towing, and refer to the possibility of the actual fee being higher. Discussed creation of a list of qualified towing operators.

The Board then reviewed changes made by Mr. Nichols to the Winter and Inclement Weather Policy and Priorities. Mr. Nichols advised the Board that the change in policy for provision of winter sand is going well. Discussed road maintenance with respect to the anticipated heavy rain. Mr. Nichols will revise both policies for the Board's review at the next meeting.

2. Unscheduled Matters/Public Comment – None forthcoming.

3. Unfinished Business – None scheduled.

4. New Business

a) CAI Contracts – CAI has submitted new contracts for Tax Map Maintenance and Street Numbering, neither of which reflects an increase. These contracts are updated annually. It is difficult to put this work out to bid as the cost for another company to “build” all of the Town's information would make the transition very expensive. **Mr. Avellani moved to approve the Tax Map Maintenance Contract with CAI as presented, at \$4800 plus \$15 per building. Ms. Twombly seconded the motion, which passed 3-0.**

Ms. Twombly moved to approve the Street Numbering contract with CAI as presented. Mr. Avellani seconded the motion, which passed 3-0.

b) Sewer Rate for 2018 – Based upon the approved sewer budget for 2018, the new rate for usage has been calculated at \$5.38 per thousand gallons. **Ms. Twombly moved to approve the rate of \$5.38/000 for 2018. Mr. Avellani seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Expenditures

a) Highway Road Projects \$619.42 – This represents payment to R&D Paving for material they purchased from Pike Industries for our paving projects. **Ms. Twombly moved to approve this expenditure as presented. Mr. Avellani seconded the motion, which passed 3-0.**

6. Correspondence – None forthcoming.

7. Unscheduled Matters/Public Comment #2 – None forthcoming.

8. Administrative Matters

a) Town Administrator's Update

--Ms. Collins advised the Board of 2 insurance claims relating to damage in the lower level of Town Hall. On Monday an employee discovered rain over his desk due to frozen and burst zone valves, causing much damage. 25 gallons of water were extracted initially from the carpeting, with more extracted later in the day. That night the Fire Department responded to a broken elbow in the sprinkler system on the main level. This leaked into the lower level again, where there was 4" of standing water. Ms. Collins met with the insurance adjuster from Primex, who required us to remove the carpet. Good news: our \$20,000 copier is ok! 2 staff members have been moved to the main level on a temporary basis. Superior Fire has addressed the break in the elbow and has replaced a head.

Absolute Resources is on site this week. We have a \$1000 deductible (other than for any mold remediation, which is not covered). The status of the computers involved is being addressed by CCS, and we currently have a number of dehumidifiers in the affected area. Ms. Collins reviewed additional requirements of the insurance company regarding removal of material and/or ventilation. She estimates it may take a month to complete the necessary renovations.

Mr. Avellani asked whether there is antifreeze in the sprinkler system. Ms. Collins advised there is, but the contractor has likely increased that amount. Mr. Edwards noted that we must address the inadequate heat in the foyer. He also suggested increasing the amount of insulation during the renovation process. Mr. Edwards noted that we must also address the issue with keys, as it took the Fire Department too long to identify the necessary keys. Ms. Collins will contact A&B Lock to establish a master key system.

--Ms. Collins advised that Brookfield is looking for numbers for their 2018 budget. She will provide them with the cost of services, including NHRS.

--Ms. Collins referred to the 2 payment plans for past due taxes, established to avoid the deeding process. Over \$2000 has been collected on each of the plans, although payment on one of the plans has been late a couple of times.

--Ms. Collins shared a draft report of the Board for the Town Report. During review of this draft, Mr. Edwards noted that the open house at the Public Safety Building is tentatively scheduled for February 10.

--Ms. Collins shared a letter from the Code office regarding a change in 911 address from Pine Island Road to Murray Lane.

--The Tax Collector has provided a YTD comparison of 2016/2017 collection of taxes. 2017 numbers are higher!

--Ms. Collins will conduct a department head meeting on January 18 at 3 p.m.

--The Board had previously approved Ms. Collins' being a chaperone for the ski program. The trip was canceled the first week due to the cold and may be canceled this week due to rain ☹

b) Building Permit Releases – None forthcoming.

c) Petition and Pole License – Mr. Avellani moved to approve the Petition and Pole License for Shore Road, as presented. Ms. Twombly seconded the motion, which passed 3-0.

d) Payment Manifests – Ms. Twombly moved to approve AP #1 (2018) in the amount of \$678,184.22, as presented. Mr. Avellani seconded the motion, which passed 3-0.

Ms. Twombly moved to approve AP #51 (2017) in the amount of \$99,430.75, as presented. Mr. Avellani seconded the motion, which passed 3-0.

e) Minutes – Mr. Avellani moved to approve all minutes of December 27, 2017, as presented. Ms. Twombly seconded the motion, which passed 3-0.

Board of Selectmen

January 10, 2018

Page 4

f) Selectmen's Work Session – Mr. Avellani noted that we need to take a good look at the Department of Public Works to ensure we are purchasing the proper trucks for our needs, as there is a lot of taxpayer money being spent. We should investigate all options and move forward in the right direction. There is a possibility that both warrant articles (relating to purchase of Highway trucks) may not pass. In that event, we will do the best we can with the money available. This will be discussed in more detail at the January 24 meeting.

Ms. Twombly moved to adjourn at 8:15 p.m. Mr. Avellani seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Connie Twombly

Lino Avellani