

**Board of Selectmen  
November 6, 2018**

**Present:** Kenneth S. Paul, Chair; Connie Twombley; Denny Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the meeting to order at 3p.m. Ms. Twombley requested the Board revisit the need for servers. Ms. Collins recapped that we will need servers at Town Hall and the Public Safety Building—one in 2019, the other in 2020. The Board voted at a previous meeting to purchase those 2 servers out of unexpended 2018 funds. We will also need 4 work stations and 3 laptops. The Police Department needs 6 work stations and 3 laptops. To add all into the operating budget would be \$13,000 in Administration and \$12,000 in the Police Department. We appropriated \$12,000 in the Technology CRF for 2018. Adding the cost of servers to the CRF would result in an appropriation for 2019 of \$56,000. We could reduce that to \$34,000 if the 2 servers are purchased with 2018 funds. If we lease the equipment, the cost would be spread over 3-5 years.

Mr. Miller was advised that it would be less expensive to lease the equipment rather than purchase. However, we cannot pay for a lease out of the CRF. Ms. Collins believes it would be stabilizing to lease this equipment. Mr. Miller stated he is willing to support the lease option if Ms. Collins feels that is best for the Town. Ms. Collins noted that if the lease option is pursued, we will need to revisit several areas of the operating budget. **Mr. Miller moved to pursue the lease option for computer equipment. Ms. Twombley seconded the motion.** Mr. Paul was advised that the Police Department is now using body cams. The Highway Department will utilize GPS tracking once the new trucks are on site. Both systems must be used in the right way for the right purposes. Mr. Miller noted we will need a recommendation from both department heads as to how long this information needs to be kept. **The motion then passed 3-0.**

Ms. Twombley referred to a recent Non Public Session, which she felt was not worth the time considering the end results. Ms. Collins advised that John Palaima has submitted his resignation from the Transfer Station. The position of Manager has been posted internally. She has also advertised for an HEO/Laborer position concurrently with posting in-house. Highway Department personnel will shadow Mr. Palaima for the next 2 weeks. Various staffing scenarios were discussed. **Mr. Miller moved to accept the resignation of John Palaima as presented. Ms. Twombley seconded the motion, which passed 3-0.**

**General Gov't – Executive**

Ms. Collins referred to the wage lines. She noted that the line for Part Time Assistant (01-41301-110) includes the current employee at 30 hours per week, plus additional hours for another person for 1 day per week. The Training line (01-41301-330) has seen minimal expenditures as it is difficult to get out of the office. However, it is important to provide funding for training. Memberships (01-41301-560) has increased slightly and includes membership in SRPC. Ms. Collins referred to the work they are scheduled to provide and have already provided for us. Basically, the \$12000 increase in this section relates mostly to wages. **Mr. Miller moved the section total at \$148,975. Ms. Twombley seconded the motion, which passed 3-0.**

**General Gov't - Personnel Benefits**

The Merit/Sick Pay line (01-41551-190) has decreased as few employees still have banked sick time. Funds has been included to cover potential changes in insurance plans.

The Longevity line (01-41551-191) has also decreased and several long-time employees have retired. The Health Insurance line (01-41551-210) includes the first full year of our additional FF/EMT staff. The Dental line (01-41551-219) shows a slight increase in rates. Mr. Miller stated the importance of comparing our plans/costs to surrounding communities. Ms. Collins noted this was a topic today on her log-in service. Most towns are paying 100% of a single plan, in addition to paying some part of the deductible for employees. She will obtain more information. Discussion followed as to whether it makes sense to move various employee costs into the relevant department budgets. No change was made. **Mr. Miller moved the section total at \$1,055,509. Ms. Twombly seconded the motion, which passed 3-0.**

#### **General Gov't – Town Hall**

When our current landscaping contract expires, Ms. Collins would recommend combining that service with custodial services and hiring a fulltime employee, whose duties might also include plowing, shoveling, building and grounds maintenance, etc. The Repairs/Maintenance line (01-41941-430) includes \$1300 to clean and lube the tower clock. Mr. Miller asked about the cost to address the heat in the foyer. Ms. Collins estimates \$16000; however, she is waiting for a quote from Dowling. This topic will be on the November 14 agenda. **Mr. Miller moved the section total at \$55,550. Mr. Paul seconded the motion, which passed 3-0.**

#### **General Gov't – General Administration**

The Training line (01-41991-330) includes a labor law seminar for the Finance Clerk, in addition to other training. Our website must migrate to a new platform, the cost of which will be spread over 3 years (01-41991-390). We will experience a savings with the new payroll company (01-41991-391). Legally, we must still print a Town Report (01-41991-550). Equipment Maintenance (01-41991-630) shows a reduction due to our new copier lease. The Computer Equipment Maintenance line (01-41991-631) will increase if we lease computer equipment as discussed previously. The Equipment line (01-41991-740) includes the cost of a new (much needed) phone system at \$7750. Ms. Collins will calculate a new section total to include the cost to lease computer equipment.

#### **General Gov't – Voter Registration**

Most of these lines are down due to fewer elections in 2019. Most training is now free. Mr. Miller noted that mileage to attend training should be covered. **Mr. Miller moved the section total at \$1600, to include additional funds for advertising and mileage reimbursement. Ms. Twombly seconded the motion, which passed 3-0.**

#### **Human Services – Outside Agencies**

Ms. Collins noted we had a math error in the total, which should be \$109,853. **Mr. Paul moved the revised section total at \$109,853. Mr. Miller seconded the motion, which passed 3-0.**

#### **Community Services – Literacy Program**

Ms. Collins referred to the Board's vote to reduce this line by removing the cost of rent paid to the Greater Wakefield Resource Center. However, the rent has actually been paid by the Alden Young Trust rather than by that program. Therefore, the Board may wish to revise its recommendation. **Mr. Paul moved to amend the appropriation to \$25,000. Mr. Miller seconded the motion, which passed 3-0.**

Ms. Collins advised that we must file a Form B to the NH Fire Standards and Training Commission as a result of John Tapley's resignation. **Ms. Twombly moved to authorize Kenneth S. Paul to execute Form B as submitted. Mr. Miller seconded the motion, which passed 3-0.**

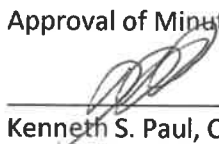
Ms. Collins shared with the Board a preliminary warrant and explained the color coding. She noted that in 2018 we appropriated \$32,125 for the Invasive Species Expendable Trust Fund. We have received requests for 2019 totaling \$59,625, with both Belleau Lake Property Owners Association and Balch Lake Improvement Association reflecting significant increases. Discussed fair distribution of associated costs. Mr. Miller suggested the Board establish a maximum for each lake association per year. Discussion followed regarding possible use of fund balance for some warrant articles, as well as the actual make-up of that fund balance. A brief reference was made to the CIP, which is a tool for the Board's use.

Ms. Collins referred to the need for a public hearing for the Pond Road petition. Preparation time will be lengthy and will likely not occur prior to March/April 2019. Mr. Miller stated it is important for the Board to establish the definition of "maintenance" in writing.

**Mr. Miller moved to adjourn at 4:49 p.m. Ms. Twombly seconded the motion, which passed 3-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

  
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Kenneth S. Paul, Chair

  
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Connie Twombly

  
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Dennis M. Miller