

**Board of Selectmen
July 10, 2019**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth S. Paul (joined the session at 6:25 p.m.); Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 6:15 p.m. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:20 p.m. During the immediately preceding Non Public Session, the Board voted to promote Officer Clayton Cyr from a part-time officer to fulltime, at the hourly rate of \$19.87. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Duffy seconded the motion. Roll call vote: Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:26 p.m. During the immediately preceding Non Public Session, the Board voted to appoint Amber Marcoux as Deputy Welfare Officer at \$16.09/hour. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:30 p.m. No action was taken during the immediately preceding Non Public Session. **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:34 p.m. During the immediately preceding Non Public Session, the Board voted to hire Cody Sceggell as call personnel at the hourly rate of \$16.48 **Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (c) & (e). Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:35 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.**

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

The Board returned to public session at 6:39 p.m. **Mr. Paul moved to seal the minutes of the immediately preceding Non Public Session. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.**

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

The Board returned to public session at 6:43 p.m. Mr. Edwards moved to seal the minutes of the immediately preceding Non Public Session. Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.

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

The Board returned to public session at 6:50 p.m. Mr. Duffy moved to seal the minutes of the immediately preceding Non Public Session. Mr. Edwards seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.

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

The Board returned to public session at 6:53 p.m. During the immediately preceding Non Public Session, the Board voted to accept the evaluation of Chuck Cotton, to include recommendations made. Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:56 p.m. During the immediately preceding Non Public Session, the Board voted to authorize an increase to \$24.41/hour for Michael Soucy, effective as of July 15, 2019. Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a) & (c). Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.

The Board returned to public session at 6:58 p.m. Mr. Edwards moved to seal the minutes of the immediately preceding Non Public Session. Mr. Paul seconded the motion. Roll call vote: Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’; Mr. Duffy – ‘aye’. The motion passed unanimously, and the minutes were sealed.

Those now present included Officer Tim Thompson; Officer Clayton Cyr; Brock Mitchell, Director of Public Works; Connie Twombly; Ed Comeau (videographer); and Niko Giokas (videographer). Joe Gore joined the session in progress. Mr. Duffy led all present in the Pledge of Allegiance.

1. Appointments

a) Brock Mitchell, Director of Public Works – Mr. Mitchell had provided information comparing the Town continuing to plow dirt roads vs. hiring a private contractor to do so. He recommends hiring this process out. Mr. Mitchell advised that dirt roads require a different material than paved roads. Therefore, when a driver completes his route for paved roads, he must return to the garage, change out the material, then go back to do the dirt roads. If we contract out dirt roads, this would allow both types of roads to be addressed at the same time. It would also save considerable time on the existing routes. Currently, each route has dirt roads.

Mr. Edwards questioned what the crew would do with their 'extra' time. Mr. Mitchell stated the crew would still be plowing—it would just reduce the time for each plow route. During a heavy storm, it would allow for a second swipe of paved roads more quickly. Mr. Edwards is not against the proposal, but he can't fathom that we have been accomplishing this work for the past 30 years. He questioned what is different, as we currently have more, and better, equipment. Mr. Duffy questioned whether the Town would save money on overtime. Mr. Paul noted that the public now has different expectations. They expect to be able to travel Town roads earlier. Mr. Edwards is surprised that the current crew does not want overtime. Ms. Collins stressed that they will still get overtime, but perhaps not quite as much.

Ms. Collins questioned how Mr. Mitchell would budget for this proposal. Mr. Mitchell will use historical data until we have better documentation. Mr. Duffy suggested that we obtain some bids so we have some numbers to consider. Ms. Collins provided a draft RFP for services. At Mr. Paul's suggestion, she will add specific information about our insurance requirements. In addition, space should be included for references. The RFP will be revised and the process will begin.

Mr. Paul suggested that Mr. Mitchell provide the Board with an update on the changes at the Transfer Station. Mr. Mitchell stated they are ready to fire! They ran some tests yesterday (ran the baler), with another test run planned for Friday morning. Handling of plastic must be changed in the ordinance by the voters. The new equipment will allow us to be less non-compliant with the current ordinance. Ms. Collins suggested that in March when we re-write the ordinance, we should give the Board authority to adjust for changes in the market. Mr. Duffy questioned how the public would be educated. Mr. Paul stated we would need to pull the #1 & #2 plastic, and the rest of the plastic will go into the MSW. Ms. Collins suggested new signage and communication with Jim Miller for a PEG channel presentation.

Mr. Paul added that we may look at a different process for septic haulers. Our keyed gate system is now operational. Perhaps a flat rate for each disposal, regardless of how full the truck is should be considered.

Mr. Edwards asked when cold-patching would occur, as Acton Ridge & Dearborn Roads are in rough shape. Mr. Mitchell stated they have been doing cold-patching; however, they are prepping Acton Ridge & Dearborn for paving. Ballards Ridge will also be paved—just waiting on the paving company.

2. Unscheduled Matters/Public Comment #1 – None forthcoming.

3. Unfinished Business – None scheduled.

4. New Business

a) Primex CAP Program for Workers' Comp – If the Town enters into a 3-year agreement with Primex for Workers' Comp coverage, our yearly increase would be capped at 8%. Mr. Duffy read aloud the Resolution:

“Resolved: To hereby accept the offer of the NH Public Risk Management Exchange (Primex³) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.”

Mr. Paul moved to enter into the CAP program with Primex and to authorize the Chair to execute the Resolution as read. Mr. Edwards seconded the motion, which passed 3-0.

b) Sewer Warrant 2019-1 – The Board reviewed the first sewer warrant for 2019 in the amount of \$17,203.53. **Mr. Edwards moved to execute the warrant as presented. Mr. Paul seconded the motion, which passed 3-0.**

c) Purchase Order – Radio for Cruiser – Ms. Collins noted the Chief would like to take this expense from the Detail Fund, the balance of which is \$14,064.39. **Mr. Edwards moved to approve the purchase order in the amount of \$5028.40, as presented. Mr. Paul seconded the motion, which passed 3-0.**

d) Purchase Order – Scott Cylinders/Valves – Ms. Collins advised this is a Fire Department expense, included in the 2019 budget. **Mr. Paul moved to approve the purchase order for \$16,125, as presented. Mr. Duffy seconded the motion, which passed 3-0.**

e) CAI Annual Maintenance Agreement GIS – Ms. Collins noted that this is part of our GIS system and was included in the 2019 budget. **Mr. Edwards moved to approve the Annual Maintenance Agreement for GIS with CAI, as presented. Mr. Paul seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Fund Expenditures

a&b) Invasive Species ETF – At the May public hearing, \$3000 was approved for Pine River Pond Assoc and \$3875 was approved for Lovell Lake Assoc. This action is to release the funds. **Mr. Paul moved to approve payment to Pine River Pond Assoc in the amount of \$3000 and to Lovell Lake Assoc in the amount of \$3875. Mr. Edwards seconded the motion, which passed 3-0.**

c,d,e & f) The Board considered the following expenditures from the Transfer Station Facility CRF: \$4620 as final payment for the concrete pads; \$3400 for the 2 sheds; \$96,275 for the 2 compactors and baler; and \$17,800 for the electrical work for the compactors. **Mr. Edwards moved to approve all 4 expenditures as presented. Mr. Paul seconded the motion, which passed 3-0.** Ms. Collins noted that we may still incur a charge from Eversource. Mr. Edwards noted that Eversource has expressed a willingness to put up a fence along the cut area. Ms. Collins will determine the status of that effort.

6. Correspondence

a) GWRC – Minutes and financial information were provided for the Board's information.

b) Planning Board Notification – As an abutter, the Town is notified of a permit application made by Eversource for construction of a 34.5 kV distribution circuit (read aloud by Ms. Collins).

c) WPI- Cash on Hand report for June was provided for the Board's information. The combined cash balance is \$74,310.98. Ms. Collins noted there are no small projects left—only large projects, for which structural work will be required.

d) Charter Communications – We are advised of a change in the channel lineup.

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

8. Administrative Matters

a) Town Administrator's Update

--Ambulance Write-Offs: Ms. Collins recommended that the Board write off \$5260.75 in outstanding bills and send \$259.78 to Experian. She has paperwork out for several potential payment plans. She reviewed the process used during runs, during which staff is sometimes unable to obtain social security numbers. **Mr. Edwards moved to write off \$5260.75 in outstanding ambulance bills as recommended. Mr. Duffy seconded the motion, which passed 3-0.**

Mr. Edwards moved to send \$259.78 in outstanding ambulance bills to Experian. Mr. Duffy seconded the motion, which passed 3-0.

--Ms. Collins advised that the 2018 audit has been finalized and will be shared electronically with the Board members. The Town has \$1.7 million in the unassigned fund balance. DRA recommends we keep 5-17% of our annual budget (not including the School budget). She noted that Howie Knight has made the suggestion that the Town offset the school deficit; however, one political subdivision cannot reduce the deficit of another political subdivision, regardless of the funds coming from the same pocket. The School Board must decide what direction to take.

--The 2019 budget includes funds for work in the mailroom area. Can Mr. Edwards scope it out and advise whether it must go out to bid (if over \$5000)? Yes 😊

--Ms. Collins will be out of the office Thursday morning, as well as all day Friday.

b) Treasurer's Monthly Report – Provided for the Board's information.

c) Tax Collector's Monthly Comparison – Provided for the Board's information.

d) Building Permit Release – Mr. Paul moved to approve the building permit release for Johnson on Lord Road. Mr. Edwards seconded the motion, which passed 3-0.

e) Payment Manifests – Mr. Edwards moved approve PR #16 in the amount of \$85,879.78. Mr. Duffy seconded the motion, which passed 3-0.

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Mr. Edwards moved to approve AP #18 in the amount of \$1,304,215.51. Mr. Paul seconded the motion, which passed 3-0.

f) Minutes – Mr. Paul moved to approve the public minutes of June 26, 2019, as well as the non-public minutes #1,2 & 3, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Duffy moved to approve the sealed minutes of sessions #4 & 5 of June 26, 2019, as presented. Mr. Edwards seconded the motion, which passed 3-0.

Mr. Paul moved to adjourn at 8:05p.m. Mr. Edwards seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair



Richard C. Edwards



Kenneth S. Paul