

Board of Selectmen
September 18, 2019
Meeting Minutes

CALL TO ORDER: Norm VanCor called the meeting to order at 6:05 PM. Present were Norm VanCor, Jeanny Aldrich, Alissa Thompson and Susan Rigg. Jon McKeon was excused.

OLD BUSINESS:

Progress on erosion and drainage issues on town owned beaches: VanCor said we have not heard from the DES. We have not heard from the Martini's attorney, either. He said if we have no response by the next meeting, BOS should write to the State and tell them, in our estimation, the project is complete.

Oil Bids: *VanCor made a motion to award the bid for #2 heating oil for a fixed, one-year price of \$2.38; and propane for a fixed, one-year price of \$1.609 to Dead River Company. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

Lease for Ed Labbe: VanCor made several suggestions to clarify the contract, Thompson will relay these changes to Attorney John Ratigan. *VanCor made a motion to accept the wording of the lease and send it to Mr. Labbe after the Attorney has made the corrections. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

Cottage Water Line: This will be tabled until next week when Chris Lord comes for his quarterly update meeting.

Criteria for public building use: Aldrich reviewed community center rules for different towns in the area. She suggested we consider offering the annex meeting space to civic organizations and cub scouts for free. If the entity renting the building is making money (craft fair, holiday bazaar, etc.) there can be a charge per hour, she said. Thompson will get the Town of Troy forms to Aldrich for consideration. Aldrich suggested hiring a person for \$100 per month to act as an event coordinator. This will be brought back for more discussion at the October 2, 2019 meeting.

GUESTS: Nancy Aichele with Solutioneering, Inc. came to discuss the updates to the new computer server. Aichele said she is still concerned about remote access to the server. She would like to enhance security and develop proper protocols and policy before allowing this further. Thompson will call M & N Assessing to let Dave Mazeroff know the new policy for accessing our records.

Aichele also asked how to account for archive space needed to store old records. VanCor said she should build in more space because eventually the old records will be in electronic form. Aichele will visit with Kristin McKeon, as she has started this process already.

Aichele said she has a quote for under \$5,000 for the new server. She will add a few items and more space, which will increase the cost. She also addressed server access by the BOS. VanCor thinks the Town Administrator should be the only one who has all access. Aichele and Aldrich agreed. The Board of Selectmen (BOS) thanked Aichele for her work and time.

Next Julianna Dodson came to meet the BOS. She would like to join the Economic Development Committee (EDC). Discussion followed regarding the time commitment and need to attend a Right-To-Know Seminar. Julianna agreed and understands the requirements for joining the EDC.

Aldrich made a motion to appoint Julianna Dodson for a seat on the Economic Development Committee for a three-year term. VanCor seconded the motion and it was approved unanimously by roll call vote.

NEW BUSINESS:

Letter from Ken Cook regarding deeding: General discussion regarding tax payments and potential deeding of property.

VanCor made a motion to go into Non-Public Session per RSA 91-A:3, II (c). Aldrich seconded the motion and it was approved unanimously by roll call vote.

VanCor made a motion to come out of Non-Public Session. Aldrich seconded the motion and it was approved unanimously by roll call vote.

VanCor made a motion to seal the Non-Public minutes. Aldrich seconded the motion and it was approved unanimously by roll call vote.

OTHER BUSINESSES:

Letter from the American Legion: VanCor said the American Legion sent an invoice for flags for the cemetery and the budget was at zero. The invoice is for \$352.95. *VanCor made a motion to pay the invoice from the American Legion for \$352.95 to come out of the building and general supplies account. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

List of Budget Committee requests for budgeting: VanCor said Thompson met with the Budget Committee to talk about the budget presentation. There were 5 items they would like to see changed for the budget discussions. Items 1, 2, 3 & 5 are no problem, agreed Thompson. Item #4 will be handled by the budget committee.

Street Light Budget: Thompson said this will stay at \$15,000. *VanCor made a motion to recommend the streetlighting budget for 2020. Aldrich seconded and it was approved unanimously by roll call vote.*

General Assistance Budget: Thompson said this will remain at \$25,000. *VanCor made a motion to move forward with the general assistance budget at \$25,000. Aldrich's seconded the motion and it was approved unanimously by roll call vote.*

Forest Fires Budget: Thompson said this will remain at \$6,000. *VanCor made a motion that we move forward with the forest fire budget of \$6,000. Aldrich seconded the motion and it was approved unanimously.*

Patriotic Purposes budget: Thompson said this will be increased from \$700 to \$1,255. *VanCor made a motion to approve the Patriotic Purposes Budget of \$1,255. The motion was seconded by Aldrich and approved unanimously by roll call vote.*

Legal Expense Budget: Ratigan will keep the same retainer as last year, said Thompson. *VanCor made a motion to move forward with the legal expense budget of \$50,000. Aldrich seconded the motion and it was approved unanimously by roll call vote.*

OTHER BUSINESS:

Goal Oriented Pay and Merit pay information: Aldrich provided a metric for goals and performance. This could easily combine this with the standard evaluation said VanCor. This form will be standardized for each department head. There was general discussion regarding the best way to weigh the goals, structure the review, and objectives. It was agreed that VanCor would send notes and thoughts to Aldrich. This will be put on the agenda for next week for VanCor and McKeon to review. Chief Chickering's meeting with the BOS will be postponed.

TOWN CLERKS LETTER: This letter will be sent to property owners by the Clerk's office when an apartment is not a legal unit. Both Aldrich and VanCor agreed this is a good idea and approve of the letter being sent.

VanCor presented some research he did for projecting gas prices for the DPW budget. He believes a \$3.00 figure for diesel is appropriate and \$2.70 for gasoline for the 2020 budget. Aldrich suggested we use \$3.05 for diesel. VanCor made a motion to use \$3.05 per gallon for diesel and \$2.70 per gallon for gasoline, for budgeting purposes. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Thompson reviewed a bid from Lawton Floor Design. To replace the carpet with carpet tiles in the Town Office and meeting room is \$3,195.50. Only one bid was received, Thompson will instruct Chris Lord to obtain two additional bids.


Minutes: VanCor made a motion to approve the minutes of September 11, 2019 as amended. Aldrich seconded the motion and it was approved unanimously by roll call vote.

VanCor made a motion to adjourn at 8:49 PM. Aldrich seconded the motion and it was approved unanimously by roll call vote.

Respectfully submitted,

Susan Rigg


Approved:


Jon McKeon, Chair

2 Oct 19
Date


Jeanny Aldrich

10/2/19
Date


Norman VanCor

10/2/19
Date