



Selectmen Meeting 10/25/2016

Approved Minutes

Present: Selectmen Bernie O’Grady, Charlie Moser and Louise Lavoie; Kathy Wile, Deb Morrison, Brenda Wiley, members of the public.

Called to Order: The meeting was called to order at 7:31 PM by Louise Lavoie.

Approvals:

- It was noted that the accounts payable and payroll manifests were signed.
- Minutes of the October 11, 2016 meeting were reviewed, Bernie moved to accept the minutes of October 11, 2016 as written. Charlie seconds, 3 votes to accept minutes as written.
- An Intent to Cut Timber was presented. Noted it was a small cut, Old County Rd, owner up to date on taxes. Signed by all 3 selectmen.

New Business:

- Auditor’s report – deferred until treasurer arrives. Moved on to informational items. Brenda and Pat came into the meeting to discuss a finding in the Auditor’s Report regarding delegation of the Treasurer’s duties. As stated, the Treasurer should be keeping a separate set of books – Pat has delegated that part to Brenda, and also maintains a separate electronic record of statements. Pat said the spirit of the RSA is more involvement in the process, which is happening. The auditors have not asked her for any involvement or information in their process. It was suggested she send them PDF’s of her records. Charlie made a motion to accept the report, given that there will always be something listed as a deficiency. Bernie seconds, three votes to accept the report. Kathy will send an email accepting it.
- Brenda reported having spoken with our DRA Municipal Advisor. She had been told there would be more coming back from grants, meals and room tax, etc than anticipated. Asked about school numbers Brenda thought there would be a small (<2%) increase overall.

Old Business:

- IT at Mann House – Microtime representatives had not gotten a written estimate to the office yet. It was noted that there needs to at least be a signed contract in place by Dec 31 in order to encumber the money voted at last year’s town meeting.
- Disaster Contact Sheet was revisited. Primex had been contacted and asked for their opinion, as suggested by town counsel. The legal input from Primex was that, although likely covered by municipal immunity, the town could be open to suit. There was additional conversation about whose responsibility it would be to do the checks, maintain the list, etc. Charlie suggested the contact sheet not be adopted at this time, but that he would be open to reconsidering it if the administrative aspects were more developed. Louise and Bernie agreed, and it was added that the safety committee should

focus on their original mission. This led to the question of who mandates that there be a safety committee – Kathy will follow up and report back.

- Meeting schedule with department heads was next item of new business. Selectmen decided that the evenings of Nov 1, 15 and 29 would be used to meet individually with department heads to have preliminary conversations about their proposed meetings. A list was generated and Kathy will set those up.
- Meeting schedule for building inspector interviews was discussed. Kathy will contact the 4 being interviewed this round and set up appointments on either Nov 4 or 11.

Informational Items:

- Selectmen received a breakdown of EMS calls by day and time from Chief Greenwood. A total of 91 calls as of October 6 were reported. Kathy was asked to follow up with Fred to see if all of these were ambulance calls, were they respond vs transport calls and if the Town is charged the same for both of those categories. Also asked to confirm these calls are since Jan 1, 2016.
- Selectmen had also received a letter from Chief Greenwood informing them that the low band frequency radios will not be manufactured after 2018, at which time the Chief expects parts will be available for a time but get harder to obtain. Kathy was asked to contact Fred regarding life expectancy of the radios, number of each type needed, and a full plan to replace them, including how much to ask to put in a capitol reserve fund and for how long. Further conversation went to discussion about replacing the insulation at the communication tower building. Decided that Bernie will talk to Wally about the project, cost, etc. Will also look into pest control at the building.
- HealthTrust has informed us that there will be an overall increase in insurance rates of 5.3%. The alternative option would be to switch to a different plan. Decided to wait for the renewal form to arrive.
- Town Hall Claim report from the adjuster. Wally was waiting to look it over with Brenda to be sure his costs of materials and labor would fall within the amount allotted, but felt confident it would.

Public Forum:

- Barbara Devore mentioned that when Curt Dunn had donated a generator to the church, there had been an understanding that the church could be used as a warming station in case of extended power outages. She had no information about who would coordinate that for the church, and will try to find out. Bob and Bernie both said the school was also intended to do the same role.
Barbara also asked about the electric meter on the Valley Rd schoolhouse. It was explained that it had been hooked up to provide power to do repairs to the building. Bernie said some materials had been purchased already for the roof, and both agreed it should be done soon to avoid further damage.
- Louise said Ron Dube had shared some suggestions as to the dedication of the upcoming Town Report. It was discussed and Louise will get back to him for follow up. Other aspects of Town Meeting were also discussed.

Non-Public Session: none

Adjourned:

Motion to adjourn was made by Louise, seconded by Bernie, three votes to adjourn were made at 9:16 PM.

Next regularly scheduled meeting is scheduled for **Monday November 7, 2016 at 7:30 PM** at the Mann House.

Respectfully Submitted,
Kathy Wile