

Board of Selectmen  
Minutes October 24, 2017

Convened at 6:00 pm

Present: Ken Christiansen, Chair  
Andrew Artimovich  
Jeffrey Bryan  
David Menter  
Robert Mantegari

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Kip Kaiser, Building Inspector, had the following permits to be signed this week:

- Owens Corning, 61 Pine Road, roof over dock: signed by Board
- Dan Bating, 39 Prescott Road, electrical for new dwelling: signed by Board
- Hayward Realty, 106 Rte. 125, electrical for commercial building: signed by Board
- Peter Foster, 79 Prescott Road, solar array: signed by Board
- Mike Fuller, 77 Pine Road, and hot water heater: signed by Board.

There was a memo in the mail from Kaiser regarding the Sampson property on Rte. 125. Kaiser said he is violation of the RSA permitting junkyards. The board agreed on 45 days to obtain compliance.

The HealthTrust medical insurance rates for 2018 decreased 6.2%. The board agreed maintaining the same coverage of 75% for couple and family for the AB20 plan. Then that dollar amount is applied to any of the three plans offered.

Artimovich made a motion, 2<sup>nd</sup> by Bryan to approve the public minutes of 10/17/2017 as written. The motion carried with Menter and Mantegari abstaining as they were not present.

#### Conservation

Jeff Donald was present to discuss the budget for conservation commission. The salary line is decreased as the secretary has been volunteering her time. \$5400 was added to audit expense for the third year of the Danna Truslow surface water quality management contract. This is 50% of the expense, the remainder to be budgeted in the planning board budget. \$5418 is the annual appropriation due to return the conservation fund balance to the agreed upon \$75000. Bryan made a motion, 2<sup>nd</sup> by Mantegari to approve the conservation budget of \$19660. All were in favor.

#### Insurance

Liability insurance is decreased slightly. Workers compensation is increased due to high dollar claims in 2012-2016. Bryan made a motion, 2<sup>nd</sup> by Mantegari to approve the insurance budget of \$105,559. All were in favor.

#### Executive Office

The lines are level funded with the exception of the selectmen's salary. They have not received an increase in over 10 years. The proposed increase is in line with what comparable towns offer selectmen. Bryan made a motion, 2<sup>nd</sup> by

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Menter to approve the executive office budget of \$30,331. The motion carried with Mantegari opposed as he did not agree with BOS increase.

Government Buildings

The budget is mostly level funded. There is an increase to the telephone service contract to upgrade the phone and voice mail hardware at the town office. The current system is over 20 years old; average life of a phone system is 7 years. There is echoing when you make calls, you can hear yourself speak. The system is to a point where replacement parts are difficult to come by. Artimovich made a motion, 2<sup>nd</sup> by Bryan to approve the government buildings budget of \$68,055. All were in favor.

Town Administrator

There is an increase to the administrator's wage to make it more comparable to other administrator's in the state. The training line is also level funded for the second year of certified public manager. Bryan made a motion, 2<sup>nd</sup> by Menter to approve the town administrator budget of \$106,598. All were in favor.

Bryan made a motion, 2<sup>nd</sup> by Mantegari to approve the signing of thank you letters to Lisa Swasey and Linda Rousseau for contributions for the 275<sup>th</sup> celebration. All were in favor.

Mantegari made a motion, 2<sup>nd</sup> by Artimovich to appoint Emily Schmalzer to the ERSALAC. All were in favor.

IT Bids

Mainstay submitted a bid a week late. The board agreed to accept it. The quote was \$1520 per month for TOB, a quote was not provided for adding services to the fire station. Clement had prepared a comparison of the 4 bids received. RMON was the 2<sup>nd</sup> lowest bid and has the most familiarity with the programs the town uses on a routine basis. She obtained positive references from Newton, Sandown, and Danville all of which have been long term customers. Clement also confirmed that they had not seen large spikes in their contract fees since signing on.

Artimovich asked Clement what her recommendation was. She said the cost of Mainstay's services is low but the service provided is terrible. Each service ticket, even one's that are seemingly routine take 2-4 business days to resolve. There is a revolving door of technician's and each time we need to explain how we are set up, who uses what, and then walk through the issue. They do not seem to keep proper documentation of our set up or service tickets. It will be about \$4800 more for IT services if we switch to RMON. The remaining \$6000 increase is for added IT support at the fire station. There is no internal network at the fire station currently. Bryan asked if they would be looking to get a server. Clement said Chief Campbell is researching that. When he is ready to move forward, there is sufficient funds in impact fees should the board choose to use that as a resource. Bryan made a motion, 2<sup>nd</sup> by Menter to award the IT services bid to RMON for one year. The motion carried with Mantegari opposed due to cost.

At 6:44 pm a motion was made by Mantegari, 2<sup>nd</sup> by Menter to go into nonpublic sessions per RSA 91-A: 3, II (b) to discuss personnel. Artimovich – aye, Menter – aye, Mantegari-aye, Bryan-aye, and Christiansen – aye. The motion carries.

At 7:26 pm a motion was made by Bryan, 2<sup>nd</sup> by Mantegari to come out of nonpublic session and seal the minutes. All were in favor.

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The position for a part time police chief will be posted for candidates to apply. The position will be no more than 32 hours per week and will not be eligible for medical or dental benefits. Applications will be submitted to the town administrator. Qualified applicants will be interviewed amongst an oral board of area chiefs. Current employees are encouraged to apply. This is the same process that was used to successfully hire the fire Chief.

Menter made a motion, 2nd by Mantegari to adjourn the meeting at 7:27 pm. All were in favor.

Respectfully submitted,

Karen Clement

| WEEKLY TREASURER'S REPORT     |                       |                   |                 |               |
|-------------------------------|-----------------------|-------------------|-----------------|---------------|
| <b>DATE:</b>                  |                       | <b>10/24/2017</b> |                 |               |
| <b>Citizens General Fund:</b> |                       |                   |                 |               |
|                               | Previous Balance:     | 23,353.43         |                 |               |
|                               | Deposits:             | 33,260.39         |                 |               |
|                               | Payroll:              | 19,805.45         | DD: \$15,874.20 | CK: \$3931.25 |
|                               | FICA:                 | 5,455.00          |                 |               |
|                               | to Impact Fees        |                   |                 |               |
|                               | A/P: Regular          | \$16,001.54       |                 |               |
|                               | Void check            | 1,500.00          |                 |               |
|                               | From MMA              |                   |                 |               |
|                               | TO MMA                |                   |                 |               |
|                               | Account Balance:      | 16,851.83         |                 |               |
|                               | Interest Earned YTD:  | 29.15             |                 |               |
|                               |                       |                   |                 |               |
|                               |                       |                   |                 |               |
| <b>MMA:</b>                   | Unrestricted Balance  | 1,798,247.69      |                 |               |
|                               | Total Invested Funds: | 1,798,247.69      |                 |               |
|                               | Interest Earned YTD:  | 10,575.38         |                 |               |