



SELECTMEN'S MEETING MINUTES

July 26, 2016

Meeting called to order at 6:44pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Bill Nelson, Selectman Brian Robischeau Laurie Champy, Marilou MacLean, Rose Zacher, Ed Comeau, Virginia McGinley, Scheduled speaker Franco Rossi

- **Scheduled Speaker:** Franco Rossi from CAI technologies, the mapping company that we contract with for our municipal maps, gave a presentation on the additional capabilities that are available to enhance public visibility to map data. He spoke about the use of GIS (Geographic Information System) software and how the Town could utilize this service. He stated for access to this software there is an initial setup fee of \$2,500 and an annual fee of \$2,400. No decisions made.

- **Approval of Minutes:**

***MOTION:** Selectman Nelson made a motion to accept meeting minutes from July 12, 2016 as presented, Selectman Robischeau seconded, all in favor, motion carries.*

***MOTION:** Selectman Nelson made a motion to accept meeting minutes from July 19, 2016 as presented, Selectman Robischeau seconded, all in favor, motion carries.*

- **Public Comments:** Ed Comeau requested a cost benefit analysis be performed by the Town to determine the potential financial benefit from using the mapping software service as spoken about by Franco Rossi. After discussing a few ways that this service could be utilized it was determined that it ultimately would not be a cost savings to the town.
- **Administrative Assistant:** Laurie Champy asked if the Selectmen wanted her to pursue the contact for website design that reached out to her. The Selectmen agreed there was no need at this time as the website was recently updated.
- **Town Clerk:** At the previous BOS meeting the Selectmen questioned the appropriateness of the Town Clerk's request for \$389 for a 2 night stay in No. Conway to attend a conference. The following week Selectman Zacher spoke with Virginia and asked her to be present for this BOS meeting to further discuss details of her request. The Selectmen agreed to grant her request for the 2 night stay for this year and further agreed to establish a future policy containing expense limitations when attending conferences/meetings. Selectman Zacher will speak with legal counsel to begin this process.

- **Treasurer:** Marilou thanked the Selectmen for their patience in waiting for her report due to her speaking privately with Franco Rossi about a billing discrepancy that is now resolved.

Marilou MacLean gave account balances.

She stated that she confirmed the Town's new insurance policy with Primex was in effect as of July 01, 2016 for Property, Liability & Workers Comp coverage.

Marilou stated that she mailed the second quarter federal and state payroll tax reports.

She stated that Craig Evans requested the final payment be made for the completed excavation work on the new cemetery.

- **Road Agent:** Not present. Selectman Zacher stated that Ed Nason is finishing the project on Stoneham Rd.

He has pulled stumps on Lyford Rd that the Selectmen will suggest he dispose of at the rear of the land where the new cemetery is located.

Selectman Zacher reported that Ed Nason is actively working with 3 companies on the Moose Mountain bridge project.

He stated that Ed has been sifting dirt that will be going to the new cemetery site. The Selectmen will advise Mr. Nason to utilize the gravel/rubble that resulted from the sifting to elevate and level the land near the town office building.

- **Heritage Commission:** Marilou Maclean stated that the annual Memphis style Bar-B-Q is scheduled for Saturday, August 13th from 5p-7p. She is seeking help from the community to provide various food items including hot crockpots with doctored beans (beans will be supplied), cornbread, desserts, including some gluten free, and she is also looking for general help with serving and cooking. There will be a signup sheet, please notify Marilou MacLean, Laurie Champy or the Selectmen if you would like to offer to help.

Marilou stated that the chandelier installation in the Townhouse building is almost complete. She will be making a trip to Rockingham Electric to view lighting to possibly replace the lighting in the entryway of the Townhouse.

- **Planning Board:** Ed Comeau reported that at the recent Planning Board meeting they worked on modifying the Rules and Procedures for abutter notification.

He stated they will be performing gravel pit inspections on the 2 gravel pit locations in Town, currently scheduled for mid-August.

He stated they are working on creating an annual procedure to stay updated on the NH Planning and Land Use Regulation changes.

- **Cemetery Trustees:** Selectman Nelson reported that progress is being made on the new cemetery.

- **Old Business:** Marilou stated the new desktop for the administrative assistant arrived yesterday. Lance MacLean will begin the installation.

Selectman Robischoeu stated that the pole license procedure will be ready for the next BOS meeting.

Selectman Zacher stated that the closing for the Hunter Land is scheduled for September 1st, at 10am at the Town Office building. Marilou stated that she will need to supply an annual tax form to Ms. Hunter. After checking with the IRS it is unclear which form she will need to supply, Selectman Zacher will consult with the closing agent for clarification.

Selectman Robischoeu stated that the town's Facebook page is now operational. There was discussion on management of the page. The Selectmen asked Laurie to post "follow us on facebook" on the website.

Selectman Zacher stated that there was a need to enter a non-public session:

MOTION: Selectman Robischoeu made a motion to go to non-public session under RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Selectman Nelson seconded.

Roll call: Selectman Nelson, yes, Selectman Zacher, yes, Selectman Robischoeu, yes

Entered non-public session at 7:59pm.

MOTION: Selectman Robischoeu made a motion to come out of non-public session, Selectman Nelson seconded, all in favor, motion carries.

MOTION: Selectman Robischoeu made a motion to seal the meeting minutes indefinitely, Selectman Nelson seconded, all in favor, motion carries.

Roll call to seal the minutes: Selectman Robischoeu, yes, Selectman Nelson, yes, Selectman Zacher, yes

Bills were reviewed and checks were signed.

Meeting adjourned at 8:23pm.

The next regular scheduled Selectmen's meeting is August 09th at 6:30pm.

Respectfully Submitted,

Laurie M. Champy
Administrative Assistant