



SELECTMEN'S MEETING MINUTES

November 28, 2017

Meeting called to order at 6:30pm.

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Selectman Rick Surette, Marilou MacLean, Laurie Champy, Brad Williamson, Tom Hill

- **Approval of Minutes:**

***MOTION:** Selectman Robischeau made a motion to accept the November 14, 2017 meeting minutes as drafted. Selectman Surette seconded, all in favor, motion carries.*

- **Public Comments:** On behalf of he and his wife, Tom Hill stated that handicap parking and access to town buildings is inadequate. He stated the condition of the ground surface area does not allow movement of a wheelchair with a passenger. Selectman Surette offered to speak with Ed Nason about paving. The following motions were made after a discussion of paving an area versus paving the entire lot.

***MOTION:** Selectman Zacher made a motion to contact Ed Nason about getting a handicap area paved including an aisle to the ramp. Selectman Surette seconded, Selectman Robischeau not in favor, motion carries.*

***MOTION:** Selectman Robischeau made a motion to get a proposal for the entire parking lot, side parking, whole front driveway and the parking along the side to the handicap ramp. Selectman Zacher seconded, all in favor, motion carries.*

The Selectmen will hold a special meeting if necessary to accomplish this project prior to winter.

- **Treasurer:** Marilou MacLean reported the balance in excess of \$790k in the bank accounts.

Marilou stated she has the documentation prepared to transfer the \$217,500 owed to the Trustees of the Trust Funds.

Marilou said she met with Dick Peckham a week ago Monday to satisfy his 91-A request. They reviewed documentation back to 2011.

- **Administrative Assistant:** Laurie Champy reported that the fire extinguishers and emergency lighting have been inspected and the town will be invoiced.

- **Heritage Commission:** Marilou MacLean reported that the Old Town Pound sign has been replaced; she thanked Brad Williamson for making the new sign.
- **Conservation Commission:** The Commission will be meeting next week on Wednesday.
- **Cemetery Trustees:** Selectman Surette stated the parking and memorial areas are staked. The RFP for ground work have been sent out.
- **Old Business:** Following review and discussion of the website upgrade proposal from Virtual Town Hall the Selectmen motioned:

MOTION: Selectman Zacher made a motion to move forward with the upgrade and pay over 3 years. Selectman Surette seconded, all in favor, motion carries.

Laurie will reach out tomorrow to VTH to begin the upgrade process promptly.

The Selectmen have rescheduled their road review meeting to Saturday, December 09 at 8am. They will meet and leave from the Town Office building.

- **New Business:** Brad Williamson was present to review generator responsibility. As Emergency Management Director he is responsible for adding oil every 12 hours to prevent automatic low oil shut down. He is not responsible for any maintenance, though he is willing to be an emergency backup in the event Dame Electric is not available.

Selectman Zacher received the proposed 2 year maintenance contract for the generator from Dame Electric. The 2 year, \$500 proposal includes \$125 semi-annual services and all additional work to be approved prior to completion.

MOTION: Selectman Robischeau made a motion to accept his proposal. Selectman Surette seconded, all in favor, motion carries.

Selectman Robischeau requested Brad provide a basic rundown of the generator for the Selectmen. He agrees to meet with them on Saturday prior to their road review meeting.

Selectman Surette stated he is scheduled to follow up on 12/04 with a contact from RMON Networks, whom he met at a recently attended municipal meeting. They will further discuss upgrading the town's computer systems and arrange to meet on site to review. Selectman Surette will provide an update at the next meeting.

As a follow up to the discussion from the last BOS meeting about new tables for the Townhouse, Selectman Surette stated there are 8' tables at Sam's Club for \$66 each. He offered to pick up the 4 tables that Marilou requested.

Brad Williamson stated that the AED batteries and pads need to be replaced for a cost of \$190 each. With the Selectmen's approval he will order them tomorrow and he will be reimbursed by the town.

The recent lengthy power outage prompted a discussion of the use of the Townhouse as a shelter. Brad stated he opens the building up as a shelter after 4 hours of power outage. There is basic shelter, water, and cooking facilities available. Laurie will ensure this information is available on the website.

Brad Williamson said he will be meeting with the Deputies to review materials needed to purchase with the remainder of the 2017 Forestry budget.

MOTION: Selectman Robischeau made a motion to enter nonpublic session under RSA 91-A:3, II (a). Selectman Surette seconded, all in favor, motion carries.

Roll call: Selectman Zacher yes, Selectman Robischeau yes, Selectman Surette yes.

Nonpublic session entered at 7:18pm.

MOTION: Selectman Zacher made a motion to return to public session. Selectman Robischeau seconded, all in favor, motion carries.

Public session reconvened at 7:34pm.

The following motion was made after discussion of personnel performance and salary in nonpublic session.

MOTION: Selectman Robischeau made a motion that the following hourly rates be changed for employees or remain the same as read, effective January 01, 2018. Selectman Surette seconded, all in favor, motion carries.

Rose Zacher, Deputy Tax Collector, raise to \$15/hr., Jessica Robischeau, Assessor Clerk, CEO assistant, ZBA Secretary, Administrative Assistant, remain at \$16/hr., Jennifer McKown, Deputy Town Clerk, raise to \$15/hr., Laurie Champy, Administrative Assistant, raise to \$17/hr.

The Selectmen continued to work on the budget for 2018. Upon review of the cleaning person's budget line they discussed her job performance and made the following motion.

MOTION: Selectman Robischeau made a motion to pay a \$150 bonus in December to the cleaning person. Selectman Zacher seconded, all in favor, motion carries.

Each bill to be paid was read indicating the payee and amount due.

MOTION: Selectman Zacher made a motion to pay all bills as read. Selectman Surette seconded, all in favor, motion carries.

Meeting adjourned at 8:30pm.

The next regular scheduled Selectmen's meeting is December 12, at 6:30pm at the Town Office building.

Respectfully submitted,

Laurie M. Champy
Administrative Assistant