

Town of Litchfield

Selectmen's Meeting

April 30, 2012

Members present: John R. Brunelle, Chairman
Frank Byron
Brent Lemire
M. Patricia Jewett

Also present: Jason Hoch, Town Administrator

Absent: Selectman G. Lambert, excused

5:00 p.m. Paper work review

7:00 Call to order

PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

Review of items for consent:

1. Minutes of April 23, 2012
2. Transfer of funds from Police Detail to General Fund

Approval of Consent Items

Selectman B. Lemire motioned that the Board approve the items listed under consent. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Request for Items – Other Business

Selectman F. Byron would like to discuss National Grid

Public Hearing for acceptance of Personal Property

Acceptance of donation of fence, shed and partial payment toward construction of new Recreation Fields made by Litchfield Youth Soccer Association. Value of payment for fields is \$14,500; fence \$3,800 and shed \$5,200.00. All have been paid by the Soccer Association to the appropriate vendor or the purchase has been made and the item has been given to the Rec. Commission. Need acceptance on behalf of the Town for Recreation Commission.

The chairman opened public input from the public on the acceptance of this donation. No members of public were present; no input was made. Public input was closed by the chairman.

Selectman B. Lemire stated that the donation was very generous and thinks the Youth Soccer Association should be commended for their sense of civic duty. Selectman Lemire motioned to accept on behalf of the Recreation Commission the amounts so listed. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Acceptance of donation of Colt AR-15 rifle to Police Department with appropriate value of \$1,500.00

The appropriate paper work was completed for the donation and the Police Department has taken possession of the rifle. The firearm will be inspected by Police Department armorer prior to placing it into service. The Police Chief has sent a thank you letter to the donor for that gift. The Chairman opened the hearing for public input concerning the donation. No members of the public were present; no input was received. Public input for the hearing was closed. Selectman B. Lemire motioned to accept on behalf of the Police Department the donation of the rifle. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Public Input

No members of the public present.

Fire Chief Fraitzl re Priorities for year

Fire Chief Fraitzl was joined by Deputy John Travis to go over their list of goals for the year. Chief Fraitzl stated that at the request of the Administrator, they were asked to put together some goals and objectives for the coming year. All the officers have vetted these goals and objectives as well as the Department at a meeting last Wednesday night here in Town Hall for training; there should be nothing of a surprise to anyone. In no particular order, Chief Fraitzl went through the list: Reviewing their operations policies and procedures; drafting policies that are consistent with current best practices; the department is going to be reviewing and revising their response protocols or what they refer to as their run cards; We will be working with surrounding communities and mutual aid partners as they go through this so as to not over burden any one community; working on the capital needs and capital expenditures program looking at apparatus replacement, the status of the current fleet in addition to smaller equipment and try to set up a schedule or plan over the next several years and looking at 5 to 10 years out for planning purposes; conducting a needs analysis training levels and needed programs and doing that over the next 3 to 6 months, they actually have a group of members who have stepped up with an interest to help with training and developing the training program for the department, we will go forward with that and conduct a review in 3 to months to see how that is working, as well as looking and working in conjunction with the State Fire Academy to bring some certification programs to the local level; the officers will be analyzing the organizational structure of the department and looking at whether or not we have adequate staffing to handle the growing community and how we actually manage and roll that out and whether or not we need to look at breaking it down into smaller companies or groups for training and administrative purposes and management purposes.

Selectman J. Brunelle stated that he thinks the first thing that comes to his mind is around capital and when does the Chief thinks he will have a plan in place and what that means to the impact from a budget perspective? Chief Fraitzl stated that they should have a good handle as we get into the budget process this year of what we are looking at for at least the next couple of years. Apparatus typically has a 20 to 25 year life expectancy so we need to look at that in the long run; based on the recent March inspections, we didn't run into major or unknown issues, we had a little breakdown with the Forestry truck last week which put it down in the dry season for a day and a half but we were able to get parts out of Tennessee overnighted and get it back on the road within 48 hours - the estimate on that was around \$2,000 to \$2,500.00. Selectman Byron asked if that means that the Chief would want to start a capital reserve

fund potentially this year to try to minimize the impact on what they do need. Chief Fraitzl stated that is a conversation that they do need to have as to whether or not the community wants to go that route rather than do a lease purchase whenever we need, putting the money aside now helps minimize the cost when we cross that bridge. Selectman Brunelle stated that he didn't see facility mentioned on here at all and what about any of the facility issue you have? Chief Fraitzl stated that is probably the bigger one and will come out on top of the list above apparatus at this point, they have not had time to look at it at this point. Selectman F. Byron mentioned that in terms of training and personnel development, what are the areas you want to see and beef up on over the course of the next couple of years. Chief Fraitzl stated that in doing a preliminary view all of our personnel currently are certified at the Firefighter 1 level which is a 220 hour program. There is some interest in a Firefighter 2 which is the next level. The Chief has been working with the Field Training Captain for the southern part of the state and they actually have worked out a program that will run in Bedford starting in September. Today, our personnel each got the e-mail, because it is being run in conjunction with and hosted by the Souhegan Mutual Aid Association of which we are a member. We will have several people who will take interest in this program. This state recently received some grant funding in the amount of \$4 ½ billion dollars for rescue and technical rescue based programs; the Chief has already had three individuals sign up for those classes, which will not cost the community anything. We will be able to pay those individuals to take that class and will be reimbursed from the state for those costs. Part of this Fire 2 program is covered under this grant. Selectman F. Byron asked the Chief to explain what the difference between Firefighter 1 and 2 is and what you gain by the additional rating. Chief explained that a Firefighter 1 covers the basic fundamentals; tools and equipment, hose and streams, fire behavior, ladders, hazardous materials, SCBA, proper methods to search a building, working in pairs and proper gear use for a given situation. Firefighter 2 expands on that, they get into fire prevention, how to self-rescue should they be caught in a collapse, more review of the fundamentals with a skills review day, they do handling natural gas and liquid propane emergencies, auto extrication, they get into the technical rescue aspect, air monitoring for hazardous environments, they get into incident command, ropes and rigging. Selectman Byron asked if there is a certain mix the Chief is looking for. Chief Fraitzl stated that they have a few who are a 2 right now, certainly he would like having more that are Firefighter 2. We have a couple who have done some of the Firefighter 3 components which is now modular based; you take a couple of classes and you specialize in certain disciplines, for example swift water, ice water, trench rescue, collapse rescue. The Chief stated that he would not feel comfortable having just Firefighter 1 and having a mix gives you the benefit of having people who can do those not to common but highly risky and technical situations. For call or volunteer firefighters there is no requirement in New Hampshire For a career firefighter they have to be Firefighter 2 within a year of employment. It depends on what the community wants. Selectman Lemire stated that a lot of it is locally driven, Litchfield mandated level 1 for all trainees back in the late nineties. Chief stated that pump running and driving is an area that they have currently addressed as a needed area; we have three people signed up to take a class in Amherst for emergency vehicle driver training. He is leaning more toward the driving aspect of it. The state will pay for EVDT training. Selectman Jewett mentioned that people would like to see the fire log in the HLN and some would like to see it on cable. Selectman F. Byron asked the Chief if there was anything that he needed from the Board. The Chief stated that continued support would be great. The Chief stated that there is a lot to be done.

Road Agent Winter Maintenance Savings, Truck Replacement, Road Projects

Administrator Hoch stated that the question came up a few weeks ago asking us to go back and calculate what savings we might have from a light winter and how the budget numbers based on normal winters might recast by these unusual circumstances. The Road Agent and Mr. Hoch went back and looked at budget year to date and the circumstances behind those numbers to come back with what they felt was a reasonable revised number that would still leave the Town appropriately situated for the end of the year assuming we have a winter again, but also to be able to recapture some savings. Salt; we went into this year budgeting \$60,206; we had spent \$14,365 to date. We are recommending a revised budget of \$42,144 which would be a savings of \$18,062. We reduced the overall budget by 30% because our year to date number is artificially low due to two circumstances: we carried over a certain amount from the end of 2011 so we used that and did not have to buy very much with the limited winter we had in 2012, the other thing is Jack had discussed with Mr. Hoch in February that one of the things he wanted to do was to draw down our stock pile of salt as much as possible because what happens in the salt shed is that you fill from the front so we had historic salt in the back to try to use up so that we could clean up some of the shed to refill. Mr. Pinciario stated that they wanted to see the condition of the walls. Selectman Lemire stated that he is against moving money at this time of the season. Selectman Lemire stated that the BOS were micromanaging only the Highway Department and not considering other departments that may also have accumulated funds due to the light winter. Selectman F. Byron motioned that the Board hereby goes through all town department budgets and removes excess money as appropriate. The motion failed due to lack of a second. Selectman B. Lemire stated that this process shouldn't even be considered before September or unless we get a report from the Town Administrator that this would be a safe process to do. Selectman J. Brunelle stated that we are doing this not in sense of lowering the budget, our budget for next year will probably be the same as what we asked for last year, we are taking money out that we didn't spend in the first half of this winter, because we didn't spend it and we are readjusting it so we can potentially do other projects within the Road Agents perview. Mr. Byron suggested freezing the money and hold it within the Highway Department budget, but we decided not to do that and have the Town Administrator work with Road Agent make a recommendation. They have worked on developing a plan on utilizing these unused funds from the early part of the winter, their leaving in the budget what their typical need is for September and beyond and they are looking at redeploying these funds in his bottom line to deal with other budgetary concerns or other projects that we could get done this year with this money. Administrator Hoch stated that the experience we had this year is not a normal experience. Mr. Lemire agrees but he thinks we are getting to a point where we might be micro managing, this is an issue where the Town Administrator and the Road Agent with a periodic report not going through account by account and figuring out how much money is left. Selectman F. Byron made a motion that the Board of Selectmen will table this until October 2012. Selectman P. Jewett seconded the motion. There was some discussion from J. Brunelle and Selectmen Jewett. Selectman B. Lemire doesn't think we should table this until October; it should be tabled until September when they go through all other departments budgets. Mr. Pinciario stated that there are projects to be done and they have some money left over to do some of these projects. The motion failed 0-4-0.

There is a \$35,000 savings to allocate to other line items. Mr. Pinciario stated that there has been figures put in to allow us if we have a bad November/December, the funds are there to take care of that. Administrator Hoch stated that the next logical question that we would have would be knowing that we have some savings where are the likely places to redeploy it. Mr. Pinciario stated that he and Jason discussed that we have one issue we need to address; we have a truck that is almost dead, with a

transmission problem, the alternator light is on and we have an estimate of \$4,000 to repair the truck; we have already put \$4,500 into it and we need an alternator which is another couple of hundred dollars, we are looking at about \$8,700 into repairing a truck that is 9 years old. We have looked into replacements. The current truck is an F550, and we don't need a truck that big. Administrator Hoch stated that the other thing that should be known about the truck is that the \$4,000 of additional repair deals with the immediate problem but it doesn't deal with the underlying problem of the setup that is causing it. Mr. Pinciario stated that when they brought it over to Ford the last time, there is a board underneath where the fuses are, that whole board fried since the truck is totally over tasked with electrical, along with the hydraulics and everything that is in that truck over a period of years has really taken a toll on the electrical system. Mr. Pinciario was told by Ford that the truck has the equivalent of approximately 190,000 miles on it. We have pricing on a chassis and have looked at possibly getting just a chassis for a 450 instead of a 550, go to gas instead of diesel; we could put a new bed, plow and everything would be separate, electric hoist and electric plow which would be a separate unit. Right now everything is hydraulic. Mr. Hoch has everything pretty well figured out, we have some numbers and estimates under the state bid and have two different alternatives. Mr. Brunelle asked if the state bid included both the chassis and body as well. Mr. Pinciario stated no; we have a couple of different plans with that, if we were to do this straight out with Ford it would be approximately \$72,000, if we do this the way we are suggesting, we would buy a chassis from Ford and take it to Donovan, put a new plow and a new body, it would be around \$45,000. Mr. Brunelle asked Jack to explain what the use of this truck is for, where does it fit in his fleet. Jack stated that it is a front line truck and it's the only truck that we really utilize other than for bigger work. The truck does all the patching, any smaller work on catch basins, and it is used for plowing. It is used for a number of things, the truck runs constantly. Selectman Byron asked if we did any examination for any road projects this money could be used for. Mr. Pinciario stated yes it is in there too. Administrator Hoch stated that we have \$35,000 for the winter maintenance, the other piece is that we have an estimate of what we anticipated for the Cutler and Page project versus what it looks like our actual cost is going to be which is a savings of about \$15,000. This is related to when we wrote the original specifications we were expecting a much greater amount of water line replacement than we actually have to do. Knowing that we have in round numbers around \$50,000 between the winter savings and the project savings, we have been kicking around for a month or so, what's on the paving list where \$50,000 could make a difference and the other things we started looking at is where are these projects where we can do something that is nearby or able to extend some work we have already currently done or have need up to do. The two projects that we have flagged as the most viable do where we could stretch those dollars would be the section of Robyn down to 3A. The other project that Mr. Hoch and Jack found more appealing was we did a little bit of reclaim a few weeks ago on Page Road and we are doing another major section of Page Road related to the culvert replacement and there is a section between those two that we could connect which we could add on to the rest of the Page work that we are doing then we could have a consistent section that has all been done together. Administrator Hoch stated that in terms of the road projects our first recommendation would be Page amongst the projects that are out there and then there is the truck issue as well where we are at a spot that we don't feel that we are being good stewards by just continuing to repair this without engaging the Board in the conversation about what we are spending and what that needs. Mr. Brunelle stated that it is his opinion that we should stop putting money to waste by repairing this truck. Mr. Hoch stated that the Board could choose to purchase the truck as specified in the \$45,000 range and we could pay for that out of available funds from this year and be done with it; however we could probably figure out how to stretch

to include the Page Road project with a hybrid which would be buying the truck from one vendor and setting up the truck separately, the setup we would have to pay with current funds with about \$15,000 for set up and then leasing the truck itself. You free up a little current cash but you create a future obligation. There was a discussion to put the old truck in the paper for a sealed bid. Selectman Byron stated that he would like to see a three or four year municipal lease purchase, go through Donovan and complete the section of Page Road. Administrator Hoch and the Road Agent will go over the numbers and bring back to the Board for the next meeting for the Board to approve.

Administrator Hoch wanted to mention that we had set aside some money for the sander rehab, Jack pulled everything off the sanders to look at which one should be rehabbed first. He then figured out that for a little more than the \$4,000 for sending one out for rehab, we could buy all the parts needed and by devoting three days of labor for two guys that were already budgeted, we could do it all in house. So all of the sanders have now been rehabbed rather than having to come back on a 5 year program.

Administrator Report

Old Business

Account Closure

Mr. Hoch stated that we have been carrying an account for “Regional Pandemic Planning” as a restricted account since 2006. In researching its purpose, it appears that it was provided to offset administrative costs for a regional planning exercise. The plan was completed approximately 5 years ago through Nashua. There do not appear to be any other obligation on these funds. There hasn’t been any recent transaction activity. Administrator Hoch’s recommendation is to close the account and allow the balance, which was approximately \$2,664 to revert to the fund balance. This was confirmed with Chief Murray in Hudson and Patty Crooker in Nashua that there are no further obligations on these funds. Selectman F. Byron made a motion to the Board that the Pandemic Fund for its full value be eliminated and its monies transferred into fund balance. Selectman B. Lemire seconded the motion. The motion carried 4-0-0.

Prescription Drug Take Back Program

The Police department participated in the National Take Back day on Saturday again and received 13 pounds which were taken to the Armory in Manchester on 4/30 for secure disposal by DEA.

Goals

Administrator Hoch, revised, combined and reworded the goals list, it is posted with meeting items. Mr. Hoch asked the Board to review and comment, consider which item on that list the Board would like to be the BOS contact point person for – Mr. Hoch is recommending that “ownership” of these are shared with at least a Board member. This is the list we can post and then finalize at the next meeting.

Stop Signs at Albuquerque intersections with Hillcrest and Pinecrest

The Chief’s memo is provided. His recommendation notes the risk with removing them at either site. He has concerns about sight lines at Pinecrest intersection and through traffic at Hillcrest. He has also provided accident data from before/after installation of four-way stops at Hillcrest showing only one accident in 5 years. The Chief’s recommendation is to retain the stop signs there.

Policy Review

Policies to be reviewed include: Credit Card, Investment, Cash Receipts, and Fraud. One of the changes in the bulk of these policies would be a review every three years if they haven't been re-issued before with changes to make sure they are being seen by all affected people regularly. Investment Policy: updated the attachment reference because the relevant RSA for the duties of Town Treasurer changed since the last copy we had. The balance of this policy and operation is unchanged. Selectman J. Brunelle motioned that the Board approve the investment policy for 2012 as modified. Selectmen B. Lemire seconded the motion. The motion carried 4-0-0. Cash Receipts: the main changes here were to catch this up with some of the processes we are using now, section 2.4 reflects that we now use electronic remittance spread sheet rather than a multi-part numbered form, section 3, there was a comment that we may want to revisit in a future edit relative to do a limit or thresholds on petty cash amounts; we would also need to make sure we have guidelines in this policy that are consistent with the investigative petty cash funds that the police use or specifically exclude them. Mr. Byron stated that on section 2.1 he made the comment about giving a receipt to a person that gives cash to the town and this should be standard practice. Mr. Hoch stated that we accept from them and we give them receipts, anything in-bound is recorded on the multi-part receipt and we retain that. We will always offer a receipt. Mr. Byron stated that he would like to see a receipt policy so if there was ever a question that does come up; there is another lock in the process that prevents someone from doing harm to the town. Administrator Hoch stated that he would add a sentence. Mr. Hoch stated that this policy was approved last year. Selectman B. Lemire made a motion to accept the policy as amended. Selectman P. Jewett seconded the motion. The motion carried 4-0-0. Fraud Policy: approved in 2010. Selectman Byron stated that one of the comments he had was that we were supposed to review and have the employees sign off on this annually. Mr. Hoch stated that item 9 at the end has this policy be reviewed annually by the BOS all applicable individuals as defined in section 4 of this document shall read, understand and adhere to this policy and will review and accept this policy upon appointment, revisions to the policy by the BOS or at least every 3 years if no events cause a policy re-issue. Selectman Byron stated that as a Board they need to discuss on page 6 (investigative team) if there is an allegation that is made. Administrator Hoch stated that the original language simply had that the investigative team will have responsibility for follow up and if appropriate investigation of all reported incidents, the two things that were added to that are such meetings will be held when applicable under the requirements and protections of RSA 91: A 3 II (a) (c) (the provisions for nonpublic meetings). The second part is that the initial investigative team will exclude any town employee or official who has a statutory investigative role. It should be a conscious choice of the investigative group and then the Selectmen may refer for official legal follow up later. Selectman B. Lemire motioned to approve the fraud policy as modified and changed. Selectman P. Jewett seconded the motion. The motion carried 4-0-0. Credit Card: there was some language changed in a few places, clarified the authority of the Selectmen, and reminded again that having a credit card does not exempt you from any other requirements of the purchasing policy, clarified that the cards are issued at the discretion of the Board and the Board may choose to remove the card from a card holder. New language was added that stated the Board will review annually and card holders will review and accept upon issuance of a card, revisions of the policy by the Selectmen or at least every 2 years. Selectman Byron wanted to modify that we not only review the document but also review who holds the cards and how those individuals have been using the cards in terms of making sure they are getting their receipts in on time. Mr. Hoch stated that when we have an issue of non-compliance it will be brought to the Board. Selectman P. Jewett motioned to accept the credit card policy as modified. Selectman B. Lemire seconded the motion. The motion carried 4-0-0.

The conference and meeting travel policy: Mr. Hoch stated that this was a policy the Board approved in August of last year. Point out that we have a good policy in place, but not bad to add this in the mix for review as part of this annual package as well. There are a few things changed: revised the title, the overview section talks about the process of approval that if it is an appropriate conference that benefits the town and is consistent with the training and development needs of the employee, the process for request to review documentation and obtain approval and any time that there is an advanced check being made, being provided to make sure that happens before and that expense request after the event have to come in within 10 days, we will pay for only valid charges: the travel and transportation expenses at the bottom of the page; for private auto we use the federal mileage rate, we added a sentence that there will be times that a town vehicle or a rental vehicle for the travel may actually make more sense than the mileage reimbursement would, so in that case a rental would make more sense. In the travel by air section noted that there is always the possibility that if a delayed flight or some other event out of the control of the employee prevents smooth and planned travel, reasonable expenses for those beyond those made be available from the travel service provider may be reimbursed by the town. Under vehicle section; this was a revision based on experience from the past year, for rental cars generally reimbursement will be for compact car, added some additional language stating that if the unique circumstances of the trip including number of travelers or quantity of equipment make a different vehicle type more appropriate for the needs of the traveler and are under financial best interest of the town a waiver can be requested from Town Administrator. The approach for meals is to generally look at the IRS per diem allowance for meals, the employee can spend whatever he or she wants whereever, and instead of reimbursing for what you had, there is a fixed standard reimbursement value and we will use that standard. We clarified a little for expenses of the spouses or guest, we are not going to be paying for the expenses incurred by those people, if lodging or meal costs increase, those additional expenses are not reimbursable and all of those costs must be paid by the employee. Selectman J. Brunelle made a motion that the Board approves the conference and meeting travel policy as modified and edited. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Administrator Hoch stated that in the shared annual policy review folder, he put in all the ones talked about but also put in policies the Board has approved this year, the Purchasing Policy and Fund Balance Policy. Selectman J. Brunelle made a suggestion that based on the changes Mr. Byron wanted to make that this be tabled to the next meeting, and asked the Board members to review the changes and come back with any comments.

Background Checks

Mr. Hoch stated that we worked on pieces over time with this and has gone back and forth with counsel. Mr. Hoch checked around with other communities and most places reference it only at initial appointment/hire. Mr. Hoch did find that the Portsmouth School District has language that says a Criminal Records Check could be requested at any time. Mr. Hoch and counsel have been through the original form and revised what was below. Based on the last meeting's vote, Mr. Hoch added Conservation and Recreation Commissions back in. Selectman B. Lemire motioned to accept the policy as written. The motion failed due to lack of a second. The Board discussed the policy further. Selectman F. Byron motioned to approve the policy as modified and accepted. Selectman P. Jewett seconded the motion. The motion carried 3-1-0.

Appointment Policy

This comes from a request the Board had last month about establishing some guidelines for the Board for the appointments that it makes. The draft Mr. Hoch has reviewed with counsel follows. Counsel pointed out that the Board has the discretion to make whatever appointments it chooses, under whatever criteria it chooses to apply. Also, points out that Item #3 removes any way to make this binding. Mr. Hoch observed that in some ways that was the intention – as he understood the request, the idea was for the Board set out expectations for its own appointment approach and an explanation for any interested parties of the strategy of the Board may choose to apply. Mr. Hoch put together something that talks about avoiding appointments of relatives where an employee may be directly supervised by the employee where the employment relationship may cause a potential conflict of interest directly or indirectly impact the working environment negatively impact public perception or work products of any individual work group or the organization, no elected official may serve simultaneously as a Town employee where the elected office has supervisory duties over town employee position, no appointed official may serve as a town employee within the same department or committee where it hold the appointment. The Board may choose to waive these guidelines with the findings of reasonable cause to allow related employment or simultaneous employments, such cause may include unique knowledge, labor of availability, clear separation of supervision and responsibilities between positions or other similar circumstances and any approval shall be reviewed annually by the Board of Selectmen, approval of such exceptions does not bind future Boards to be required to make the same exception. In considering appointment and reappointments the Board may consider candidates ability to fulfill the duties of the position by providing sufficient commitment to the Committee or Board, past history of attendance, recommendation of the Committee or Board provided for the Selectmen concerning the request, any background information is described in the Towns background check policy and any pertinent information which in the opinion of the Board of Selectmen would way towards the ability of the candidate to successfully fulfill the position. Selectman Brunelle asked if this policy cause any problems with our current situations? Selectman Byron stated he believes no because the Selectman have the ability to waive those guidelines as needed. Selectman F. Byron motioned the Board to approve the BOS Appointment Guidelines. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Other Items

Brickyard Parking – The Rec Commission and the Police Department have been advised of the Brickyard concerns. Chief O’Brion has passed along word in the department and Rec Commission discussed on Tuesday and a letter is going out to coaches and parents in soccer program. Selectman Byron requested that feedback be given to the citizen complaining about the parking. Administrator Hock agreed to arrange the communications.

The Rec Commission has passed along some pending issues about Darrah Well and some playground safety improvements. When more information is available Mr. Hoch will pass along.

Mr. Hoch has received an unexpected reimbursement for Talent Road project several years ago from FEMA. Auditors have said that this can be handled as unanticipated revenue which will require a public hearing. Mr. Hoch’s plan is to combine the acceptance of this with a future hearing to accept the value of the donation of goods and services through the Pepsi Community Project in order to only need to pay

for one published notice rather than multiple.

On Tuesday Mr. Hoch was in Concord to testify at House Ways and Means Committee about changes to the law governing insurance pools. Rep. Lambert assisted with an amendment to remove one of the more damaging clauses (which would have set price floors and ceilings for rates between towns and schools regardless of that their claim experience or risk management practices were).

The annual stormwater report was filed with EPA on 4/23; still no word on new EPA permit issuance.

Mr. Hoch prepared a draft request for proposals for impact fee revisions for Planning Board review.

Ads have been placed for Finance/HR Manager position. We are looking for first review of responses by May 15th. Mr. Hoch has also contacted Carol Coppola regarding interim services. We anticipate using 1 day/week until we determine cope of open items. Linda has been transitioning various items to Terry Brodeur and Mr. Hoch.

Notice of Hillsborough County Commissioners Public Hearing on Budget 5/2 at 10 am. Executive Committee of delegation scheduled for public hearing 6/21 and County Convention on June 23rd. Commissioner's budget calls for a 2% increase.

Selectmen Reports

Selectman F. Byron stated that the Planning Board will be meeting tomorrow night at 7:00 pm.

Selectman P. Jewett stated that the Conservation Commission will be meeting Thursday night at 7:00 pm.

Items moved from consent

No items moved

Other Business

National Grid – The Town Administrator and Selectman Byron had a meeting today with a representative from National Grid trying to resolve the issue of getting piping placed under the construction of Page and Albuquerque. Jason did a lot of work and was able to find a person to talk to and Mr. Lagasse came and talked to them and agreed that he would try and see if they could snake under the intersection with sleeves where they could feed the piping through at a future date and time and he will come back and try and do that. Another thing that is interesting is that the School may have some benefit of going to natural gas rather than staying on propane and Mr. Lagasse said he would take and run the numbers for the Town provided we could get him the amount of propane on an annual basis that is used. The SAU seems to be interested. There is also available to the school if interested, additional programs (unclear right now) that could be paid through grants that could be paid for conversion cost and all types of different other things, energy savings cost that they could take advantage of.

Selectman F. Byron stated that one of the requirements of the BOS contained within the investment policy that was just approved is that we have the Town Treasurer come in and present to this Board on

a periodic basis her investment and everything else and believes this Board should request the Treasurer to attend the meeting, present to the Board the investments and to what she has done as well as to review with the Board the requirements in the policy as far as the banking goes for the Town. Administrator Hoch suggested that this be put on another agenda on a meeting yet to be determined.

Selectman F. Byron motioned to the Board to cancel the meeting of May 28th. Selectman P. Jewett seconded the motion. The motion carried 3-0-1.

Selectman B. Lemire motioned to adjourn the meeting. Selectman P. Jewett seconded the motion. The motion carried 4-0-0. The meeting adjourned at 9:55 pm.

Approved by the Board of Selectmen - May 14, 2012