

TOWN OF LITCHFIELD BOARD OF SELECTMEN

August 13, 2012

Selectmen's Meeting

Members Present: John R. Brunelle, Chairman
George Lambert (Vice Chair)
Frank Byron
Brent Lemire
M. Patricia Jewett

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Minutes of July 23, 2012
2. Error Correction abatement - Map 14, Lot 176
3. Authorization of TA to vote for Primex Trustee Election
4. Authorization of issuance of Town Credit Card to Karen White
5. Land Use Change Tax - Map 17, Lot 41
6. Application for reimbursement for forest lands
7. Approval of Accounts Payable Manifests for payment August 13; ratification of Accounts
8. Payable manifest for payment July 31 in the amount of \$2,714.40 and August 7, in the amount of \$1,169,017.99
9. Approval of Payroll Manifests for payment August 16, ratification of Payroll Manifest paid August 1 in the amount of \$41,757.09 and August 9 in the amount of \$40,343.04 and prospective Payroll Manifests for payment August 16.
10. Prospective approval of Accounts Payable manifest for August 21 for items that cannot be deferred to August 28

Approval of Consent Items

Selectman B. Lemire motioned to the Board of Selectmen to approve the items for consent. Selectman Jewett seconded the motion. The motion carried 4-0-0.

Selectman Lambert is now present

Request for Items - Other Business

Selectman F. Byron would like to talk about Roadside Advertising signs

Interview - Mike Caprioglio, prospective Planning Board member.

Members of the Planning Board interviewed and recommended to the Board of Selectmen Mike Caprioglio as an alternate to the Planning Board.

Members of the Board of Selectmen interviewed Mr. Mike Caprioglio, 12 Brandy Circle, Litchfield. Selectman F. Byron asked why he wants to be on the Planning Board. Mr. Caprioglio stated that he has been a resident of Litchfield for 15 years and has two children and is fascinated by how the Town runs, especially the planning side. He thinks the town is going to have a lot of opportunities with the expansion of 93 with exit ramp off the airport and thinks that the work force housing will be a big issue for the Town, and thinks the Planning Board will need help to get this past the voters and/or find a solution to it and believes there needs to some commercial growth; nothing to a point of large industry which he doesn't believe the town can sustain, but some mom and pop businesses or small industry that could go in. Mr. Caprioglio stated that he has had no Planning Board background, but he was always asking why certain things were happening in the Town and was told that he should just get involved in the Planning Board. Mr. Caprioglio is willing to learn, and will show up to all the meetings, and will give his input when desired. Mr. Byron stated that the Planning Board meetings are twice a month and sometimes there are also site walks that occur and he asked if Mr. Caprioglio is able to make those commitments. Mr. Caprioglio stated that he was, site walks in the evening and weekends are fine but during the day he works in Massachusetts so those would be difficult to attend. Selectman Lemire asked Mr. Caprioglio if he brings to the table any unique experience in either a business sector or life sector that could benefit the planning Board. Mr. Caprioglio stated that he helped started a consulting company, he has established a business from scratch, and has helped to run an organization and stated that he brings technology aptitude. Mr. Lambert asked where Mr. Caprioglio sees Litchfield 15 years from now; being on the Planning Board, what would you like to say that you did to improve this community looking back. Mr. Caprioglio stated that you maintain a consistent growth pattern, so that you do not greatly affect the running of a Town from the school aspect to the Town aspect and hopefully, the farms are still there, the community aspect of 3A are still there. He believes the North end and South end, where you have more of the commercial zones can be more of that transition area, but hopes that the part of 3A where you have all the farms are still there as part of the Town. Mr. Lambert asked Mr. Caprioglio if he would see value in finding growth that was consistent with keeping rural and farm infrastructure and an office park. What sort of things do you hear people in this community valuing. Mr. Caprioglio stated that he believes you can put some of that in, it is all on how you design it and put it forth to the town. He believes it is important to blend the business into the environment of the Town. You don't want a 10 story glass office building in Litchfield, that would never happen, but if you are going to put a business in, have it integrate into the landscaping of the town, so it blends in with the landscape of the community. Mr. Lambert asked about his thoughts on the 10 story glass office building, and Mr. Caprioglio commented that he believes that something that drastic that takes away from the fabric of the community, it should be brought to the voters to decide what kind of zoning changes they want. He believes that the people of the community need a say. Selectman Jewett asked Mr. Caprioglio if he has any connections with any of the developers or if he owns a large plot of land that he would want developed. Mr. Caprioglio stated no, there is definitely no conflict of interest. Mr. Lambert asked Mr. Caprioglio how he would go out and educate the people to make sure that we get our planning right; how do you engage people early enough in the process to get them educated to

make good decisions. Mr. Caprioglio stated that things that were talked about at the Planning Board meeting was how do you get response and talked about the dump having people there with maps, or sending it home in the HLN, but he thinks that the problem with anything you do in government; you can ask for all the input you want, but you are going to get what you are going to get, and people won't say anything until they complain. Mr. Caprioglio believes that you're never going to make everybody happy and believes that the Planning Board can ease some of the pain.

Selectman Frank Byron motioned that the Litchfield Board of Selectmen hereby appoints Michael Caprioglio to the position of Planning Board alternate for a term that will expire in March of 2015. Selectman Lambert seconded the motion. The motion carried 5-0-0.

Interview: Steve Perry prospective Planning Board member

Members of the Planning Board interviewed and recommended to the Board of Selectmen Steve Perry as an alternate to the Planning Board.

Members of the Board of Selectmen interviewed Mr. Steve Perry, 5 Lydston Lane, Litchfield NH. Mr. Perry has already served as a member of the Planning Board for a number of years, and was also the Chairman for 3 or 4 years. Mr. Perry was also a member of the Board of Selectmen for 4 years, 1 year being the Chair. Mr. Perry stated that he committed to helping the Planning Board out trying to work through a workforce housing ordinance as well as multi-family, we are trying to set up a district somewhere in this town where we can try to make it fit without standing out; in doing that the processes of not having much to do with the town anymore other than that, Steve heard that a large parcel of land in the South of the Town was up for auction and it is one of the larger parcels that has had some concern before about workforce housing coming in, so Mr. Perry stated that it was really that that pushed him over the edge. He thinks the Planning Board could use a little experience, and he could offer that in helping them out and get them through that process and would like to be part of that process as well. Mr. Perry stated that he believes it is important for everyone in the community to do something to give back. Mr. Perry was also intrigued with the gas station at the north end of town that was at the ZBA last week and Mr. Perry has a little bit of a concern about the fact that something as simple as a gas station can't get put in this town because it is in an Aquifer district. Mr. Perry is hoping that they can still to continue to work forward and the Planning Board can see a plan for that, because it is small business like that, that is really going to help this town. Mr. Perry stated that we need to make zoning a little more plausible so that it is conceivable to happen. Selectmen B. Lemire motioned that the Litchfield Board of Selectmen hereby appoints to appoint Mr. Steve Perry to the position of Planning Board alternate for a term that will expire in March of 2015. Selectman P. Jewett seconded the motion. The motion carried 4-0-1.

Public Input:

No members present

Police Chief: Review of MRI Report; discussion of future vehicle replacement

Chief O'Brion stated that he had a number of items on the MRI that the Board received paperwork on. The Chief wanted to highlight some of the things that are going on and some of

the things that got completed. The entire packet is completed; there is always ongoing policy updates in areas such as use of force and state statutes. The policies are updated every three years. Some of the top ones that the department looked at were evidence procedures, which the department went through completely, detention policy, use of computers and performance evaluations. Many of those were addressed and new policies came out. Chief O'Brion stated that one of the new things he started was connecting more of the department in policy review, so he put the policy in Google Docs and it goes to all of the officers for input, it is not just one person looking at the policies. One recent policy update was the Taser policy, Sergeant Costa was sent to Taser training and there was a number of deficiencies that he came back with that were in our policies such as the amount of time training. Those have been revisited and cleaned up; now, everyone is trained the way that Taser says they should be trained, so they cover you liability wise. One of the other highlights of the MRI report was the state accreditation, that is no longer offered by the state. The PD has gone through all of our policies and have exceeded what the state requirements are. We continue to update our policies to make sure we are doing, basically what CALEA recommends. The Board over the past couple of years has increased the PD training budget, the PD is now able to put on a month to month training for our officers that cover 4 hours a month, which meets our 8 hours minimum. In the past it was just the 8 hour minimum, now we are doing 4 hours every month, the officers are getting the appropriate balance of training. We have officers within the agency that are able to teach some of the younger officers. Corporal Houle, who came from Derry as an investigator, is able to share a lot of training with investigation skills such as how to take fingerprints, photographs, shoe wear impressions, stuff that gets cases solved when we have burglaries in town. Selectman Jewett asked the Chief why the State decided that they were not going to do the accreditations. The Chief stated that it was his understanding that it was the language for the part time officers. The national accreditation is not big on having part time officers. Selectman Byron asked the Chief to talk about the issues with prior computer systems/document storage areas. The Chief stated that he is working with Jason and King Information. The Chief stated that they have their records retention area in the back room that holds 6 years of records, that is not a lot of records but fills up the entire room. In the basement of Town Hall they are absolutely full, these are documents that they have to keep, so they have been looking at the way other agencies do it and King Information came in and did a study on Litchfield's department and how they can better keep records that are mandatory by the state and he thinks they came up with a pretty good idea of how to keep a majority of their records, starting in January of this year and moving forward in a file system here, and keeping a lot of material in the computer and not printing out copies of every single report. Any additional information that they receive, storing that a different way, than just making a file. For arrest reports, after there is a conviction and no more appeals, they need to go through some of those and thin out the paperwork. They said on average they have 37 pieces of paper on each file that they generate. If a case is disposed of, there is no sense keeping the court dockets, notices for court hearings and things like that, those things can be taken out and destroyed giving them more space. We are looking at January 1 as a starting date, moving forward. You still have to keep the records itself, but you can destroy notices for discover, etc, because they have already been complied with. Mr. Hoch stated that there are about 200 items in here and what the Chief has done is give you the top level surface view. We have gone through every item and you will see the

Chief's comments and my comments and flags for further action. The Board will likely be seeing some of those further action things crop up in budgets or other requests from the Chief and Jason going forward.

Future Vehicle Replacement

Selectman J. Brunelle wanted to remind the Board that about three years ago, we went into a lease with the current 4 front line vehicles, they are now due to be rotated into the back end, and we now need to address the issue that we were trying to avoid three years ago which was what are we going to get for a car, the Crown Vic is no longer being manufactured, and that is going to cause us to incur a significant capital investment because we have to change the cages, light gear, all protective gear, etc. Selectman Lemire stated that he was told that the new Interceptor was made specifically to allow these cars to be rotated. The Chief stated that they do not, but that was the intent. Selectman Brunelle stated that the gear that inside some of these cruisers have already been rotated for the last 10 years. Selectman Lemire stated that part of the selling point that he has been given is that the Interceptor was specifically made to address that compatibility issue with Police Department, because the request that he has been exposed to for different types of vehicles, we ask them to go back and give us all the information as to why they couldn't use the Interceptor, and the information we have is that we can do the Charger, Impala, or the new Interceptor and the Interceptor would be compatible with the Crown Vic. Chief O'Brion stated that he was told they don't retrofit. Selectman Brunelle stated that he doesn't see how they can, they are a narrower car. Chief O'Brion stated to the Board that if they look at the new 2013 car purchase, it shows the 2013 Ford sport utility which is on the Taurus frame; it is the SUV looking vehicle. This car under NH State bid is \$24,781. This is an all wheel drive vehicle. According to the reports, it gets 17 mpg with the ecoboost engine. The second vehicle is the 2013 Ford sedan which is the Interceptor, also all wheel drive. They are estimating this vehicle at 17 mpg with the ecoboost engine, also built on the Taurus frame. The difference between the sedan and the sport utility is roughly \$1,600. For \$1,600 you can either have the 4 door sedan or the all wheel drive sport utility. Selectman G. Lambert asked if we have a total cost difference in terms of running it, gas mileage, maintenance, any other issues. The Chief stated that they are still going to have the 3 year warranty covered by Ford, which we use now. We use Londonderry Ford for maintenance for our vehicles, they have been above and beyond with us. The Chief stated that he contacted Chevy about two weeks ago, and about a week and a half later they called him to tell him that they couldn't give him the state bid price, but he did get two state bid prices from Ford the day he called. Ford of Londonderry will take the vehicle right in if there are any repairs that need to be done. Selectman Lemire asked how we got away from replacing vehicles in a staggered manner. Chief O'Brion stated it was because the Town stopped following the cycle. Mr. Lambert asked about the high mileage and what was the problem. Chief O'Brion stated that the problem is the hours that are on it, you might have 7,000 miles on it, but say you have 5,000 idle hours on it, Ford says that is the equivalent of 32 travel mile for each idle hours, if you add that on it, it becomes unsafe. It is not a family car, it is a pursuit vehicle where you are going to an emergency and the public's life depends on the PD getting there. Selectman Byron raised two issues, Ford's maintenance document found on the internet states that the idle time is only applicable to the frequency of oil

changes and not the amount of travel miles on the vehicle. Selectman Byron also stated and found in the minutes of the original BOS meeting that the life of the vehicles was presented to the BOS as 4 years rather than the 3 years which the vehicle will be in 2013. He recommended that the BOS consider purchase agreements on two cars rather than the 4 being proposed. After more discussion between the Board and the Chief, Selectman Brunelle stated that they need to go back and look at the numbers for the cars and outfitting and whether we should lease 2 or 4 vehicles and bring it back to the Board at a later date.

Administrator Report

New Business

Auditing Proposal

Mr. Hoch stated that his plan is to request a proposal for another year of auditing services from Melanson, Heath. At this time, Jason has no strong inclination to change. Selectman Lambert asked if we have a need to put it back up for competitive bid this year, or are they the sole source provider because of the expertise they have in the current arrangement with Litchfield. Jason stated that it is a very small market of likely people that would bid, there will be very similar pricing. In the past, he has recommended changing auditors every 5 years or so to get a fresh set of eyes. We're not at that point yet, and Melanson's approach is giving us some of that benefit since they review core items each year and then drill down in slightly different areas each year. Administrator Hoch stated that he would like to request, with the change in staff and working with a whole new set-up with the bank to actually have them review our various bank authorizations and protocols. Selectman Byron asked if that requires an additional cost. Mr. Hoch stated that he would check with them and see, if it is he will let the Board know. Selectman Brunelle asked if they charge an hourly rate. Jason stated no, that our agreement with them is that we pay them a fixed fee for the service for the year, which is primarily the audit, which is the \$18,500 last year. They have been particularly good during the course of the year providing no additional charge for technical support and answering questions on a number of situations that come up during the year. Selectman J. Brunelle motion that the BOS ask the Town Administrator to contact Melanson and Heath for doing a bank control audit and get an estimate on what that cost will be and bring back to the Board at the next meeting for them to approve. Selectman B. Lemire seconded the motion. Selectman F. Byron motioned to amend the motion to state that if the cost of that audit is under \$2,000 that the audit should go ahead. Selectman J. Brunelle seconded the motion. The amendment carried 5-0-0. The main motion carried 5-0-0.

August 4th Lightning

On Saturday, the town hall took a near lightning strike; which interrupted the power and affected several pieces of equipment. Most issues have been resolved, but the following are still impacted and being worked with our vendors:

- PD Communications, all remote receivers and transmitters are non-functional
- Primary line 424-4046 is currently down into our telephone system
- Defective network ports on several computers (most resolved)
- Fire Alarm panel down (currently being worked on)
- Generator has a "LOW VOLTAGE" alarm, vendor has been called.

On Saturday the following services were impacted, but resolved:

- PD Station transmitter
- Phone System down for all departments
- PD IMC Mobile down
- No 911 inbound service or forwarding
- Secondary network switch down

There are still a few issues, but these are being worked on. Selectman P. Jewett asked if our insurance will cover all this. Selectman J. Brunelle stated that we have a \$1,000 deductible, and so far none of the cost has exceeded this. The problem would be if the phone system took a direct hit and failed, we would probably go through the insurance for that. The first problem is that the phone system would not be able to be fixed because it is so old, that we couldn't get all the parts. Selectman F. Byron mentioned that maybe PSNH through the installation of a main panel protectors could guarantee us protection against any loss. Selectman Brunelle stated that there is something that could be put in the panel, and doesn't know what it would cost, but should look into this. Selectman P. Jewett stated that with all the hours Mr. Brunelle puts in, she asked if that would include up to part of that labor? Administrator Hoch stated no, since insurance only covers out of pocket costs. Selectman Jewett stated that she wanted to be fair, and doesn't think it is right to expect John to put in 25-30 hours a week, and thinks it should be put in the budget for next year because you are going to have to pay one way or another. Selectman Byron stated that we should develop a cost estimate for the hours that John puts in and provide that to the Budget Committee so we don't get into a situation where all of a sudden John can't help us anymore.

Hillcrest Road state paving

Administrator Hoch stated that in case there is any confusion, the recent paving of Hillcrest was not done by the Town, but rather the state. As part of their managing through budget cuts, they have reduced the availability of some paving equipment for lesser traveled roads. It is not an approach to paving that the Road Agent would take on Town roads.

DOT has also clarified that they are no longer repainting center lines and fog lines on roads below 6000 average daily trips (a standard from the MUTCD). So, do not expect to see the lines return on the road. Mr. Hoch stated that we are not obligated to do this, though there is clearly a safety interest in having these lines. Mr. Hoch stated that we need to get pricing on it and also talk to DOT because it is their summer maintenance road. Mr. Hoch wanted to make sure that people understand that what is happening is not a decision of the BOS or the Road Agent for that work or the lack of lines. Jack and Mr. Hoch having a conversation with DOT about the process.

MS-4

Mr. Hoch has completed the MS-4 which has to be filed with state by Sept. 1. This is our report of anticipated revenues that is used for tax rate setting. If something dramatic changes between filing and tax rate setting, it can be amended.

Jason stated that right now he is showing anticipated revenues of \$2,113,647. The anticipated revenues are about \$75,000 higher than predicted at the time of setting the budget in January. Major areas of deviation are interest and penalties on taxes decreasing (which would imply that more people are paying taxes on time and older items are being paid) and motor vehicle registration revenue is increasing. Both of those items point to a strengthening local economy.

Nashua Telegraph Info Request

Administrator Hoch stated that he got a request about two weeks ago for payroll data and other information from the Nashua Telegraph. Most of which is public Information. The tricky part was extracting the data in a useful report out of system, most of it was pulled but there were one or two things that flagged as a potential concern to him. Jason ran them past Counsel and the paperwork Jason has shown that exchange, the data we were able to extract from both payroll reports and an internal tracking spreadsheet we had, we were able to provide the Telegraph with what they were looking for.

Permission to maintain rock wall and flower bed

Mr. Hoch stated that there is a request attached for permission to maintain a rock wall and flower bed on the Old Grange Lot. Current and prior abutting owner has maintained Town property by mowing it. (Unclear about if this informal understanding ever formalized.)

Current property owner removed some dead trees and installed a short wall around a pre-existing mulch bed site. Somewhat unusual in that our property line is directly adjacent to the abutters driveway.

Property owner clearly states that he understands he has no claim on the Town property, but is trying to maintain the landscaping of the lot and the property.

Since this is a use of Town property, it should be formally approved and recognized by the Board.

Selectman B. Lemire motioned to the BOS to allow the homeowner to maintain the Town property as long as it is recognized that it is Town property and homeowner has no stakes in it. Selectman P. Jewett seconded the motion. The motion carried 5-0-0.

Renaming of Sterling Way

Mr. Hoch stated that there was a request from St. Francis of Assisi Parish to rename Sterling Road to St. Francis Way. Accompanied by signed petitions in support of the concept. Letter attached. Supporting documents from church in Informational Folder. The Fire Chief and Police Chief have no issues. The Board discussed the associated subdivision and potential concerns about replacing a family name. Selectman J. Brunelle stated that unless there is a motion made, we should defer this until the next meeting and look at the subdivision plans. Selectman G. Lambert motioned to rename the present road Sterling Road to St. Francis Way. Selectman F. Byron seconded the motion. The motion carried 4-0-1.

Mosquito Control District membership expansion

Mr. Hoch stated the Legislature changed membership of the Mosquito Control District this year allowing it to go from from 3 to 5 members. It was at the request of District to make that change. That law has been approved signed and effective July 28, 2012. Mr. Poulos asked

Mr. Hoch how they go about this and Mr. Hoch told him that normally the committee meets with the prospective members and makes a recommendation to the Selectmen and the Selectmen meet with them. Mr. Hoch went back to see how it was approved and sent it over to Counsel. The original language refers to three. Counsel stated that the reference to 3 was informational because that was the only option you had in 2007. It is counsel's opinion that the Selectmen could increase the membership without Town Meeting approval. However, Mr. Hoch is mindful that there are people that may perceive doing so as contrary to the 2007 warrant article. Realizing as much, he sees this as potentially more of a political decision, whether to increase the number of members on the Committee on their own authority, or to submit the question to the voters. Mr. Hoch stated that the overhead for this committee is minimal (under \$1,000), they do have a contracted service for the bulk of the work but it also is a group of volunteers who are interested.

West Nile Presence

Mr. Hoch stated that he wanted everyone to be aware that 15 positive mosquito batches were collected in Manchester last week and in response the state has decided to raise the human arboviral risk for the greater Manchester area to moderate. There has been none in our Town but it is in surrounding towns.

Utility Assessing

Mr. Hoch received a letter from Avitar explaining that with Gary Roberge's retirement that they are no longer going to be doing utility valuation. The recommendation is to use DRA's values. As you know, we are currently navigating through a Superior Court case involving the significant difference between Avitar's value and DRA's. We may wish to use an independent utility assessor. At this point, Jason does not have a recommendation as he would like to see how a few things take shape:

1. Resolution of Pennichuck case -- there is always a possibility of a negotiated settlement involving a change to valuation looking both backward and forward. If you lock into an agreement there, the balance of utility property is probably not worth pursuing independently.
2. Review of DRA's valuations this year relative to our current listed values -- estimating potential loss of tax base and converting it into a dollar amount. Also, want to see the timeliness of delivery of DRA's values -- Jason recalls some towns being delayed last year awaiting those values for tax rate setting.
3. Anticipated price for independent utility assessor. There are not many in the state.

Old Business

Account Review - YTD Spending

Last week, Mr. Hoch worked on the three part exercise of reviewing detail transactions for all departments Year to Date. From that review, he flagged a handful of items for correction -- nothing overly concerning - it is usually easier to see problems a few months in when you can look at the big picture and pattern of transactions rather than individual items. There were 3 types of problems -- first, general account choice/entry errors (of which there were a handful and a usual occurrence); second, mislabeling attributable to confusion in the chart of accounts - these should largely go away with the streamline chart of accounts for next year and third,

payroll data entry related problems - these are largely attributable to the high level manual adjustments and data re-entry required in the current payroll system. Using the corrected year to date spending and general knowledge of where departments are on various items, Jason made a first pass projection at anticipated spending through the year relative to budget. For each department, Jason ran a line by line review. Jason has shared those with departments with specific questions on some items in order to tighten up the projections and as a tool for them to use in developing next year's budgets. Once he gets some feedback from departments, he will pass along a number about which he has greater confidence. The short answer at the moment is that we're trending well with spending against approved budgets -- no dramatic steps need to be taken to change spending at this point. In fact, some items that departments may have back burnered can be moved forward. Overall, Jason does not anticipate the kind of end of year balance that we had last year (recall, there were a handful of unique circumstances that gave us a larger than usual balance at year end.)

Compass Program

Mr. Hoch stated that at the last meeting, he mentioned LGC's Compass Pilot Program incentivizing lower cost health service choices. We've been accepted in the pilot program - they're interested in having a small town model (so far, they have Rochester, Merrimack participating.)

Mr. Hoch attached information. Our obligation would be to promote with employees. The concept has been well received in casual conversations he's had. Basically, when you need one of the services on the list, you contact Compass, they suggest a list of lower cost providers in the Anthem network. You then make whatever choice you wish and have the procedure completed. Compass gets data from Anthem on only those services. If you opt for the lower cost provider, you receive a check back. No additional paperwork is required from employee.

Dispatch Coverage/OT

Based on the question at the last meeting and in doing the overall review of accounts and spending to date, it appears the one area where we miscalculated anticipated budget was in Dispatch. As Jason has mentioned before, we have 2 dispatchers and fill coverage when one or more are gone with part-time police officers. We charge the coverage of those officers to dispatch rather than part-time officers since they are not functioning as officers in that role and could overstate the actual use of part-time officers in that budget line.

However, what we failed to contemplate when projecting this year's budget is a factor for routine coverage of vacations, etc. This is a space that generally has to be covered when one of the two staff are gone. Over the past several years, there has been extended use of unpaid leave - meaning that the coverage for routine items and this leave ended up being offset and the "true cost" hasn't been reflected in spending for several years. This year, running basically at regular capacity, we still need to cover regular earned vacation time and occasional personal and sick time. We will be adding a factor for this into the 2013 budget. So, the numbers reflected in the expense reports are accurate. The overtime estimate was fairly low, with an original plan of an occasional incident that required some holdover. This approach didn't leave space for an

occasional partial shift coverage by one of the regular dispatchers, participation in training etc. (while we moved officer training to one line, inclusion of dispatch would again confuse the two items.) This, too, will be more clearly outlined in the 2013 budget.

Fee Update

Selectman J. Brunelle stated to the BOS that in their packets, the Departments have taken a look at the fees that we charge and made some recommendation and suggestions and Selectman J. Brunelle suggest the the Board reviews it before the next meeting and will take it up on the agenda for approval.

Fire Department Water Connection

Mr. Brunelle stated that the Fire Department now has Pennichuck Water, no longer coming out of the well.

Hazard Mitigation Plan

Staff held first meeting on Aug. 1. Jill Longval from NRPC outlines process and we began compiling information. Next meeting in Sept. She's putting together a website to compile working documents. We are required to do this every 5 years, we should be done by December based on the schedule NRPC has outlined.

Page Road

The Page Road project is awaiting Fairpoint to move wires so pole can be removed and final paving can be completed. At the end of July, Mr. Hoch reached out to our contact at Comcast, Bryan Christensen (who you may recall from franchise renewal meetings). Bryan got the right pieces in motion quickly to get their field team out there to move cable wiring. Jason had 2 updates from the field supervisor over the past few weeks advising of status (they were delayed waiting for Fairpoint, as well.)

Roof Replacement

We have received 3 bids for roof replacement. Prices between \$38,450 and \$52,960.

All bids are valid bids meeting the specifications as outlined by the Building Inspector/Facility Manager (remove old shingles, add ice and water shield, aluminum ice shielding at edge of roof, flashing in roof valleys)

The low bidder is Gray's Contracting. Additionally, this firm has specified use of Iko shingles. Iko is the successor firm of the company that made the shingles on the current roof. The intention here is to meet with the Iko representative in order to seek resolution for failed shingles.

Mr. Hoch recommends accepting the low bid and directing finalizing agreement.

Selectman B. Lemire motion to the Board of Selectmen to award the contract in the amount of \$38,450.00 to Grays Contracting to replace the roof. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

Personnel Policy Work Session

Selectmen J. Brunelle stated that the personnel policy is out there, there is a lot of feedback, but we need to get this on schedule.

Budget Review Work Session

Selectman Brunelle stated that he has gotten feedback from Mr. Byron and Mr. Lemire that Saturday the 22nd was a good day for the Work Session, Selectman Jewett had no problem with that date but Mr. Lambert stated that this day was not good for him. Mr. Lambert had no problem with the rest of the Board meeting on that date. The Idea is to get through some of the larger budgets. Mr. Lambert stated that he will try to make it for a couple of hours if possible.

Performance review approach

Mr. Brunelle stated that Jason and himself have been talking about their desire to review the Fire Chief, Police Chief and some of the other major department heads. Mr. Hoch mentioned that we have had this in the pipeline for a while - need to develop an approach for performance reviews for department heads. Jason would recommend considering an approach that has the department head develop a self evaluation identifying those items of strong performance and those areas needing improvement. Following this would be a review of progress toward the last set of mutually agreed goals, noting items of completion, incompleteness and items that may have arisen that have altered progress. Lastly, would be a recommendation from the department head of priorities for the coming period. The Board could then respond to these items with a brief narrative of its own, noting areas of success and areas for improvement and concurring or adjusting the goals for the next period. Mr. Hoch has found that this approach allows both sides to generate a conversation about performance and goals and feel that it can be more instructive than many numerical/grading type systems. Mr. Brunelle stated that he would like to see the final draft from the Police Chief by the first BOS meeting in September.

Web site updating & minute posting

Mr. Hoch stated that there are 2 items here -- first is older nonpublic minutes that had been released last year. Jason believes those had been forwarded to John and hard copies provided for Town Clerk records. Jason needs to go back through his list of releases at the time and confirm that they are in both places.

Second, there are some additional non-publics for the intervening period from last year through spring that Jason needs to review agendas and notes to confirm what needs to be where. He has let this drop lower on my to do list and should have a window of time over the next 2 weeks to try to get those items cleaned up.

In terms of web publishing - John and Jason have discussed revising our approach again based on the tools available to us that we're using in the BOS dashboard - this may make the process more efficient.

Goals

Mr. Brunelle deferred this to the next meeting - need more input from Board members.

Items moved from consent

No items moved

Selectmen Reports

Selectman P. Jewett mentioned that she attend a conservation meeting, There is a possibility they are scheduling a clean-up day along Rte. 3A on the 8th of September.

Other Business - Roadside advertising

Selectman F. Byron stated that he is seeing an abundance of signs going up around Town for advertising for things like Karate Studios, Painting, etc. without coming in front of the Planning Board for a sign permits. Mr. Hoch stated that the Road Agent is chasing them as they go up when he is out doing inspections. Administrator Hoch mentioned that what he asks is if people are seeing something give the Town a heads up that it is out there. Selectman J. Brunelle stated that the Road Agent and Highway department can pick up the signs when they are out driving around.

Selectman J. Brunelle motioned to the BOS to go into nonpublic per RSA 91-A:3II (a) & (c). Selectmen B. Lemire seconded the motion. Roll Call Vote: Selectman Lambert - yes, Mr. Lemire - yes, Selectman Byron - yes, Selectman Jewett - yes and Selectman Brunelle - yes.

The public portion of the meeting adjourned at 9:00 p.m.

Approved August 27, 2012