

TOWN OF LITCHFIELD BOARD OF SELECTMEN

September 10, 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
5:45 p.m. Non-Public Session per RSA 91-A:3 II (c)
6:00 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Minutes of August 27, 2012
2. Approval of Accounts Payable Manifests for payment September 10: ratification of Accounts Payable manifest for payment September 5
3. Approval of Payroll Manifest for payment September 13: ratification of Payroll Manifest paid September 6
4. Prospective approval of Accounts Payable manifest for September 18 and Payroll for September 20

Approval of Consent Items

Selectman G. Lambert **motioned** to the Board of Selectmen to approve the items for consent. Selectman P. Jewett **seconded** the motion. The motion carried **5-0-0**.

Request for Items - Other Business

Review of Workforce Housing Analysis
Technology Update

Interview - Valerie Hardy - Mosquito Control District

Valerie Hardy, 8 Old Stage Road, Litchfield NH. Mr. Brunelles stated that Valerie was pushed forward by the District as a membership in the Mosquito Control District. Mr. Brunelle asked Valerie why she wanted to become a member of the Mosquito Control District. Valerie stated that she has been a Litchfield resident for 7 years and she cares about the environment and cares about diseases that are carried by mosquitoes and ticks. Valerie stated that she has lived in New Hampshire since 1972. Mr. Byron inquired whether Valerie's interest in Mosquito Control

is mostly because of the environmental aspects of it. Valerie stated yes and the diseases that mosquitoes and ticks cause, and she brought a video to the Stage Crossing condo's to show the people about lyme disease, because she believes people should be informed about what lyme disease can do you and is very concerned that people do not have the knowledge that they should have to protect themselves. Mr. Byron asked Valerie if she has had a chance to attend any of the Mosquito Control meetings. Valerie said no, that she has been on two interviews with the Mosquito Control District. Valerie stated she met with Mr. Poulos and he informed her about what the District is about. Valerie also stated that she is retired and likes to stay involved in the Town and for the last 2 years she has been volunteering with Campbell High School robotics team to raise money for the robotics. Mr. Byron asked if she was going to be able to dedicate the time necessary to be able to fulfill that position; they are meeting about once or twice a month. Valerie stated yes she can fulfill that position. Selectman F. Byron **motioned** to the BOS to appoint Valerie Hardy to the position of Mosquito Control District Member for a term that will be expiring in March of 2015. Selectman P. Jewett seconded the motion. The motion carried **5-0-0**.

Public Input:

No members of the public present

Administrator Report

New Business

Authorization for Treasurer for bank agreements

Part of the account updating with the bank is a reissuance of master agreements for accounts to incorporate the features of the new eTreasury program.

There are two agreements to authorize the Treasurer to sign. The first is the master agreement covering all core accounts and the second is for the EscrowDirect system. The EscrowDirect product will be where all development escrow accounts will be placed -- it allows for clearer tracking and accounting than our current system. It will also be the location for various sub accounts that you see on the monthly reconciliation lists (the funds held separately from the General Fund by the Town that are not on deposit with the Trustees of Trust Funds.) Those sub accounts will probably not move right away as they are getting a better interest rate in the CD in which the Treasurer has them invested. This is part of our ongoing transition to our new accounting system, bank management system. About a month ago the people who use the system had some training from the bank, we were able to configure all the accounts of the different users appropriately. We had discussed about a month ago having the Auditor's review that control system, that will be in place now that people can find their way around this system.

Sharon has reviewed these documents and recommends approval. Within each of those documents is a request of the bank that the treasurer be duly authorized by the governing body to enter into such agreements. Selectman Byron asked when the auditors will do their due diligence on the structure or configuration of the system. Mr. Hoch stated that he is hoping in the next week or two. Mr. Byron also asked if we could run a system without having this approved.

Mr. Hoch stated that this is the overall system, we have been using a system for a couple of years now. This is the replacement updated system. Within that system there are different levels of users, something that really wasn't being managed before, so we actually have it set now so specific things are only reserved to the Treasurer and Deputy Treasurer. The things that this is being used for is statement lookup, tracking, the Treasurer has the ability to do stop payments from here, and direct deposits are uploaded by staff and authorized by Treasurer. After further discussion amongst the Board, Selectman J. Brunelle **motioned** to the Board to authorize the Treasurer to enter into agreement with the bank for the master agreement that covers the eTreasury services. Selectman B. Lemire seconded the motion. The motion carried 5-0-0. Selectman J. Brunelle **motioned** to the Board to authorize the Treasurer to enter into agreement for TD Bank Escrow Direct Service for Governmental entities. Selectman B. Lemire **seconded** the motion. The motion carried **5-0-0**.

Fire Department Open House

The Fire Department open House is Sunday, September 16 between 1 and 4. There is parking at GMS with shuttle service.

There is a flyer attached. Deputy Chiefs have advised that this notice is on cable and going to the schools.

Pistol Permit denial

Part of the Board's paperwork review usually includes pistol permits recommended for approval by the Chief of Police. Unless a concern is raised, the Chair signs the permit. However, in cases of a recommendation of denial of a permit, the process had been a little fuzzier. Based on an appeal of a denial heard earlier this year, we are looking for a better way to make sure that the Board, as issuing authority, is actively aware of a denial as well as approval.

To that end, Chief O'Brion and Jason have collaborated on the format of materials the Board saw for a recent recommended denial. While Jason does not want to discuss the individual circumstances of this denial, he does want to get some feedback on the level of information and expectation. All of the information provided by the Chief was allowed to be released and he provided an itemized list of reasons for his recommendation. This would be the type of letter that, in the past, would go to the applicant. A coversheet was added that referenced the letter with a signature block for the Chair to sign the denial. Mr. Hoch asked the Board if this level of detail too much, too little, acceptable. Mr. Brunelle stated that he was fine with it. Mr. Byron stated that the only thing that he wants to be sure of, is that the letter that goes back to the applicant who is denied also contains the information on their appeal rights. Mr. Hoch stated that the standard letter that the Chief would send out has his letter with the RSA attached that list the appeal process.

Pennichuck Superior Court Filing 2011 taxes

The Town has been served with Pennichuck's Superior Court filing for abating their 2011 taxes. This accompanies their 2010 filing. A copy has been forwarded to counsel.

Prosecutor Contract renewal

Chief O'Brion has provided a contract renewal for Lonnie McCaffrey. The terms of the contract, other than compensation, are the same as previous contract (also attached for reference). Cost of services reflects an increase of 2% from \$58,000 to \$59,160.

The Chief continues to speak highly of Lonnie's performance in handling our cases at District Court as well as being a good resource/mentor for our officers.

There was some discussion amongst Board members on whether they should go out and look for other alternatives and reinvestigate. Mr. Brunelle stated that Mr. McCaffrey is a professional that is already working in the Town and has had a positive reputation in the court. After further discussion, Selectman G. Lambert **motioned** to the Board to approve Mr. Caffrey's contract for this year and go out and do a review to find out if we would like alternative service next year in coordination with the current prosecutor, Police Chief, and the Board of Selectmen. Selectman B. Lemire **seconded** the motion. The motion carried **4-1-0**.

GIS Services NRPC

Mr. Hoch met with the new GIS Manager from NRPC and discussed potential benefits of working with NRPC and what Jason felt might be useful for the town to consider in moving a process along. She is meeting with a variety of towns to gauge where people are in terms of GIS. Jason's hope is that this may allow us develop a more robust use of GIS beyond requesting display maps from NRPC, but without the significant expense of building the whole system and capacity in house. We also discussed the possibility of using their existing parcel data to update tax maps so those base maps could be a foundation for GIS rather than just display maps. Jason will be getting a proposal from them.

Old Business

Accounts Payable/Accounts Receivable review

Mr. Hoch stated that the Board has those reports. Jason stated that there is nothing at this point that is striking him as alarming; there are a couple of receivables that Karen is trying to chase down, matching up paperwork. For accounts payable, we are in pretty good shape, Jason does not see any trends that are unreasonable at this point.

Accounts Receivable - Mr. Brunelle stated that he was looking at the ambulance report, and asked of this was the outstanding (not paid) items and wanted to know if we actually have \$25,500 outstanding. Mr. Hoch stated most likely, because we probably just sent out some recent bills. Mr. Byron had a question on the mechanics of the ambulance report. Mr. Byron wanted to know if we send out an insurance claim to the people who use that, or is that sent out by Hudson. Jason stated that it is all sent out by Hudson, we are not the primary biller. When Comstar (Hudson's contracted biller) works through their entire process and it hits 90 days, it then bounces back to us, and we will pursue those. Mr. Hoch stated we are finally seeing the utilization of ambulance service that has been going unbilled and uncollected. Selectman Byron

had a question in regards to the numbers for Police as well as Fire for Mel's Funway; do they also represent penalty? Jason stated that is what they represent. This had never been calculated since October of 2011, so Jason had to go back and recalculate all those, which has been done and invoices sent out. Mr. Byron also asked if we have a new agreement in place with them. Jason stated that they have spoken about an agreement for this season, given their history over the past couple of years, it is very seasonal in what the funds have been; there has been nothing formalized yet because we are at the same time waiting to understand what their needs will be for the season. Their fire protection engineer is getting the plans to the Fire Marshal's Office and we have been expecting those in the next couple of days. Mr. Brunelle stated that they do understand that they have to pay the late fees that they owe us. Mr. Hoch mentioned that they have talked about that and also talked about changing the payment approach this year so we actually get a deposit before hand.

Budget Review Schedule

Mr. Hoch stated that he is working around the schedule of Selectmen's meetings, various department availability and trying to have adequate time for review for everything prior to Budget Committee, he has a schedule put together that seems to work in terms of timing of everything.

NHMA Legislative Policy Conference

Mr. Brunelle asked what member of the Board would like to represent Litchfield at the NHMA Legislative Policy Conference. Selectman F. Byron will attend on behalf of the Town. Selectman J. Brunelle **motioned** to the BOS to appoint Selectman F. Byron as our representative to attend the NHMA Legislative Policy Conference. Selectman B. Lemire **seconded** the motion. The motion carried **4-1-0**.

Snow Removal Fines

Jason stated that part of the discussion we had regarding fee schedule; these are fines and should really be part of a modified ordinance rather than approved on a fee schedule. Jason handed out a copy of the Ordinance language which can be adopted with public hearing. Jason stated that in his review, there is no requirement for newspaper posting of this. If the Board is more comfortable with newspaper posting, please advise and he will schedule accordingly. The present policy that was adopted in 1971; the language of the ordinance had the fine set at \$20.00. We are modifying this fee to \$100 and the way to do that is to modify the ordinance. Selectman G. Lambert **motioned** to table this to a time certain of 2017. Motion **failed** due to a lack of a second.

Fee Schedule Adoption

Fee schedule for adoption. Upon further research, Town Clerk is not recommending changing dog fees at this time. Jason stated that what he is asking the Board to approve is the standing list of things with the few things they talked about last time. Jason noted that he has pushed Solid Waste fees to end with note of "previously adopted". Selectman B. Lemire **motioned** to approve. Selectman G. Lambert **seconded** the motion. The motion carried **5-0-0**. The fee

schedule adoption will go into effect on October 1, 2012.

Hillcrest Striping

After it became clear that the state was not in a position to stripe Hillcrest and that their cost to stripe was the same or greater than the deal that Jack could get, he authorized his contractor to proceed on Friday (allocating a portion of his road striping budget line for that purpose).

Awaiting paperwork from DOT to formalize striping.

Also, Jason is expecting an anonymous donation for the full cost of the striping. Once the final price is in and check is received, he will schedule the public hearing for acceptance of unanticipated revenues. -- should be for meeting on 9/27. Because we are putting striping on a State road; the appropriate protocol would be to actually have that recognized by the State. Mr. Lemire wanted to make it clear to the public that the Town did not pave Hillcrest Road, the State shimmed it. It is not paving.

LGC Compass Pilot Program

Jason stated that he has an agreement that he intends to execute with LGC regarding the Compass program. This is the referral program that will provide a cash rebate to employees for opting to have certain medical services done at preferred locations. The commitment for the Town is to promote the program and provide feedback. There is no cost to the Town and no other binding commitments. Selectman B. Lemire **motioned** to authorize the Town Administrator to execute the Compass agreement with the Local Government Center. Selectman P. Jewett **seconded** the motion. The motion carried **5-0-0**.

Town Seal Policy

Jason stated that as he said in the last meeting; this is a discussion piece that came across the Municipal Management server. Jason thought that this was not a bad idea and the Town of Auburn had a really well written plan. Mr. Brunelle stated to the Board that he would like them to read this policy so that it can be voted on at the next meeting.

Vendor Payment

Mr. Brunelle stated that at the last meeting, Selectman Byron brought up a concern from a vendor saying that we were not paying our bills within 30 days. This prompted Jason and the office to pull this vendor's records to validate that we were paying them in a timely fashion. Mr. Lemire stated that just to let everyone know the invoice was dated 6/21 and the check to pay them was on 7/10. Mr. Brunelle stated that one of the things he would like to do and get the Boards approval on is to take some of the normal bills from those committees and just have it processed by the Town; electricity, phone, internet connection, water, gas, all the common utilities; have it paid from the Town. Anyone who does not have a full time department head managing that department should come through Town Hall. Jason stated that one of the other things he would like to see is for some of these Boards and Committees, their routine stuff, he

would like to see them spend their volunteer time volunteering and not paying bills, we should be able to make sure their electric and gas bills get paid. The other benefit that could come from it is that if we are running them through with one set of eyes, if something looks funny, someone who is looking at all the utility bills might catch it. Selectman J. Brunelle **motioned** that we start the process of pulling all utility bills (electricity, telephone, internet, water, gas, fuel) be processed through the Town Hall on behalf of the Recreation Commission and Cable TV, and the criteria is there is no full time department head in that department. Selectman B. Lemire **seconded** the motion. The motion carried **5-0-0**.

Budget Review

Jason explained to the Board that this is the first look at the practice of the result of us revising the chart of accounts and trying to compress some of the many accounts that we had into something more manageable. In terms of the layout, you are going to see an improved budget that is an apple to apple for just that account, the middle column that says prior year comparison, these are things that have either come in or come out from another approved budget, this is the net adjustment. It is not what was spent last year, it is not what's been spent year to date, it is simply what we have pulled in from someplace else. The reason this is done this way is so when you get to the bottom, you can see what has been adjusted and understand the net impact on the department budget.

Executive 01-4130.10

The Executive Department now lumps what had been the Selectmen's budget and what had been the Administrator budget together into one bucket.

The bottom line comparison for these purposes reflect a decrease of \$802.00 over the previous year. The changes are the Town Administrator's salary, based on the existing contract. Health Insurance is showing a significant decrease. Clerical support, we have pulled all minute takers into one giant bucket for minutes. It is the Selectmen's position to allocate those out accordingly. Jason stated that he has flagged numbers that they are going to have to revisit later based on directions we go. We are in a phase now for interim coverage in Town office, and right now our minute taker is woven into our overall number of hours. Depending on how we evolve the front position and minute taking, we may need to revisit how we cover that number. Jason stated he pulled a little bit more into background checks based on we passed a background check policy earlier this year that is a little more extensive in some cases, and making sure we have the ability to cover the cost of those more extensive checks. Jason stated that he has kept the mileage rate unchanged, IRS has not released any 2013 mileage rates yet.

Selectman F. Byron **motioned** that the Board of Selectmen adjusts line 130 - Salaries for Selectmen, from \$6,000 to \$5,000 Selectman P. Jewett seconded the motion. After discussion amongst the Board members Selectman F. Byron **motioned** to amend his motion to bring the line item to \$0. The amended motion failed due to lack of second. The main motion fails 2-3-0. Under Clerical support (ZBA) line, Selectman F. Byron **motioned** to reduce the ZBA clerical support line from \$1000.00 to \$600.00. Selectman P. Jewett seconded the motion. The motion failed **2-3-0**.

The new bottom line is \$111,816.00. Selectman J. Brunelle **motioned** to approve Account number 01-4130.10 Executive for a bottom line of \$111,816.00. Selectman B. Lemire **seconded** the motion. The motion carried **4-1-0**.

Selectman J. Brunelle temporarily left the meeting. Selectman G. Lambert acting Chair.

Assessing 01-4152.10

The total budget amount as proposed for the 2013 budget is \$49,332.00. Selectman B. Lemire **motioned** to approve 01-4152.10 Assessing for a bottom line of \$49,332.00. Selectman G. Lambert seconded the motion. Selectman F. Byron **motioned** to amend the line item to remove \$2,700 from line 342 (assessing software). Selectman P. Jewett **seconded** the motion for discussion. The motion failed 2-3-0. The motion to approve item 01-4152.19 Assessing for a bottom line of \$49,332.00 carried **5-0-0**.

Selectman J. Brunelle is back in the meeting and will resume the position of the Chair.

Legal 01-4153

We had a contract with a minimum level of usage, a retainer. This was changed this year to a flat hourly rate. In prior years, we had the retainer and then we had what we called supplemental legal services; this budget combines those two and plans on 20 hours a month of services. Based on what our current usage rate has been, that seems to be an appropriate rate to give us a decent cushion on those two items. Jason stated that he has taken out the Merrimack Valley Regional Water District for the time being.

Selectman B. Lemire made a **motion** to approve the bottom line of \$40,800.00 for legal expenses 01-4153 for the year 2013. Selectman P. Jewett **seconded** the motion. The motion carried **5-0-0**

ZBA 01-4191.30

Bottom line change is a decrease of \$10.00 (a stray postage line). There is a plan for 4 notices of meetings - unchanged. The balance of items, the annual update of Land Use Law books, site walks, training, and a cost of sending 2 people to each of the spring and fall trainings. Selectman B. Lemire **motioned** to approve the bottom line amount of \$760.00 for ZBA 01-4191-30. Selectman G. Lambert **seconded** the motion. The motion carried **5-0-0**.

Town Meeting 01-4130.30

This is based on the number of elections which Jason reviewed with the moderator. There are a couple of things moved in and out of here, some election items were in the Town Clerk's Budget, so those were cleared out and put into this budget. The decreases all reflect going to just having fewer elections. There is an increase in the cost of ballots (just catching up with what our actual cost has been). Postage has been pulled out. The change in increase is the voting machine contract because we now have two machines. Selectman B. Lemire **motioned** to approve the bottom line number of \$11,039.00 for account 4130.30 Town Meeting. Selectman G. Lambert

seconded the motion. Mr. Hoch stated we printed 750 books for a cost of \$5,250.00, which works out to about \$7.00 per book; 500 books would cost \$3,625, or \$7.25 per book. That's the difference in pricing, there is a \$1,600.00 savings for 250 books. The motioned carried **5-0-0**.

Advertising and Regional Associations 4197.10

This is a subdivision which is within the DRA account structure that Jason added to capture our advertising and regional associations. Jason moved into here the Town Meeting sample ballot printing and distribution, which used to be under Town Meeting, which is not a form of the elections; it is a form of advertising. Public notices and ads, pulled everything from various departments under one umbrella with a bucket of \$400 which is a decrease of \$123.00. The regional associations (NHMA Membership) unchanged at \$5920.00. Selectman F. Byron **motioned** add to line 560 (NRPC dues) the amount of \$6,239.00 which is the amount from the Planning Board line 4191.10-560. Selectman G. Lambert seconded the motion. The motion carried 5-0-0. The new bottom line is \$13,234.00. Selectman B. Lemire **motioned** to approve 4197.10 for the amount of \$14,234.00. Selectman P. Jewett **seconded** the motion. The motion carried **5-0-0**.

Goal Review

Selectman J. Brunelle stated that he had asked for input from all members to take a look at the goal sheet we developed for Jason and the Board and general and our departments, and asked that everyone take a look at what we thought the priorities are. Jason has updated the goal list to highlight the ones that the Board has all said that was important to them. Mr. Brunelle asked Jason to mention the goals that were pretty much completed. Item C (MRI report) is pretty much completed. Selectman F. Byron thinks we should issue some type of report on that. Mr. Brunelle stated that the Chief did that and published his spreadsheet item by item and status of completion, which was presented to the Board in the beginning of August. Jason stated that he believes there needs to be a conversation between the Chief and the Board about what is next. Mr. Brunelle stated we do have the Chief's review coming up the last meeting of this month, we can talk to him at that point. Jason stated that item R (Fee schedule) is complete. Selectman F. Byron asked if they were reviewing the status of all the goals or are we proposing 5 goals per person and we select three goals that we felt that we wanted to accomplish. Selectman Brunelle stated that is correct, but the issue that came up is out of the five goals that everyone picked up; there are several that are already completed, for example; the Fee schedule has been highlighted by one or two members of the Board and has been done. Mr. Brunelle stated that he just wanted to make sure the Board is in agreement that these items are closed so they can be taken off the listed and not worry about them going forward. Jason stated item T (Emergency Plan) the training part is not done, but that needs to be a 2013 budget item. Mr. Brunelle stated that out of the list of things bubbled up, there is not a lot of concurrent agreement, if he looks at what he believes is concurrent, a Wage Matrix bubbled up a couple of times, the 5-10 year plan for the Road Agent, consolidated dispatch operations bubbled up and Communications between departments. Mr. Brunelle stated that from his perspective the other items he believes is important is the employee manual. Out of the ones that had more than one Board member

highlighting it is consolidation of dispatch operations, Wage Matrix and position analysis and the 5-10 year road maintenance plan and radio and communications between departments. J. Brunelle mentioned that on the last one he know the Department heads are looking at the system right now and are trying to consolidate it. Jason stated that it just needs a status report. Mr. Lemire asked what the proposal was for the consolidation of Dispatch? J. Brunelle stated that there was no proposal, there was discussion at one point about whether we are getting a value out of the Sheriffs department and whether it was actually working and we dealt in the Fire Departments discussion because, Hudson dispatches today, why would we roll in all of our dispatch services into that service. Hudson is not ready yet. J. Brunelle proposed that we get rid of this actual item and roll it into communications program as a complete. John stated that in reference to the 5-10 year road plan, he knows that Jack is addressing the ones that we know about, but we don't have the repeatable process. Jason stated that software needs to be updated (update of the actual software), we have a lot of the parts in place, its simply the commitment of time to load everything into the software and make sure Jason understands the software. J. Brunelle stated that the 5-10 year Road Maintenance plan needs to become top priority; the Operating plan is the next priority, and wage matrix and position analysis will become the next priority. Selectman J. Brunelle made a **motion** to set the top three priorities as item M , item K, and item F for the Town Administrator and his staff to work on. Selectman F. Byron **seconded** the motion. The motion carried **5-0-0**. Administrator Hoch made a request to the Board of Selectmen, that while he actively pursues the three top priorities, that the Board actively pursue A (Employee manual) and E (Policy on hiring part time and full time employees) on this list.

Selectmen's Report

Selectman P. Jewett thanked everyone who donated 57 backpacks and school supplies to our students from all three schools. We had double this year.

Selectman P. Jewett stated that she had a conservation meeting last Thursday, they will be cleaning up Rte. 3A on Saturday and Saturday Afternoon having a cookout at one of the members homes.

The Recreation Committee had clean-up day yesterday from 12 to 6.

Selectman F. Byron stated that he would be out of town on personal business from 10/22 for a period of 5 to 7 days.

Selectman B. Lemire stated that he will be unavailable from October 4th through the 10th.

Selectman F. Byron stated that he sent an e-mail to the entire Board as well as the Chairman of the other Town organizations such as School Board and Budget Committee and asked them to provide him with people's thoughts on SB2 and how it has or has not worked in Town as well as how people think it could be changed. This coming Thursday, we should be getting some testimony to Joint Committee of the House and Senate to talk about changes to SB2.

Selectman J. Brunelle just wanted to remind the public the poles will open tomorrow for the primary at Campbell High School from 7:00am until 7:00pm. Please get out and vote!

Items moved from consent

No items moved

Other Business

Workforce Housing Analysis - Selectman J. Brunelle stated that the work is underway and the form has been created, the spreadsheet has been created and there is some other content. Mr. Hoch stated that the slightly more detailed version is we are looking for the single family, multi-family homes, a part of that need a breakdown in units. We are in the worse affordable purchase price group in the state based on the HUD guidelines. The average purchase price over the past two years in Litchfield is below what is considered the affordable purchase price. Which would show no deficit of workforce housing at all. Mr. Byron stated that we need to have that report to safeguard the Town. Jason stated that he wanted to have the right data, he has been pushing for more data and just needs a write up. Selectman F. Byron offered to help Jason with the write up.

Technology Update - Selectman Brunelle stated that the new technology we bought in the beginning of this year is up and running, it is supporting the PD with more services coming on, the FD is scheduled to go online as part of this infrastructure over the next 30 days. A lot of our major data has come off all of the old servers and gone onto the new back end. We will be cutting over all general services over to the new system within the next 30 days as well. The environment is stable and running really well. Mr.. Brunelle stated that as he approached the budget for the technology stuff, one of the challenges we are running into is twofold; one is our telephone system was struck by lightning, during the lightning strike the telephone system was impacted, it was repaired, but repaired using parts of a lesser degree. They do not make this machine any more nor do they make parts for it anymore. The concern is that if it has another failure similar, it will be offline. We did negotiate a contract for next year, they are willing to support us again and come in and do service on the phone, but there is some concerns right now about getting parts. Mr. Brunelle is looking at having to replace the phone system. John will have a proposal when we look at the IT budget and get it out to the Board. The FD made an investment in a phone system that isn't working very well, anything John would propose for the Town and PD will be extended into all the Town offices.

Selectman G. Lambert **motioned** to the Board to adjourn the meeting. Selectman B. Lemire seconded the motion. The motion carried 5-0-0. The motion adjourned at 9:10pm.

The meeting adjourned at 9:10pm

The next Board of Selectmen's meeting will be on September 24, 2012.

APPROVED SEPTEMBER 24, 2012