Present: Richard Poelaert, Chairman and Robert Nigrello.

Others Present: Becky Merrow, Town Administrator

Richard Poelaert called the meeting to order at 6:30 PM.

Selectmen’s Minutes: Bob Nigrello made a motion to accept the Public Minutes of November 19, 2019. Second by Richard Poelaert. Motion carries unanimously.

Motion by Bob Nigrello to accept the Nonpublic Minutes of November 28, 2019. Second by Richard Poelaert. Motion carries unanimously.

Motion by Richard Poelaert to accept the minutes of the Special Meeting of Thursday, November 14, 2019. Second by Bob Nigrello. Motion carries unanimously.

Motion by Richard Poelaert to accept the Manifest dated November 19-20 in the amount of $30,060.41. Second by Robert Nigrello. Manifest carries a general assistance payment. A lien has been placed on the property. Motion carries unanimously.

Motion by Bob Nigrello to accept the Manifest dated November 26, 2019 in the amount of $499,408. Second by Richard Poelaert. Manifest includes two checks for the school. Motion carries unanimously.

Richard Poelaert made a motion to accept the Payroll Manifest for the week ending November 24, 2019 in the amount of $31,369.55. Second by Robert Nigrello. Motion carries unanimously.

An application for a Solar Exemption for Tax Map 8 Lot 2 Sublot 43, The Leach Family Trust, was received. It was explained that new solar exemption forms were mailed out to all property owners receiving the solar exemption. The methodology on how the amount of the exemption is calculated changed two years ago. The approved application will be forwarded to Avitar. Motion to accept the solar exemption form was made by Bob Nigrello. Second by Richard Poelaert. The amount of the exemption will need to be calculated by Avitar. Motion carries unanimously.

An application for a Veteran’s Tax Credit was received for Richard Friese, Tax Map 11-2-34. Motion by Bob Nigrello and second by Richard Poelaert to accept the application. Motion carries unanimously.

A manifest for Police Special Details dated November 2, 2019 in the amount of $3,185 was received. Motion by Bob Nigrello and second by Richard Poelaert to approve the manifest in the amount of $3,185. Motion carries unanimously.

An application for a Solar Exemption for Tax Map 15 Lot 4 Sublot 11, Robert & Susan McConnell, was received. See discussion above. Motion to accept the solar exemption was made by Bob Nigrello. Second by Richard Poelaert. The amount of the exemption will need to be calculated by Avitar. Motion carries unanimously.

Motion to approve Fire Department Appointments was made by Bob Nigrello and seconded by Richard Poelaert. Motion carries unanimously. Appointments for Fire Department personnel were signed. Ed Warren, Fire Chief. Laurie McCarter, Lieutenant and Deputy Emergency Management
Director; Tim Conti, Captain and Michelle-Cotton-Miller as Emergency Management Director. Board questions if these appointments need to be made every year. Becky states no, most can be continuing appointments but research into each of the positions must be undertaken. This may be a good project for our consultant during 2020.

There were three administrative abatements presented: William Bartlett Tax Map 9 Lot 4-13 in the amount of $80. Alexander Macauley Tax map 12 lot 1-19 in the amount of $2.00. Richard Cook, Jr. Tax Map 1 Lot 1-18 in the amount of $2.00. Richard Poelaert made a motion and Bob Nigrello second to approve the administrative abatements and to have the Town Administrator sign them. Motion carries unanimously.

The Town received a notice of a late Report of Wood Cut for Christopher Mierswa from the State of NH DRA. A letter was forwarded requesting the report of wood cut. A Yield Tax Warrant in the amount of $668.86 was presented for Christopher Mierswa Map 14-02-1. Motion by Richard Poelaert and second by Bob Nigrello to authorize the Yield Tax Warrant in the amount of $668.86. Motion carries unanimously.

It was noted that in Avitar a property was flagged by the assessors because the Veteran’s Credit should have been removed last year. The property went into foreclosure and both owners have since passed away. A Supplemental Tax Warrant in the amount of $700 was prepared for Deutsche Bank-removal of $700 Veteran Credit. Bob Nigrello made a motion and Richard Poelaert seconded the motion. Motion carries unanimously.

Bids for printing of the Town Report were opened.

2. Kase Printing $1,892.55
3. Select Print Solutions $1,635.00
4. RAM Companies $1,323.44

It appears that RAM Companies is the apparent low bidder. Documents will be reviewed for compliance with the bid materials and a letter of award will be prepared.

The Dragon Mosquito Permit for 2020 spraying was presented. Motion by Bob Nigrello to sign the permit application. Second by Richard Poelaert. Motion carries unanimously.

The proposal for Accufund Financial Software package was presented. Discussion ensued. The software has a solid reputation in NH. The three biggest reasons to choose this company is 1) they can provide a payroll batch file so that personnel will no longer have to hand key a page long list of journal entries after every payroll run. 2) They can automate the NHRS reporting and provide a file upload so less hand keying needs to be done. 3) They are familiar with the One Check system/Interware that the Town Clerk wants to implement and can help us streamline this. It was pointed out that training is included so there may be additional costs. There should be training included during the conversion. Bob Nigrello made a motion to accept the proposal with conditions that the three items mentioned in this paragraph are included in the price and as part of the proposal. Second by Richard Poelaert. Motion carries unanimously.

The RMON quote for the server was discussed. On page two, it says “pricing is valid for five (5) BUSINESS DAYS FROM THE QUOTE DATE**--It is noted the quote date is November 14 on the front page. Is the pricing still good? Discussion of backup of the server ensued. While the cloud based backup is more expensive, it is the preferred option. This is the recurring price of $200 monthly as noted on the second page. Under “Windows Server Software,” the question is whether or not all the Town Hall computers will be upgraded to Windows 10? Will the hardware on the desktops at
Town Hall support windows 10? Becky explained that Paul plans to do some testing with one of the desktops in the near future. Will the fire department be negotiating its own server upgrade and monthly servicing? Consensus now is to table the proposal. The Board will be willing to hold a special meeting or work session to move this along especially if financial software is dependent on this new hardware. Becky is authorized to begin to negotiate the monthly maintenance contract as soon as possible.

Becky mentioned there is an emergency management meeting on Thursday at the Fire Station. She sent an email to the Fire Chief to see who was expected to attend—Selectmen and/or Town Administrator?

Avitar Associates Renewal Contract. The Board agreed that the MS-1 needs to be provided to the Town by September 1 each year of the contract. The Board feels the need for an “activity log” to monitor interactions between property owners and Avitar. A listing of new contract requirements was prepared by Selectman Nigrello. The Town Administrator was directed to present this to Avitar in advance of the Thursday meeting.

Richard Poelaert is planning to attend the Town of East Kingston v. Sarah Gallant et. al—Temporary Hearing Monday, December 16 at 9 AM Rockingham County Courthouse Brentwood.

Possible auction/sale of properties. Keep this on the agenda.

Richard Poelaert has been working on the List of Employees who need access to Town Offices for the key pad entry system. He is about 90% complete.

Becky has been continuing to work on the default budget. Perhaps a work session is necessary for the 2020 Budget Review. Board would like Becky to add notes on which amounts have been moved around. Will the Board recommend or not recommend the increase in the fire department warrant article? Board may need one more warrant article.

11/20/2019 Expense Report was reviewed. Expenses are tight this year.

Decision of Section 125 Plan. Only Premiums pre-tax? Or HAS with monthly charges? HAS = $2.75 per month per employee—8 employees $264 cost for 2020. Motion by Bob Nigrello and second by Richard Poelaert to accept the 125 plan as presented with the additional cost of $264 a year. Motion carries unanimously.

A foot candle calculation was performed for the light for the back ramp at the Town Office. A fixture with an occupancy sensor is needed. It will cost just under $1,000. Richard Poelaert pointed out that there is nearly $94,000 left in the building maintenance line item(s). We should receive a contract for the work and encumber the funds if possible.

Voting Booth—the Board recommends purchasing one voting booth at this point in time. This will be to see how it functions moving forward. There are funds left in the building maintenance line item to pay for it. There are also funds left in Town Meeting/elections. Use either line item to pay for it.

Indian Road tree removal. A crane will be necessary. A quote for $3,500 was received last year. It was going to be approximately $11,000 to clear the whole lot. Motion by Richard Poelaert and second by Bob Nigrello to authorize $3,500 for tree removal at this location in the spring. Motion carries unanimously. Dick will contact the landowner to let him know. If funds are available, encumber them. Will need a contract with the vendor to do so.
Bob Nigrello made a motion to authorize the Withdrawal of $43,500 from the Revaluation Capital Reserve Fund and to make said request to the Trustee of Trust Funds pursuant to Warrant Article #4. Second by Richard Poelaert. Motion carries unanimously. All attempts should be made to transfer in the funds prior to the end of the fiscal year.

Public Hearing on the budget is coming up on January 6, 2020. Town Offices have been used as the location in the past. Please post with this location.

Upcoming schedule—December 16 Bob Nigrello will not be present. Justin Lyons will not be available on December 30. Should the meeting on the 16th be moved to Thursday the 19th? No decision made.

A decision on proposed plowing rates still needs to be made.

Inclement weather policy. If the SAU closes, the Town Hall/Town Clerk will close. A means of posting closings should be worked on. There have been snowstorms today (12/2) and school has already been called off for tomorrow (12/3).

Motion by Bob Nigrello and second by Richard Poelaert to enter into nonpublic session pursuant to 91-A:3 II (c) - reputation at 7:43 PM.

Roll call vote: Nigrello-yes. Poelaert-yes. Nonpublic session entered at 7:44 PM.

Motion to come out of nonpublic session at 8:41 pm.

Motion to adjourn at 8:43 PM.

Respectfully submitted,

Becky Merrow

Town Administrator

[Signature]

Richard S. Poelaert Justin B. Lyons Robert L. Nigrello