

Ms. Spencer questioned the encyclopedia database and wanted to know what data base was being used. Ms. Adams replied they used World Book. Ms. Spencer wanted to know if having the database was necessary given the on-line resources available (i.e. Wikipedia, Google etc). Ms. Flint explained they had received requests from Teachers and Students to have a 'vetted' encyclopedia. She stated that Wikipedia was not 'vetted'; therefore the accuracy could not be guaranteed. With products such as World Book, accuracy could be guaranteed. She noted most things that could be accessed freely had not been 'vetted'; however, expertise and the assurance that information is truthful/factual is included with the cost of a database.

Mr. Viger asked that they give the Selectmen a 'heads up' of any warrant articles so the number of articles could remain at a minimum on the ballot.

CONTRACT SIGNING

Mr. McCarthy told the Selectmen that there were a couple contracts that had lapsed and there were some employees not in the Collective Bargaining Unit. At the request of the Town's employment attorney, it was recommended to have some type of agreement for people who were not in the Collective Bargaining Unit. He said in the next few Selectmen meetings, people would be coming forward for employment contract signing. Mr. McCarthy noted the contract for Diane Hurd, Human Resources Director, had lapsed in April. Mr. Viger inquired if all the positions would have the same contract format. Mr. McCarthy answered yes; the format was clear, concise and offered protection for the Town and the employee.

Mr. McCarthy emailed a copy of Ms. Hurd's contract to Ms. Spencer for review. The Selectmen reviewed the contract.

MOTION: (Lynde/McDevitt) To accept Diane Hurd's contract as listed.

VOTE: (4-0-0) The motion carried. (Ms. Spencer via telephone)

The Selectmen and Ms. Hurd fully executed the contract.

Mr. McCarthy spoke about how positive Ms. Hurd's position had impacted the Town since she had joined the staff. He said she had done a fantastic job and the Town was offering more detailed services to its employees and citizens when they came in. He noted in the past the Town Administrator and Finance Director had been splitting duties, which became impossible to manage. He discussed the actions Ms. Hurd had taken and her work ethic when taking care of sensitive issues. Ms. Hurd thanked Mr. McCarthy and the Selectmen for the confidence they had shown in her.

Assessor

2018 Budget request: \$184,802; an increase of 6.75 over last year

2017 Operating Budget: \$173,262

Assessing Assistant Sue Snide came forward to review the requested budget.

Supplies – There was an increase in the number of parcels, therefore there was an increase for mailings. The copier contract has an increase of approximately 10% each year. Also, they used additional copier cartridges, therefore the line showed an increase.

Expenses – One Department of Revenue Administration ('DRA') course was budgeted. Ms. Snide spoke about the database backup, which was budgeted to be sent to the 'Cloud' (3rd party secure system)

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and would comply with the auditor's report. She received word that the sub-routines data base (Cama System – mass appraisal system) would become in-operational by 2020. The replacement quote to use the new Microsoft Systems was approximately \$25,000, which could be spread over a number of years. She included a 'placeholder' in the budget. Last, the contractual increase for Corcoran Associates was reflected in the budget.

Specials: Contractual increase for cyclical revaluation.

Ms. Snide spoke about the CAMA replacement. She requested information and anticipated hearing from Vision Appraisal how payments could be structured. She will provide the Board with back up information regarding the need for the system. She noted the switch-over would take approximately two weeks and could not be done in increments; it had to be done all at once.

Ms. Spencer understood that the CAMA replacement wasn't so much of a 'wish list' item; it was something that should have a placeholder until additional information could be reviewed prior to the budget being sent to the Budget Committee. Ms. Snide noted Vision offered a payment plan, but at this time didn't know how far that plan could stretch payments. Mr. McCarthy told the Board when he was initially approached, he told Ms. Snide to make the system a 'wish list' because he felt the cost would be a big hit for one year. He felt if the payments could be broken up, it would be the direction to take.

Mr. McDevitt suggested that a copy of the letter from the DRA be forwarded with the budget to the Budget Committee as it was such a glowing letter for the Town. Ms. Snide said she would.

Elections

2018 Budget request: \$19,631; an increase of 81.0% over last year

2017 Operating Budget: \$10,843

Town Clerk Dorothy Marsden and Deputy Town Clerk Linda Newcomb came forward to discuss the proposed budget. Ms. Marsden explained that the main reason for the increase was due to having three elections in 2018. She said there was an increase for the Moderator. The Selectmen spoke to the tremendous job Mr. Phil Currier did as Town Moderator.

Mr. Viger wanted to know if the budget should carry a contingency for a special election. He noted if it wasn't spent, it would be returned to the General Fund. Ms. Marsden replied the Town hadn't had a special election in years and didn't feel they needed to include a contingency at this time.

Town Clerk / Tax Collector

2018 Budget request: \$233,902; an increase of 3.22% over last year

2017 Operating Budget: \$226,596

Town Clerk Dorothy Marsden and Deputy Town Clerk Linda Newcomb came forward to discuss the proposed budget. She reviewed the budget.

Fire Department

2018 Budget request: \$2,192,795; an increase of \$162,353 over last year

2017 Operating Budget: \$2,030,442

Fire Chief James Midgley and Deputy Fire Chief Paul Leischner came forward to review the budget. To begin, Deputy Chief Leischner discussed the Ambulance Fees Collected and associated data showing the gained benefits. The Department had an 81% collection rate, with the average bill being

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\$596. He noted they had mechanisms in place for the elderly and people who couldn't afford it, to have debt written off. They didn't want people to not call an ambulance because of the cost.

Salaries – Straight contractual increases.

Ambulance Supplies – Chief Midgley informed that the nation was currently experiencing shortages of certain drugs; they were working with the State to find alternatives. They were seeing cost increases due to supply and demand.

Hazardous Materials Supplies – The cost for calibration gas has increased. Mr. McDevitt questioned if there were any anticipated increases due to the expansion of the domestic gas lines through Town. Chief Midgley answered no; not specifically. He said all the primary apparatus was equipped to conduct multiple gas monitoring (propane and natural). Mr. McCarthy wanted to know if the Fire Department anticipated any additional training any kind of a gas line incident. Chief Midgley replied they had ongoing training and just yesterday they were doing a gas line training in anticipation of the gas main project. He discussed the manner in which gas fires were handled.

Telephone – Increase for Verizon MiFi for third ambulance. Chief Midgley discussed the fact that the department would be keeping a third ambulance, this was based on the increase in call volumes and issues with mechanical breakdowns. Mr. McCarthy asked how the third ambulance would impact the vehicle maintenance budget. Chief Midgley believed it would increase slightly, but because the vehicle would not be run with an extensive call volume, it would be a minimal impact. They would review the budget and see where they were at. Mr. Viger questioned how the ambulance would fit into rotation. Chief Midgley replied new vehicles were run first so they could ensure any problems occurred during the warrantee period. He said they also wanted to make sure personnel were comfortable with the vehicle. They will rotate vehicles to level out the mileage.

Gas and Oil – A line was added for DEF fluid for diesel vehicles. Chief Midgley discussed the importance of keeping fluid in the vehicles. He noted they conduct a daily inspection of the vehicles, so there was no fear of running out of the fluid.

Vehicle Maintenance & Repairs – Increase for staff cars and preventative maintenance.

Equipment Maintenance & Repairs – A line was added for OHD Quantafit Calibration, which was an annual requirement under OSHA to ensure the integrity was maintained and equipment fit properly. A line was also added for stretcher maintenance given that the department's stretchers were 7-8 years old. There was an increase for SCBA general repairs based on the increasing costs.

Computer System – Chief Midgley stated that the goal was to move away from IMC/Tritech. Because dispatch would move to Londonderry, they will try to just purchase modules.

Equipment Rental - Chief Midgley spoke about the hydrant fee increase and explained to the Board that for every water system put in, the Town was responsible for the underground lines (per feet of 6"+ lines). There was a brief discussion about the situation and the Board decided to have further discussion at a later time.

New Equipment – Chief Midgley explained that rather than listing everything they purchased the previous year, they zero out the line and list new items to be purchased during the upcoming cycle period. The 2018 lines show a decrease of \$680 from last year's budget. For the 'Replacement Vehicle for Car 1' they inserted the budget line and understood that the cost would be moved to Debt Service and be removed from the Fire budget. Chief Midgley spoke about the price (\$85,000), which was for

the vehicle, outfit, radios, lighting package and lettering. He said it was the ‘worst case’ scenario because Ford was changing their platform and could not provide pricing. They will come out with the numbers in the next few weeks. Also, the Ford discount package pricing will not be set until they begin to sell vehicles. He noted they were buying at the tail end of the model year and by the time they were ready to purchase, the 2019 models would be out. Mr. McCarthy asked if there were any leftover vehicles available. Chief Midgley said when they seek a vehicle, there may be leftover 2018 vehicles; he didn’t care about the year, as long as the vehicle held the appropriate equipment.

General- Professional Development – Chief Midgley explained although there appeared to be an increase, the cost had been moved from another area to fund training for the current officers.

Mr. Viger asked if the Fire Department had any ‘wish list’ items. Chief Midgley replied they had no ‘wish list’ items. He said they may come forward with a warrant article for four employees through a grant program. He explained they were looking to apply for the Safer Grant, which picked up new hires at a percentage that decreased over four years. He noted some of the programs were sun setting, therefore he would need to apply for the grant now and place it on the warrant. He wanted to get the Town’s buy in before applying. Additional information would be forthcoming.

Mr. Lynde recalled in previous years there was concern regarding training and questioned if the department was now all set. Chief Midgley answered yes. He explained that this year they hadn’t had injuries and the staff was getting training. He noted they were also successful in receiving grant funded training through the State and the Federal Government.

Emergency Management

2018 Budget request: \$8,548; an increase of \$252 over last year

2017 Operating Budget: \$8,296

Fire Chief James Midgley and Deputy Fire Chief Paul Leischner came forward to review the budget. Chief Midgley stated that the only increase was to salaries. He explained that the budget handled the clearing and maintenance of cisterns.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (McDevitt/Lynde) Request for a non-public session per RSA 91-A:3,II,a (Personnel)

ROLL CALL: Mr. Viger-Yes; Mr. Lynde-Yes, Mr. McDevitt-Yes; Ms. Spencer-Yes (via telephone)

It was noted that when the Board returned, after the non-public session, the Board would not take any other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting. The Board entered into a non-public session at approximately 8:06pm.

MOTION: (McDevitt/Spencer) To leave non-public session.

VOTE: (4-0-0) The motion carried. (Ms. Spencer via telephone)

The Board returned to public session at approximately 9:34pm

MOTION: (Lynde/Spencer) To indefinitely seal the non-public meeting minutes.

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ROLL CALL: Mr. Viger-Yes; Mr. Lynde-Yes, Mr. McDevitt-Yes; Ms. Spencer-Yes (via telephone)

ADJOURNMENT

The meeting was adjourned at approximately 9:34pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary