

Board of Selectmen  
Minutes September 03, 2019

Convened at 6:00 pm

Present: Robert Mantegari, Chair  
Andrew Artimovich  
Ken Christiansen  
William Faria  
Phyllis Thompson

Mantegari called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Christiansen made a motion, 2nd by Faria to approve the public minutes of 08/20/2019 as written. All were in favor.

Christiansen made a motion, 2nd by Thompson to approve the nonpublic minutes of 08/20/2019 as written. All were in favor.

Kip Kaiser, Building Inspector, had the following permits to be signed this week:

- Sam McKee, 63 Lake Road, generator: signed by Board.

Kaiser prepared a memo to update the board on all outstanding code enforcement issues.

Craig Jameson, 305 Middle Road, was present to request reconsideration on a timber tax bill that was issued for double dooamage. It is required by law that the report of wood cut is submitted to the local assessor by June 1<sup>st</sup> of the timber year. If the report is not received, double dooamage or twice the tax reported on the intent of wood cut may be assessed. Jameson said he started this project in the 2017-2018 tax year. He filed the intent, the report of wood cut, and paid the tax. A new intent to cut was filed for the 2018-2019 tax year. The report of wood cut was not received after attempts made by Clement to obtain the information. Jameson said after he received the double dooamage tax bill, he contacted his logger who said they mailed the report to the state. Clement had confirmed that the report was not received by the state before the original bill was issued. Jameson did track down the report and forwarded to Clement once the original bill was received. Jameson is asking for leniency and requests that he only owe the amount of tax due based on the actual cut. Clement said there is a difference of about \$400. Christiansen made a motion, 2<sup>nd</sup> by Artimovich to abate the original timber bill issuing the double dooamage. All were in favor. Faria made a motion, 2<sup>nd</sup> by Christiansen to sign a new timber warrant. All were in favor.

The board reviewed the IT bids. Artimovich said RMON is our current provider. Mantegari said he liked Block5 based on pricing, location, and they service the county. Clement said RMON has gone up \$300 since this year. They also were a no show for a scheduled install this morning. Artimovich said he is still upset about the windows 7 upgrades that they tried to sell the town and it took several months to get the cameras working due to network issues. CSS is the apparent low bid. They have normal business hours from 8:30am to 5pm, a technician on call from 5pm-10pm, and then go "dark" from 10pm to 6am. Clement said they say that has never been an issue but Clement is concerned that if the PD server were to go down in the middle of the night, they would have to wait until after 6am to report the issue. Desktop

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deployments are also billable labor hours similar to the RMON structure. Block5 is \$2122, about \$9 more than what we pay now. Up to 50% of the workstations can be replaced annually and the labor would be included in the contract price. They have 24/7 service for all buildings. Clement said they also have great references. Faria made a motion, 2<sup>nd</sup> by Thompson to award the IT services bid to Block5. All were in favor.

Clement asked if there was any opposition to pulling IT out of the police, fire, and highway budgets and put the contract amount under the IT budget. Clement said she needs to break down the amounts monthly and if there is a difference of \$3, she needs to determine which department made a change to their email account. It is not a good use of time. Mantegari said similar to what we are doing for health insurance. Faria made a motion, 2<sup>nd</sup> by Christiansen to put the entire IT contract in the IT budget. All were in favor.

Clement said the agreed contract was for the town office and police. There was an option to add fire for \$1015 a month. Currently, we pay \$335 per month but that only supports the server. Any other service ticket is paid by the labor hour. Faria asked how often that happens. Chief Joe Bird, Fire Chief, said it has not been a huge issue because all of the equipment is new. He went on to say that it is aging and they are getting "nickel and dined" right now for service tickets. Faria said that is a big hit. Clement said they have gone from 3 laptops, to 8 laptops with a server and firewall. They have established a network over the last 12-18 months. Artimovich said the fire department is critical. Artimovich made a motion, 2<sup>nd</sup> by Christiansen to approve the fire option. All were in favor.

The board signed the BOS handbook as adopted on 8/20/19.

The board signed a letter to Tracy Flinders as voted on 8/20/19.

Jeremy Smith, highway laborer, has resigned effective 9/17/19. Christiansen made a motion, 2<sup>nd</sup> by Artimovich to accept Smith's resignation and send Smith a letter for his service. All were in favor.

Artimovich made a motion, 2<sup>nd</sup> by Christiansen to approve an MS-1 extension request until 10/1/19 due to a delay in utility values. All were in favor.

Clement prepared an appointment slip for Robert Stephens as requested. She said that Jeff Donald is still respectfully requesting the board delay this to allow time for Stephens to attend a few meetings. Mantegari said this has been an ongoing issue for months and Stephens has asked several times to be appointed. Clement said this began in June and he was told about the June conservation meeting. The June meeting was then cancelled because it was not posted properly, there was not a July meeting, and August was the first opportunity to attend a meeting. Mantegari said it is an alternate position, it is open, and someone is interested. Artimovich made a motion, 2<sup>nd</sup> by Christiansen to appoint Robert Stephens as an alternate to the conservation commission for one year. The motion carried with Faria abstaining as this process does not seem amicable.

Chief Ellen Arcieri, Police Chief, has a quote for new lockers. She is looking to purchase 14 larger lockers to clear up space in the uniform and equipment closet. The gear bags do not fit in the current lockers because they are too narrow. This would allow each officer to store all uniforms and gear in one location. Faria said some accommodations need to be made to retrofit female locker space. Faria asked if we need a locker space for both genders. Clement said yes. He said he is ok with the lockers but wants to make sure we only do this once. Mantegari said Kaiser was going to run some numbers for the PD for next week and asked if we should wait until then. Christiansen said the need is there and we can

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transfer the lockers to the space. Arcieri said they are individual and may be moved easily. Christiansen made a motion, 2<sup>nd</sup> by Artimovich to expend up to \$5300 for lockers out of police impact fees. All were in favor.

Robin Wrighton, 102 Middle Road, asked where RFP's and job postings are posted. Clement said job postings are on the town website, NH Municipal Association, and if for fire or police then on the academy website. RFP's are on the town website and posted in the Carriage Towne News or the Union Leader.

Thompson asked to make sure the treasurers ad is on the website and in the newsletter again.

Mantegari said we received a request for the minutes for conservation. Clement said no, there was a request to view all conservation files and they are locked in the treasurer's office. Mantegari asked where all of the files are located. Clement said it depends if they are planning, property, or conservation. Artimovich said Clement has access to the treasurer's office. Clement said she had asked that the request for information be made to the chair of conservation, Jeff Donald, and for Donald to let Clement know where she could access the file. She would then make it available to the person requesting the information. Thompson said the minutes should be in the town clerk's office. Clement said the request was not for minutes, it was to view conservation files. Clement said because the files are stored in the treasurer's office, the space cannot be made accessible to the public. She went on to say that she has not been through the conservation files and did not feel comfortable letting herself into the office and just rummaging through everything. The person that made the request did not like the response and emailed Mantegari informing of the right to know law. Clement said if a document is readily available at your fingertips then it needs to be made available immediately. Otherwise, you have up to 5 days to provide the information, provide a date in which the information can be made available, or provide a reason to deny the request. Thompson said as long as the documents are accessible then it does not matter where they are. Mantegari would like to put everything in one area. Clement said there is not one area that it would all fit. Clement said she is not sure how the files are organized, there are legal documents, and not everything is subject to public disclosure and she did not want to just go through everything. Thompson said she understands, they should specify what they want to look at.

Wayne Robinson, Road Agent, said he received a complaint about the ditch line at 19 Longmeadow Drive. He said he was out there and everything was dry. He thinks over time the driveway has settled a bit, causing the culvert under to drop a couple of inches. Robinson said the water is going through the culvert and across the street and is draining properly.

Robinson said Bill Palleschi, 156 Prescott Road, is requesting no parking signs at the top of Prescott near the water tower. Artimovich suggested allowing the police to monitor it over the winter and if it becomes a problem, they will address it then. Robinson said it is after a snow storm that people head up there to go sledding. Palleschi said his driveway gets blocked by cars and they often turn around in his driveway. Artimovich said no one should be parking up there during a storm. Arcieri said she would keep an eye on it.

Christiansen made a motion, 2<sup>nd</sup> by Faria to re-post the highway position. All were in favor.

At 7:01 pm a motion was made by Christiansen, 2<sup>nd</sup> by Thompson to go into nonpublic sessions per RSA 91-A: 3, II (a) for personnel and (b) hiring. Mantegari– aye, Artimovich – aye, Christiansen – aye, Faria – aye, and Thompson – aye. The motion carries.

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At 7:29 pm a motion was made by Christiansen, 2nd by Thompson to come out of nonpublic session and seal the minutes. Mantegari– aye, Artimovich – aye, Christiansen – aye, Faria – aye, and Thompson – aye. The motion carries.

Bird asked if could find the money in his budget to hire a full timer this year, if the board would support that in the 2020 budget. Bird said he is thinking of going to 12 hour shifts and so another full timer would allow for some guaranteed coverage on the weekends. Artimovich said with the chief in Kingston retiring, he would like to see if they would be interested in regionalization or to put on a warrant for 3 full-timers. This would be 4 full-timers, plus the chief allowing for a rotation to have coverage 7 days a week. Mantegari said we are too close to budget season. Artimovich said if we wait, we will not see relief for more than 6 months and in the meantime are not responding to calls. Bird said it would be June or July if they wait until after town meeting. Clement said the 2019 budget was funded for 2 full timers and an administrative chief. Bird said he will put together some firm numbers and come back.

At 7:42 pm a motion was made by Artimovich 2<sup>nd</sup> by Faria to adjourn. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
<b>DATE:</b>		<b>9/3/2019</b>		
<b>Citizens General Fund:</b>				
	Previous Balance:	18,867.38		
	Deposits:	67,176.68		
	Payroll:	22,608.36	DD: \$19650.99	CK: \$2957.37
	FICA:	5,503.01		
	to Impact Fees			
	A/P: Regular	\$292,243.28	Swasey: \$200,000	
	Non-A/P	22,000.00	Rec. Van	
	void checks			
	From MMA	275,000.00		
	To Rec	-		
	TO MMA			
	Account Balance:	18,689.41		
	Interest Earned YTD:	38.98		
	CD's	3,000,000.00		
<b>MMA:</b>	Unrestricted Balance	403,688.09		
	Total Invested Funds:	3,403,688.09		
	Interest Earned YTD:	27,604.46		