

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
April 30, 2007**

PRESENT: HELEEN KURK, CHAIRMAN; TOM CLOW, VICE CHAIRMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN; WENDY F. CLARK, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Frank Campana, Paul Marsh, Mike Atkinson, Judy Rogers, Diane Lamb, Mary Martin, Greg Begin, Chris Hague, Tippy Johnson, Eric Morse, Susan Morin, Ray Kelly, Richard Butt

6:00 p.m. Chairman Kurk called the meeting to order.

1. MEETING MINUTES

Vice Chairman Clow moved, Selectmen Clark seconded to approve the minutes of April 2, 2007 as amended. Passed 4-0-1. Selectmen Fiala abstained.

Selectmen Fiala moved, Selectmen Clark seconded to accept the minutes of April 16, 2007 as amended. Passed 5-0-0.

2. MANIFESTS

Chairman Kurk moved, Selectmen Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated April 26, 2007. Passed 5-0-0.

Accounts payable	\$32,975.17
Gross Payrolls	<u>\$47,149.65</u>
Total	\$80,124.82

Chairman Kurk moved, Selectmen Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated May 3, 2007. Passed 5-0-0.

Accounts payable	\$247,453.94
Gross Payrolls	\$35,316.66
	<u>3,766.00</u>
Total	\$286,536.60

3. APPOINTMENTS FOR COMMITTEES AND COMMISSIONS

Chairman Kurk said they received a letter from Mr. Will Ottery, Cable Committee Chairman, recommending Craig Slattum, Ray Eaton, Paul Hague, Will Ottery and Donna Osborne to the Cable Committee.

Selectmen Fiala moved, Selectmen Clark seconded to appoint Craig Slattum, Ray Eaton, Paul Hague, Donna Osborne, Will Ottery to the Cable Committee each for 3 year terms. Selectmen Osborne abstained. Passed 4-0-1.

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The Board discussed the Bylaws of the Conservation Commission states they do not need to have a Selectmen an exifico. Chairman Kurk said because for many years there were no Selectmen on the Commission and it caused a problem for the Commission when voting.

Selectmen Fiala moved, Selectmen Clark seconded to appoint Andrea Alderman, Pat Meyers and Steve Najjar to the Conservation Commission each for 3 year terms. Passed 5-0-0.

4. ADMINISTRATIVE REPORT – Mr. Fred Ventresco informed the Board Primex would like to meet with them for a yearly update. The Board discussed they will meet with Primex on May 21, 2007.

Mr. Ventresco told the Board the Building Committee met to discuss the air conditioning at the Town Office Building. Mr. Ventresco has a list of locations where the Board can see the installed unit on other buildings. Mr. Ventresco said he has bids for the units but the Building Committee decided to slow the process down before making a final decision. Mr. Ventresco said one proposal has 8 compressors around the building, he was expecting 3-4 compressors, and would like to get other options. Mr. Ventresco said he will speak with Harvey windows about the warranty with having the air conditioners in the windows. Mr. Ventresco said they are in no position to award any of the bids at this time.

Chairman Kurk said her concern is for the cable room and the Selectmen's Workroom as well as the Clerks office. Chairman Kurk appreciates the committee not wanting to rush into making a decision at this time until all options are discussed. Selectmen Clark asked why there was such a difference in contractors stating how many compressors would be needed. Mr. Ventresco said he needs to do more research. It was discussed they really need to determine the future use of the building. Selectmen Fiala said the 8 small compressors could be hidden within shrubs. Selectmen Fiala said the committee discussed temporarily placing air conditioning units on tables located near the windows and insulating around the units.

Mr. Ventresco told the Board Malcolm Wright said they could be installed without even touching the windows. Selectmen Clark said they could set up a mock air conditioning unit in the window and have Harvey Windows and the installer come out and look at it. Vice Chairman Clow was wondering if any of the bids including central air conditioning in the upstairs. Mr. Ventresco said he hasn't looked at those bids yet, but all the contractors felt downstairs would be best with compressor units. The Building Committee is meeting again on Tuesday to review all the bids. The topic will be brought forth at the next meeting.

Chairman Kurk informed the Board Fish and Game will contribute \$50,000 to the Eastman Land and it needs to be signed off on to have the grant go forth to the Governor's Council. The grant will go towards the purchase of the Ferrante Land. They will be discussing the Conservation Easement at the next meeting. Fish and Game was very much in support of the town purchasing this land.

Mr. Ventresco asked the Board if he needs to get bids for the hiring of a Licensed Forester for the town. Mr. Ventresco said he was informed by Steve Najjar told they will be contracting out this service. Selectmen Clark feels it does need to go out to bid for qualifications and liability insurance. The Board agreed. Selectmen Fiala said the warrant stated \$15,000 for this service. Chairman Kurk feels they are better off to put wording in for a contracted service. It was determine the Conservation Commission would look over all bids and then recommend to the Board. The Licensed Forrester would be a contracted service not an employee. Mr. Ventresco will move forward after talking with Conservation Commission on where to advertise. Selectmen Clark will get wording.

5. DEPARTMENT HEADS – Chief Begin informed the Board during the cruisers inspections done in March, they had to make changes. The old bus did not pass inspection because the floor was rotted. Chief Begin said they kept the wagon instead and discarded the van. Chief Begin said they did some research to find a 4wd small pickup and they found an old Granite State Telephone Van. They purchased the van and did repairs.

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The van they purchased cost \$5,000 (that money came from the Ranger pickup at auction which they got \$1,950). Chief Begin said they have a credit at 77 Motors for \$578.18 so the actual cost is \$5,000 minus the \$578.18. Chief Begin said there are 2 ways to deal with the \$578.18; they have 77 Motors cut a check to the town and put it back in the Capital Fund, or leave the credit with 77 Motors for future use.

Chairman Kurk told the Board she went to Chief Begin to discuss this because usually there is another process that needs to be taken and needs to go through the CIP committee. Chief Begin said because of the weather it needed to be done then. Chairman Kurk said the Board needs to approve the purchase and sale of town property. Chairman Kurk said she feels the money should not remain with 77 Motors because and should go back into the General Fund or the Police Vehicle Fund. Vice Chairman Clow asked if the money transfer had already been made; if not they could make a motion to expend from that account. Vice Chairman Clow said he feels there should be a motion for the Trustees to make the transfer. Vice Chairman Clow and Selectmen Clark feel the money should go back into the Vehicle Fund.

Vice Chairman Clow moved, Selectmen Clark seconded to authorize the expenditure of \$4,421.82 from the Police Cruiser Fund for replacement of the vehicle for the Animal Control Officers. Passed 5-0-0.

Chief Begin informed the Board they have been invited into a DWI saturation patrol grant which costs nothing for the town; Highway Safety funds. Chief Begin said the Board needs to accept the grant.

Selectmen Fiala moved, Selectmen Clark seconded to accept the DWI Saturation Patrol Grant from Highway Safety. Passed 5-0-0.

Chief Begin told the Board the Department has found it difficult to make purchases and would like the Board to consider allowing the Police Department to have a credit card. Chairman Kurk said she remembers Primex advising using caution with credit cards. Chief Begin said it is hard to have officers using their personal cards for seminars and training purposes. Chairman Kurk will look into this. Selectmen Clark said Chief Begin would have to be the sole expender of the card.

Chief Begin said they hope to switch their software June 1 instead of July 1.

Chairman Kurk said it would benefit the town to have monthly reports from every Department to keep the town informed.

6. ASSESSING NEEDS DISCUSSION AND OPTIONS FOR FUTURE ASSESSING SERVICES – Ms. Judy Rogers broke down the duties of the Assessor in handouts to the Board. Ms. Rogers told the Board there are 3 different options and wrote about the benefits of each.

1. A shared Assessor with other Towns – would take time to work out
2. Hire a part-time Assessor (2-3 days per week)
3. Continue with Avitar or another company.

Chairman Kurk is wondering how practical a shared assessor would be because they need one at least 2-3 days per week.

Vice Chairman Clow asked Ms. Rogers if she would keep the Avitar software. Ms. Rogers said definitely; there is a fee for the software regardless which software usually around \$2,000.

Vice Chairman Clow commented that they only had General Assessing, but the original proposal included data verification. Ms. Rogers said next year they need to start the data verification. Vice Chairman Clow said the figures to compare would be around \$75,000 to compare to Avitar. Data Verification will be done annually. Selectmen Clark asked what a part-time Assessor would cost on average. Ms. Rogers said Mr. Ventresco would have to contact the state for comparisons. Ms. Rogers said it would have to be a certified Appraiser. Chairman Kurk asked Ms. Rogers about the Appraiser needing to be able to go to court cases, handle appeals and all the

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varieties of assessing that needs to be done. Chairman Kurk said they should contact Paula Clemente and have Mr. Ventresco make phone calls to gather further information.

Chairman Kurk asked they need to determine what it would cost and the duties of the Assessor. Ms. Rogers said it depends on what level of an Assessor they hire. Chairman Kurk said to be careful not just to focus on the money; they need to focus on qualifications. Vice Chairman Clow said 2-3 days a week would be for General Assessing and they would really need 3 days to include data verification. Vice Chairman Clow agrees they need to go further to look out there and compare to the \$75,000.

Selectmen Clark asked how many parcels there are in town. Ms. Rogers said around 4,600 and it just keeps growing and there are more state rules and regulations to follow. Mr. Ventresco will contact Ms. Clemente for a possible list of candidates and Guy Patrail for ideas on prices. Chairman Kurk informed Ms. Rogers the past Assessor said he could help with names of potential candidates as well. Mr. Ventresco said they should put out a RFP for Assessing Agents. Chairman Kurk said they need more information.

Vice Chairman Clow asked if they had a different company's software would they use the same amenities for values. Ms. Rogers said the same rules from the state would apply no matter which software you use. Selectmen Osborne asked if there is another software. Ms. Rogers said there is other software, but she feels the Civic Ware software from Avitar is easier to use; according to other people's comments as well. Chairman Kurk asked if Ms. Rogers wants to explore other software. Ms. Rogers said she is happy with the Avitar software they have had since 1990. Ms. Rogers said she would rather Mr. Ventresco gather the information for the Assessing software that is available and the pricing.

Selectmen Clark said they should research the software available and then possibly RFP. Mr. Ventresco will research the software. Selectmen Fiala said he likes the idea of having an Assessing Company rather than an individual Assessor. Chairman Kurk said they need to do the research to see what else is available to the town. It was discussed the previous Assessor went to work with Avitar, but that is not the reason they went to Avitar for Assessing; Avitar was the best when the research was done.

7. TAX COLLECTOR REPORT FOR UPCOMING DEEDED PROPERTY – Ms. Diane Lamb distributed a copy of the RSA that deals with tax deed to the Board. If the Board chooses not to deed the property it goes into lien and accrues interest. This list is the people who still owe money for the 2004 taxes.

Teresa Belleville

Daniel Boisvert

Donald D'Abreu, arrangements made

Robert Didonna, passed away – son is paying balance

Bruce Gilman, cannot get in touch with him, Mr. Meany said it was not in the town's best interest to deed this property (trailer)

Ronald Hoekstra, note from wife saying she will be in before the 11th to pay in full

David Holmes payment arrangement

David Lunt payment arrangement

Elizabeth Saunders, lives in Massachusetts, trailer is not in the park anymore (Cold Springs)

Christopher Staley – should be in soon

Paul Therrien payment arrangement

Thomas Family Trust payment arrangement

Gail Trabucco payment arrangement

Gail Trabucco payment arrangement

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Selectmen Clark commented on the town having liens on these properties and asked how Elizabeth Saunders sold her trailer with the lien. Ms. Lamb said she is not sure how this was done. Ms. Saunders does own another trailer at Cold Springs on another site with someone else. Vice Chairman Clow asked Ms. Lamb if she is saying the Board should waive all the rights to deed these properties. It was discussed the property owned by Bruce Gilman is not in a park, but Mr. Meany does not recommend the Board deed this property. Ms. Lamb said according to the RSA she needs a waiver from the Board in order not to deed the property. Chairman Kurk asked Ms. Lamb if it is legal to contact the owner at his workplace. Ms. Lamb will have to research if it is legal.

Chairman Kurk moved to sign waivers for all those that have a payment plan arranged. The deeding date is May 11th. Chairman Kurk would like to work on the others more before waiving. Chairman Kurk asked what happens if the individuals don't come in that say they would. Ms. Lamb said they could wait until next year and there will be a lien against the property and it will accrue interest at 18%. Chairman Kurk said they should waive the properties that have come in and put money down; will hold out Hoekstra, Didonna, Staley and Saunders.

Ms. Lamb will contact the 3 people and inform them what will happen if they don't come in before the morning of the 7th; the next BOS meeting.

8. LIBRARY TRUSTEES TO DISCUSS WITH THE BOS ANY OPTIONS FOR THE COST OF FUTURE FLOOD PREVENTION AND/OR TEMPORARY SPACE FOR CHILDREN'S BOOKS – Ms. Chris Hague informed the Board Mr. Harry Wetherbee spent time at the Library discussing the current drainage system. Mr. Wetherbee told Ms. Hague they need to solve the problem of keeping the water out, not draining the water once it is in. Ms. Hague said they spent a lot of time trying to figure out their infrastructure. There are gutters on the Paige section that are hooked up to the pipes and there are no gutters on the other side. They don't know the condition of the pipes underground. Ms. Hague said they spoke with the Building Inspector and they might need a test pit.

Ms. Hague said they have had an offer from someone for an off site location to house the children's books. She said there is a security risk with that, they don't have enough employees. Service Master has removed all their fans today and the bathroom is functional. Ms. Hague said they are in a real bind. There will be a car wash on June 2 to raise money for the Library. They have everything they need except a place to put the books. Vice Chairman Clow said addressing the water problem from the outside seems more feasible. Ms. Hague said a person who is very qualified to do the radar ground survey has offered to do so; but they need to rent the equipment. Ms. Hague said there are a lot of utilities around the building and very little documentation.

Selectmen Fiala asked if they have thought about putting the children's books into the Sawyer Room. Ms. Hague said that would cripple a lot of community groups from meeting, not ruled out but not a top choice. Vice Chairman Clow said during the day the Selectmen's Room is available everyday except for one day a month. Ms. Hague asked the Board if they talked with FEMA. Mr. Ventresco said the Governor has secured some funds and they will try and pull in all they can.

Ms. Susan Morin reminded the Board the Library is a town building and asked if there are funds available from the Town Building and Maintenance Fund. Chairman Kurk said the fund was tapped for the windows in the Town Office Building but if they were able to pull money it would be from that fund. Chairman Kurk said this would take a higher priority then the windows for the Library. Chairman Kurk said after the Town Office Building windows and the air conditioning it would be \$25,000; so there would be a remaining balance of approximately \$50,000 in the fund. Ms. Morin asked if the Library situation fits the criteria to expend from this fund. Ms. Morin asked how they need to communicate with the Board the amount they need. Chairman Kurk said it would have to come to the Board and the Trustees and CIP Subcommittee need to be are made aware as well. Chairman Kurk said this is an emergency situation. Chairman Kurk said the CIP Subcommittee meets to put together a plan for Town Meeting, and this couldn't be planned for. Chairman Kurk said it seems to her that

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this Capital Reserve Fund is for this purpose. Ms. Morin asked if they have the authority to do a test pit at the Library to inform them what the foundation is. Ms. Hague said Mr. Wetherbee said they don't have clean out T's in the corner pipes. Selectmen Osborne asked if she was given a price. Ms. Hague said they discussed the possibility of Public Works do the digging.

Selectmen Fiala said digging the test pit should not be a big process and if it can fit into the Public Works schedule it should be fine. Chairman Kurk asked if the repairs can be done in the Children's Room before the outside was investigated. Ms. Morin said they did not want to put the room back together before the problem was fixed. Vice Chairman Clow said it does seem possible that the pipes are clogged and need to be cleaned out. Chairman Kurk asked Mr. Ventresco to contact Mr. Knapp about getting over to the Library and when it could be done. Selectmen Clark asked if drains would be going on the building. Ms. Hague said the drains on the Paige Roof are tied into the drains from the gutters. Ms. Morin asked if they would be able to put a temporary structure on the Library property. Chairman Kurk asked how long they feel the repairs would take. Ms. Morin said they are asking in case they found a way to get a temporary structure do they have the Board's permission.

Mr. Ventresco asked if they are waiting to go ahead with the repairs that the insurance is going to pay for. Mr. Ventresco brings this up because of the issue of who will pay the deductible. Ms. Hague said the Trustees proposed splitting the deductible with the town. Vice Chairman Clow said once they explore where the problem came from, then even though the complete fix on the outside was not complete and the blockage was repaired they could move ahead with the inside repairs.

9. SUGAR AND SPICE TO DISCUSS THE BUILDING DAMAGE AND TOWN ASSISTANCE WITH COVERAGE FOR REPAIRS – Ms. Mary Martin informed the Board Service Master has come in and dried out the building and they found a larger issue with mold inside the wall that needs to be addressed. The mold issue cannot be dealt with until the drainage issues are dealt with. They are looking to see if the town can cover the immediate bill for the drying out service which is around \$1,000; mold issue estimate is around \$3,000.

Chairman Kurk said Primex is aware of the situation. It was discussed the leaser will be responsible for the insurance. Ms. Martin said they have general liability insurance. Mr. Ventresco said this is a town building. Chairman Kurk said she is looking at premise insurance. Chairman Kurk said it is a town building and the town's insurance company would cover the immediate damages. It was discussed there is no piping under the building for drainage. Ms. Martin said they are located right next to the parking lot and they have slopes. Selectmen Fiala said he is not sure what they can do about the drainage issue. Ms. Martin said the problem is water runs right along the building and down the length of their playground towards the Straw property.

Mr. Eric Morse told the Board the first issue is the drainage needs to be changed and since this is town property it should be determined by the town. He said there are different options and it will be hard to determine the solution because sewer and water lines are underneath the town parking lot. Mr. Morse said some of this could be alleviated with gutters. The issue with the mold cannot be fixed until the drainage issue is repaired. Ms. Tippy Johnson said they need to do the repairs in as quickly fashion as possible because they do service the town which affects 55-60 families. Chairman Kurk said she is unsure what the value of the building is to the town anymore because it is being leased. Selectmen Clark asked why a test pit can't be done there as well. Mr. Morse said there needs to be a perimeter drain.

Selectmen Fiala said he is unsure how Primex will look at this. Chairman Kurk said they know that the building is insured just like any other town building. The water is coming in on the side of the building that faces the playground. Vice Chairman Clow asked if the water was coming in right at the slab point. It was discussed it was. It is assumed there is no drainage underground.

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Ms. Martin said they need to know at the very least that if they get contractors in they need to know the town will work with them with dealing with the pipes under the parking lot and when they get the prices who will determine what to do. Mr. Ventresco said they only have the one fund; they can try and contact FEMA. Mr. Ventresco said there is a competitive program for remediation. Mr. Ventresco said FEMA has disaster funds and mitigation funds. Chairman Kurk said she supports the concept of the preschool but she is stuck because the town has made a good faith commitment with having the preschool there, but when the building was built it was never designed to be for that use. It was discussed the preschool has looked for many years for another location. Mr. Morse said the building will be rendered useless because of the mold. They asked if the town would ever consider selling the building to them. Chairman Kurk said the town is trying to hold on to all the property they own in the center of town.

Vice Chairman Clow asked about the developing pre-existing mold and if the insurance would cover it because it was preexisting. Vice Chairman Clow asked if they were offering to pay for the drainage repairs and are just asking for approval. Ms. Martin said the problem is contractors are leery about coming in because it is town property. It was discussed any contractor would need to know the locations of the pipes underground. Vice Chairman Clow said the building has been used for the daycare purpose for 35 years. Vice Chairman Clow said the problem is recent and maybe proper ditching and gutters may solve the problem. The issue is because the town is the owner and the pipes are located under the town's parking lot.

Chairman Kurk said so what they are looking for is the town's support in getting information. They need information about the locations of the pipes from the town. Once they gather information, regardless of who pays, they will report back to the town.

10. THE NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM DISCUSSION – Chairman Kurk discussed with the Board the town is not part of the Mutual Aid Program. How it works is if there is an emergency disaster and you need assistance you can ask other towns for support and in turn they can ask our town. Chairman Kurk said there has been interest in this in the past. Chairman Kurk said Mr. Knapp sent information of the equipment the town owns and Mr. Meany has sent information from the Building Department. Chairman Kurk said she feels this is something they should be doing with neighboring towns. Vice Chairman Clow asked what the reason was for not doing this in the past. Chairman Kurk said Mr. Knapp in the past did not know they were not obligated to help. Chairman Kurk feels the good neighbor policy is good for everyone. Mr. Meany is in favor. The Board is all in favor of joining the Mutual Aid Program.

11. DEPUTY TREASER – Ms. Jane Snyder asked the Board if they received a copy of the 2005 Audit. Ms. Snyder said she expressed before if they had the 2005 audit available she would have got a TAN for the town. Ms. Snyder said she does believe the town will need the TAN. Ms. Snyder said 2005 was when the \$300,000 Conservation Fund was in the wrong place and this is coming to play now. Ms. Snyder said there were a lot of over expenditures that year as well. Ms. Snyder said the Audit is not complete because the fixed assets were not made available to the Auditors. Chairman Kurk said cemeteries were the missing piece and now they have the information.

Vice Chairman Clow asked when the fixed assets are in place they should not have a problem from year to year. Ms. Snyder said the problem is they did not know what the fund balance was. Unrestricted Fund Balance is what they are discussing. Ms. Snyder said there is still \$451,000 in taxes outstanding from 2005. Vice Chairman Clow asked if all obligations were met would the \$969,756 be tangible funds. Vice Chairman Clow said the unrestricted balance includes any unpaid obligations due to the town. Ms. Snyder said they need to have the 2006 Audit complete before they set the tax rate in October. Ms. Snyder said she started preparing this so the Board can sign at the next meeting to obtain a TAN.

Selectmen Clark said they are only seeing this now because there is an issue. She asked why they are not seeing this on a monthly basis to see where they are at. Ms. Snyder said this is the document she sends to the bidders

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of the TAN. Chairman Kurk said they did say they wanted a report of revenues every month. Mr. Ventresco said the Board receives an expenditure statement. The Board should have a revenue statement monthly as well. Mr. Ventresco said Ms. Tina Pelletier has been trying to get all Departments' to report their revenues monthly. Ms. Snyder said the information is available and feels they should be meeting on a monthly basis. Chairman Kurk said they did discuss they should get revenues. It was discussed Ms. Snyder, Ms. Pelletier and Mr. Ventresco should meet monthly.

It was discussed Don Thompson, Town Treasurer, is now back in town. Selectmen Clark said it makes sense to have Ms. Snyder included in all discussions. Vice Chairman Clow said for example they heard a lot about dog licenses, and wonders where the information for the revenue is. It was discussed the Town Clerk has the information and Ms. Snyder gets the information on a weekly basis. It was discussed the revenues from the Town Clerks and Building Department all go into the same account and Ms. Snyder receives the information. Vice Chairman Clow said if they pooled the information together they should be able to come up with the balance of the General Fund. Selectmen Clark said she asked Ms. Pelletier for a charter of accounts for the General Fund so they know what the fund balance is.

Ms. Snyder said there has been so much catching up that had to be done, and having not gone through an Audit before, it is very difficult to know what has to be done. Ms. Snyder said in going forward, if they all work together it could work from here.

It was discussed it is not Ms. Snyder's duty to distribute this report to the Board.

Ms. Snyder would like the Board's permission to use the draft form of the Audit to obtain a TAN. Ms. Snyder said the bottom-line as far as fund balance will not change. Selectmen Clark asked how long the process of obtaining a TAN will take. Ms. Snyder said she will get the information out via email tomorrow and have all the bids back by Friday, and will need the Board's signature for Monday's meeting. It was discussed they obtained a \$550,000 TAN last year. Chairman Kurk said for year's they did not need the TAN, what do they do to get the town back in the situation that they don't need the TAN. Ms. Snyder said when budget time comes they need to make sure their numbers are accurate in going forward. It needs to be double-checked, for expenditures and revenues. Selectmen Clark said there is no one sitting on the Board of Selectmen that can honestly say with confidence that the numbers were all calculated correctly. Ms. Snyder knows how to do this. Selectmen Clark said if they get the reports and Departments are held to do what they are supposed to do, and then the information will be accurate. Vice Chairman Clow said when they are building the budget they will still have to estimate the revenues for the upcoming year; but they need to be conservative with estimates of revenues to help build the fund.

Vice Chairman Clow moved, Selectmen Clark seconded to allow the Assistant Treasurer to use the Draft of the 2005 Audit in applying for a TAN. Passed 5-0-0.

Selectmen Clark asked if it would be possible to have a workshop with Ms. Snyder as a whole Board. The Board scheduled the workshop for Monday, May 14th at 6:30 pm. It was discussed to have Ms. Pelletier present as well.

Ms. Morin informed the Board she was concerned with what the commitment was because of the Sugar and Spice Daycare issues and the Library issues as well and what the priority would be. Chairman Kurk said they will not make any decisions until all the information is gathered.

12. SELECTMEN'S ITEMS

Vice Chairman Clow said on May 16th the Town Center Advisory Group is holding a public forum with letters going out to residents living close to the center of town. The meeting will take place at the Town Hall at 7:00 p.m. All are welcome, but invitations are going out to all residents surrounding the town center.

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The Selectmen will be holding a coffee hour on Friday, May 25th 10:00-11:00 a.m. at the Town Office Building in the Selectmen's Conference Room.

Chairman Kurk said on April 2nd the Board voted to give raises to the staff and Selectmen Osborne did not abstain. Chairman Kurk called Local Government Center; they said you can only go forward not go back. Therefore, another motion will need to be made with Selectmen Osborne abstaining.

Chairman Kurk said at the previous meeting they had discussed the option of 2.7%, 3.0% and 3.5% raise increases to the town employees. Selectmen Clark said since the time of the vote so much has come to light and so much has happened. Selectmen Clark feels non contracted employees should get a raise. Selectmen Clark said now they are seeing real numbers and the budget balance and now she does not know how they can give the employees a raise. Vice Chairman Clow said they asked each Department for areas in their budget where they could tap into for the raises. Mr. Knapp said he could give funds from the salt line, since the storms that needed salt Mr. Knapp still feels he could cover this. Vice Chairman Clow said Mr. Knapp did say he might have to look at funds from road reconstruction and alter the plans. Vice Chairman Clow said Mr. Knapp also just lost an employee due to the employee not being able to live on the salary provided. Vice Chairman Clow said the Police Department has the funds to cover their department's raise. Selectmen Fiala said he was not here for the original discussion and even though things have happened he feels they should honor the raises. He personally told some employees they would get a raise and wants to stay with that. Selectmen Fiala said he feels most employees salaries are certainly lower than that they could get in the private sector and feels we need to retain the valuable employees they have.

Vice Chairman Clow moved, Selectmen Fiala seconded to grant employees a 3.5% wage increase retroactive to April 1, 2007. Passed 4-0-1. Selectmen Osborne abstained.

Chairman Kurk said she called Chuck Metcalf with suggestions on defining the Director's position and she suggested both Boards get 2 people from each board to discuss and then come forth with the information. Selectmen Fiala said it makes more sense than what they were doing before and he volunteers to be one. Vice Chairman Clow said he does not see how they missed this being in final form, because they received correspondence from Tom Reynolds saying it was accepted. Chairman Kurk said it was never acted on. Vice Chairman Clow said he went back in his files and found where the Board set the responsibilities of the Director and then Mr. Reynolds sent back the description with minor edits. Vice Chairman Clow feels the Directors job description is pretty much ready for approval. Chairman Kurk said as far as the PARC responsibilities there are still lots of blanks. Selectmen Clark said he enrolled her son in a PARC in another town and got a copy of the PARC Director's position. Chairman Kurk said she is interested in participating and Selectmen Fiala is the ex-officio at the meetings. It was discussed Mr. Ventresco should be involved.

Chairman Kurk said they receive monthly reports from Highway, Building Department, Assessing and Tax Collector. Chairman Kurk would like Mr. Ventresco to remind the other departments of the monthly reports. Chairman Kurk said there are two reasons for these reports to inform the Board and to keep the public informed. Chairman Kurk asked if the monthly reports should be read into the minutes. Selectmen Clark said the information should be posted on the town's website. Selectmen Fiala the reports should be sent to individuals on the email listing. Selectmen Clark said all Department Heads should send their reports to Merry Rice. It was discussed there will be copies available in a folder in the Selectmen's Office and they will keep working on the website.

13. PUBLIC PARTICIPATION

Mr. Butt told the Board he is concerned with the liability issue with the mold at Sugar and Spice Daycare. Mr. Butt wants to know the town's liability. Mr. Butt said the town is leasing the building to them; so the town should have some responsibility. Selectmen Clark said she asked the question as well and asked Service Master

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about the mold spores. She was told as long as they don't remove the boards to expose the mold spores everything was fine. She asked if an air quality test was taken. Chairman Kurk said there is a clause in the lease. Mr. Butt asked about the general safety of the building for children of that age. Mr. Butt said it is a difficult decision to make if that building should be leased for this nature. It was discussed the lease runs out in September. Mr. Butt said the Board needs to determine if the money should be spent.

Mr. Butt hopes the Board recognizes the procedures that need to be taken in the process of obtaining the TAN. Mr. Butt doubts very much that the Board would have expended funds from the General Fund last year if they knew the balance. He would like to see processes written and followed by future boards.

Chairman Kurk moved, Selectmen Fiala seconded to go into non public session under RSA 91-A:3, II (a) at 10:14 p.m. A roll call vote was taken Selectman Clark – yes; Vice Chairman Clow – yes, Selectman Osborne – yes, Selectman Fiala – yes, Chairman Kurk – yes. Passed 5-0-0.

Chairman Kurk moved, Selectmen Fiala seconded to go into non public session under RSA 91-A:3, II (d) at 10_14 p.m. A roll call vote was taken Selectman Clark – yes; Vice Chairman Clow – yes, Selectman Osborne – yes, Selectman Fiala – yes, Chairman Kurk – yes. Passed 5-0-0.

14. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary