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**WEARE BOARD OF SELECTMEN
MEETING MINUTES
October 1, 2007**

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

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Frank Campana, Tina Pelletier, Chief Gregory Begin

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

1. DEPARTMENT HEADS – Ms. Tina Pelletier gave the Board members printouts of the budget and informed them her budget has 26.24% remaining for the year. Ms. Pelletier has calculated to the end of the year with wages, health insurance, taxes and estimated expenses for phone and she is still going to be under budget and within safe zone. Ms. Pelletier said she purchased payable checks with last years encumbered monies to help keep the line down. Selectman Fiala asked how many actual dollars she thinks she will make it by. Ms. Pelletier said around \$1,000. Ms. Pelletier said today's printout included the payroll dated for this week. Chairman Clow asked if this week's payroll was for last weeks work. Ms. Pelletier said yes. Chairman Clow asked how the payroll cycle affects the end of the year. Ms. Pelletier said the software covers the accruals, as long as you do the process before you do the next check. It is prorated, which is now done manually. Chairman Clow commented that everything earned in 2007 comes out of the 2007 budget. Ms. Pelletier said this is correct.

Selectman Fiala commented on there being a fair amount of funds left in computer supply. Ms. Pelletier informed the Board she will be utilizing \$100-\$150 of that to purchase a cartridge, W-2 and W-4 forms for the end of the year.

Ms. Pelletier informed the Board she has received 2008 budget numbers from 2 departments. Ms. Pelletier showed the Board the format she will be using and informed them it is different from passed years to make tracking easier. Ms. Pelletier said the computer system fills in all the blanks for 2008 she just needs the department's numbers they are working with. Selectmen Clark asked about the computer supply line. Ms. Pelletier said she uses this line for forms and cartridges and said it could actually be condensed into office supplies.

Ms. Pelletier informed the Board she has a voucher for \$49,500 from Drug Forfeiture to present to the Trustees at their next meeting. Ms. Pelletier said there is ladder truck encumbered monies from last year. Chairman Clow commented on the vouchers and monies coming from the Trustees. Ms. Pelletier said they have no impact on the budget and does not touch any of the departments operating budgets.

Ms. Pelletier said as they approach budget season she would like to bring up possibly having a warrant article that would be a lapsing warrant article for accruals and cannot be spent on anything else, could total \$135,000, and if not spent will go back into the General Fund. She would like the Board to think about this so they are not

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in a position they don't want to be in. Chairman Clow asked if the auditors recommend this. Ms. Pelletier said she does not remember if they specifically made the decision but knows it is a good safety net. The total amount reflects if all the eligible employees were to leave. Ms. Pelletier said if it is not spent it just goes back into the General Fund.

2. DISCUSSION OF ASSESSING AGENT FOR UPCOMING YEAR – Mrs. Judy Rogers, asked the Board if they had any questions on the proposals. Mrs. Rogers said she was disappointed with how unprofessional all the proposals were and said there really isn't any proposal that stood out she would recommend. Mr. Ventresco said Vice Chairman Osborne called him and informed him she favored the proposal from Perbis. Chairman Clow said he could not compare because all proposals were from different angles and was unsure of what was included in each proposal. It was discussed they all use Avitar software. Selectmen Clark said she still favors Avitar. Selectmen Fiala said that Avitar knows the entire town's history.

Mrs. Rogers said she was pleased with all the reports from the state involving Avitar and that they were all good. Selectman Fiala commented everything went well with Avitar and he did not hear many complaints, and feels they were very accommodating and helpful to the public. Selectman Fiala said nothing stood out with numbers that Avitar was not in line.

Chairman Clow said they sent out a request for proposals for Assessing and received replies from 5 different companies, one being the current assessor Avitar. The way the proposals came back it was very difficult to sort out what they would get for the money, what was included, and what would be an extra cost. Mrs. Rogers said in looking across all of the proposals they all specified different things. Chairman Clow asked if Avitar included the 2011 re-valuation in the \$85,400 for every year in the contract. Mrs. Rogers said \$25,000 would just be general assessing and starting this year they really should be working on the data verification to keep up to date.

Mr. Ventresco added companies who submitted proposals did not have a bid proposal to go by. Mr. Ventresco said to get all the same answers back you really do need to have a bid proposal and the Board did not want to go that way. Chairman Clow commented on Vice Chairman Osborne saying she was favoring Perbis, and said there would be no tax savings with Perbis. Mr. Ventresco suggested having a full Board before making a decision. Mrs. Rogers said the decision does not need to be made tonight but she cannot do her budget until the decision is made. Chairman Clow said they would wait until the next meeting. It was discussed they were leaning towards Avitar. Chairman Clow said they have a number of concerns from citizens on how assessments were made. If they go with another company the same software and criteria would still be used. Mrs. Rogers said all the companies need to abide by the same state regulations.

3. PUBLIC WORKS AND TRANSFER STATION BUDGET DISCUSSION – Mr. Carl Knapp informed the Board the trash compactor is installed and being used. It took 4 days to install and went fairly well. Mr. Knapp thanked Hillsboro for allowing them to borrow 2 trailers. This new compactor should cut way down on the hauling.

Mr. Knapp informed the Board soon he needs to clean out the bays and the asked the Board what they would like done with the old forestry truck. Mr. Knapp said he spoke with the Fire Department and they felt it was up to the Selectmen on what to do with the truck. Mr. Knapp said he discussed with Chip Meany putting the plow on the Code Enforcement truck. Chairman Clow asked what purpose it would serve to put the plow on the Code Enforcement truck. Mr. Knapp said it is a heavy duty ½ ton and could be used to plow parking lots. Mr. Knapp said the plow could go out to bid to be sold. The Board discussed last time putting equipment out to bid did not bring the town much money. The Board discussed they could put the plow out to bid and could specify that they have the right to refuse any bid. Mr. Knapp said the truck is not junk but just is not useful to the town. Mr. Ventresco suggested putting a minimum bid price on the bid which will save them from going to low. It was discussed for around \$500 they could have a \$3,500 plow installed on the Code Enforcement truck. Mr. Knapp

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said if he knows the town wants to keep it he could find another place undercover to store it for the winter. Mr. Ventresco asked if that plow could replace any other plows on other trucks. Selectman Fiala said they should put the truck and plow out to bid and see what happens. Selectman Fiala is not in favor of installing the plow on the Code Enforcement truck. Mr. Knapp recommends putting it out for a minimum of \$1,800. Mr. Knapp said they should not take any less than \$500 for the truck. Mr. Ventresco said they should add "meeting the minimum bid does not require the town to accept the bid." It was discussed the bid would read; Ford ¾ ton flat bed, 4wd, minimum bid of \$1,000 and plow set up with a minimum bid of \$1,800. They can both be inspected at the transfer station and will be advertised on Cable, The Goffstown News and The Villager.

Chairman Clow moved, Selectman Fiala seconded to put the old forestry truck out to bid with a minimum bid of \$1,000 and the old plow coming off the forestry truck with a minimum bid of \$1,800. Passed 3-0-0.

Mr. Knapp informed the Board the water budget is in fine shape. Mr. Knapp said this budget will be going up a fair amount because the system needs to be maintained. Mr. Knapp said the sewer and electricity budgets are both over since the school has been operable. Mr. Knapp said this budget is directly billed to the users; each building is broken down into a unit. Chairman Clow asked if the bills of the households go down because of the large portion being used by the school. Mr. Knapp said the amount of electricity being used has increased and there will be a lot of maintenance issues with the system as well. Mr. Knapp said as long as the school does not exceed 900 in staff and faculty they should be all right; which is regulated by the State of New Hampshire. Selectman Clark asked when the school will pay for the electric. Mr. Knapp said this budget is self funded by the users, there is off setting revenue that covers this budget. Ms. Pelletier said it has to be budgeted through and appropriated for through the budget but it will be removed from the operating budget because it is self funded. Selectman Clark said the line is currently over by almost 10% and does not understand when this line will show a positive. Mr. Knapp said it will not because that is all the money that is in the line. The sewer bill is collected in February 2008. Chairman Clow said the school really won't be making a payment this year. Mr. Knapp said yes they will because it will be prorated.

Transfer Station – Mr. Knapp informed the Board this line shows \$39,000 more than it should. Mr. Knapp said it is running 10% post budget, which really is pretty close to where it should be. Mr. Knapp informed the Board there is a \$26,000 balance in the Concord Resource Recovery line which is October and November's payment. Mr. Knapp said this is an exact number figure. Selectman Clark commented on the shop supplies line being over. Mr. Knapp commented on steel making a huge impact on the budget. Mr. Knapp said office supplies are over because they had to purchase more receipt books this year, they could use a printer to alleviate some of this cost. Selectman Fiala commented on the maintenance line, and asked Mr. Knapp if he is done with maintenance. Mr. Knapp said they have a lot more maintenance that needs to be done to keep equipment running. Selectman Fiala said it costs the town more to keep cutting maintenance lines because equipment is not being maintained. Mr. Knapp said another line that is over is bailing wire; it is steel and more expensive than it was. Mr. Knapp said they have had a great year for hauling, especially newspaper and it continues to get better. Selectman Clark said they are over on the line because of hauling but the revenue is recorded in the general fund. Mr. Knapp said when a recycling line is over it is a good thing because that means they have made more trips to haul it but that means more is being recycled, bringing in more revenue. Selectman Clark asked if they have to use steel for the bailer. Mr. Knapp said they make a nylon wrapping but then you have to purchase all that equipment to be able to use it.

Chairman Clow asked since this is a cost to dispose of the material, why couldn't this be charged to the revolving fund. Mr. Knapp said because there is no revenue going into the fund to cover it; the only funds going into the revolving fund is what they charge residents for. Mr. Knapp said this is anticipated revenue which offsets the entire operating budget, but the direct relation is not seen. Mr. Knapp said the cost to dispose of trash

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is very expensive and would like to have costs broke down to show residents how much money is saved through recycling.

Fuel – Mr. Knapp informed the Board they just received fuel, approximately \$10,000, which has not been billed yet. The numbers are running close. Chairman Clow asked how the fuel costs are broken down throughout departments. Ms. Pelletier said Sue reads the meter and informs her how much fuel each department uses. Mr. Knapp said the Police Department uses the highest amount of the gasoline.

Cutting edges – Mr. Knapp said he still has a lot of the fund in the line. Mr. Knapp said cutting edges price increased approximately \$2.00 per linear foot and they will have to purchase them soon. Mr. Knapp said they will also need to purchase salt. Mr. Knapp said all maintenance lines are over. They discussed radio equipment, a good portion being paid through CIP.

Selectmen Fiala asked Mr. Knapp about tree removal. Mr. Knapp said there is a lot of tree removal that needs to be done.

The Board discussed cell phone usage. Mr. Knapp said he pays for his own personal cell phone; he does not have a cell phone through the town.

Chairman Clow said he is concerned because of the billing cycle; they don't always know what is being spent. That is why they are asking departments not to make large purchases without informing Ms. Pelletier.

Mr. Knapp said September has a large number of expenses. Mr. Knapp mentioned equipment maintenance.

Mr. Ventresco said he discussed with Ms. Pelletier about every department keeping a running journal. Chairman Clow said this would be beneficial especially towards the end of the year because the budget runs so close.

Mr. Knapp said his large expenses forthcoming are cutting edges and salt.

Ms. Pelletier spoke about receiving invoices before December 31 and not holding them back until the bills come in January. Selectman Clark asked Ms. Pelletier about some of the negative lines, shows negative on the sheet but there are funds coming in from revenues.

Mr. Ventresco said they started getting calls from the Board of Fire Wards and a couple people inquiring about the use of facilities at the Safety complex; specifically the great room. The Fire Department is concerned because there is a vendor conducting EMT training there. The vendor would not charge the town's people that were using his service in exchange for the use of the building. Mr. Ventresco said there is a question of insurance and the policy in general; should it be the same as the town hall that they only rent to non profits not organizations for profit. Mr. Ventresco said this vendor also invites other towns to join the training, which is common practice in other towns. Chief Begin said the room is used by the Police, Fire and non profit organizations and occasional usage from the school. Chief Begin said in the past they have had vendors use the room for the training free of charge, in exchange Police Department personnel have taking the training free of charge. Chief Begin said the Board might like to consider charging for the usage of the great room at the Safety Complex. Chairman Clow said he has spoken with Mr. Ventresco about this matter and it was discussed there needs to be some return charge for this service. If our personnel are benefiting from the training for free then that is considered return charge.

Chairman Clow asked Mr. Ventresco if there is something coming up that a decision needs to be made promptly. Mr. Ventresco said there is nothing pressing at this time. Chairman Clow would like to table the discussion so further input can be provided from the public and other Board members.

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4. MEETING MINUTES

Chairman Clow moved, Selectman Fiala seconded to approve the minutes of September 24, 2007. Passed 3-0-0.

Selectman Fiala moved, Chairman Clow seconded to accept the minutes of September 10, 2007 as amended. Passed 3-0-0.

Chairman Clow moved, Selectman Fiala seconded to accept the minutes of September 17, 2007 as amended. Passed 3-0-0.

Selectman Clark asked about the MS4. Ms. Pelletier said it is due September 1. It was discussed it is just estimates and only 25% of the actual revenue of the land use tax is recorded. Chairman Clow said Mr. Dick Butt was concerned about the amount. Ms. Pelletier said if you asked what was billed for one particular tax year it is not the correct question. The 75% of the particular tax is what is actually collected under land use. Ms. Pelletier said when she gets the actual slip of what was collected she splits it 25% / 75% and that is what actually gets recorded on the MS4; which is estimations done by Judy Rogers. This is a 25% estimate of what they see as receipts coming in, which could represent a 3 year period. Ms. Pelletier said they still have up to the minute they are here sitting down to make changes to the MS1 and MS4. Chairman Clow asked Ms. Pelletier about the MS5. Ms. Pelletier said it is about 1/3 of the way done and said she is working with the trial balance that was presented to her from the auditors. The trial balance she is working with is \$900,000 and some change at the end of 2006. Chairman Clow said this includes uncollected taxes. Selectman Clark asked when the MS5 will be complete. Ms. Pelletier is hoping the end of next week. Selectman Clark asked when they will set the tax rate. Ms. Pelletier said they are in really great shape this year. Chairman Clow mentioned the tax bills going out late last year and asked what the normal schedule would be. Ms. Pelletier said people need their bill 30 days in advance of being due. Selectman Clark said they can't count on people paying their bills early because times are very tough. Ms. Pelletier said the largest payments come from the mortgage companies of people who escrow.

5. MANIFESTS

Chairman Clow moved, Vice Chairman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated October 4, 2007. Passed 3-1-0. Selectmen Clark does not agree with some of the payrolls.

Accounts payable	\$321,372.80
Gross Payrolls	<u>\$44,320.02</u>
Total	\$365,692.82

Ms. Pelletier told the Board she is in discussion with the software company because the payroll should be done differently. Ms. Pelletier said the payroll situation has to do with the Police Department and their accrual time, technically they have already earned their time, and they have to wait to get their pay. Selectmen Clark said in the future she would like to see it explained in a cover letter when this is paid out. It was discussed there was an employee from Highway, who's pay also needed an explanation.

6. JOB DESCRIPTION FOR THE FINANCE ADMINISTRATOR – Ms. Pelletier informed the Board the job description she is referencing is from the previous Finance Administrator and has been used by the town for several years. Ms. Pelletier said the job description is very detailed. Chairman Clow asked Ms. Pelletier if the Board had asked her for a revision of the job description. Selectmen Fiala said they clearly needed a revision of the job description. Chairman Clow asked Ms. Pelletier to review the Finance Administrator job description with Mr. Ventresco so she is not in the awkward position of writing her own job description.

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Chairman Clow moved, Selectmen Fiala seconded to hire Cherry Palmisano as the Board of Selectmen Minute Taker at the rate of \$13.50 per hour as a Town Employee. Passed 3-0-0.

Chairman Clow moved, Selectmen Fiala seconded to allow the Historical Society to repair the door on the outside toilet at the Clinton Grove Academy. Passed 3-0-0.

7. ADMINISTRATIVE REPORT – Mr. Ventresco said the fire department has 2 ladders for the ambulances which are worthless to the town and have received an offer from another town to buy them for \$100 each. These are a specialty item used for ambulances but are of no use to the town. The revenue from the sale will go into the General Fund.

Selectman Fiala moved, Chairman Clow seconded to authorize the Fire Department to sell the 2 ladders for \$100 each. Passed 3-0-0.

Mr. Ventresco asked the Board if they reviewed the CIP proposal for computers. Mr. Ventresco said he discussed this with Chairman Clow and they decided they did not need to submit anything. Mr. Ventresco said Naomi Bolton asked him if the Board was going to submit a proposal. Mr. Ventresco said they need a 10 year plan. Selectman Clark asked if they forecasted the plan to need additional computers for additional employees and also mentioned the need for a new server. Mr. Ventresco said the server is already in a CIP fund. Chairman Clow asked if the fund expires. Mr. Ventresco said it will not dissolve unless there is a warrant article to dissolve it. Mr. Ventresco informed the Board the deadline to submit the CIP proposal is this week. Selectman Clark asked why they were only submitting a proposal for computers. Mr. Ventresco said Selectmen Fiala already submitted a proposal for building needs. It was discussed each department submits their own proposal. Selectmen Fiala said the proposal discusses buildings individually but they really got wrapped up in the Town Hall. Selectmen Fiala said there are other town buildings that have greater needs. Selectman Fiala said as a building committee. **Note: the tape shut off right at this point.**

The Town Administrator explained that it was time to re-appoint the E911 Officer, and explained that Judy Rogers of Assessing was currently filling that role, although the former Code Officer used to fill the position. The Town Administrator said that she is willing to serve again, but is not too enthusiastic about it. Town Administrator will seek a secondary officer, as the State requested, and bring back to BOS for approval and appointment.

Chairman Clow moved, Selectman Fiala seconded to reappoint Mrs. Rogers as the Primary E911 Officer. Passed 3-0-0.

Chairman Clow invited each Board Member to speak, in turn, if they had anything they wanted to bring forward:

Selectperson Clark informed the Board that she had met with Chief Richards of the Fire Department Saturday and that she is asking the Building Committee to go over and look at the issues they are having with the Safety Complex building. Selectman Fiala reported that the Bolton Field Study is coming along well and that a copy of the study so is available for public inspection at the Town Offices. Chairman Clow reported having received a letter regarding the services of the inmates from the Department of Corrections. The letter was just reminding the Towns that their services are available and to get requests in.

Chairman Clow announced that the open part of the meeting was over.

Chairman Clow made a motion to enter into nonpublic session at 9:15PM per RSA 91-A:3II(e); motion was seconded by Selectman Fiala. A roll call vote was taken resulting in all yeas. The motion passed.

Chairman Clow motioned to emerge from nonpublic session at 9:28PM; Selectperson Clark seconded the motion; all were in favor.

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Selectperson Clark made a motion to seal and restrict the minutes of the nonpublic meeting; the motion was seconded by Chairman Clow and passes after a roll-call vote unanimously.

Motion to adjourn at 9:29 pm.

8. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary