

Selectmen Meeting Minutes  
Monday April 22, 2013

Present: Selectman Mike Darcy, Selectman Wayne Gallagher, Selectman Jay Ebbighausen, Selectman Joan Morel, Selectman Bernie Rideout and TA Collins

6pm Chairman Mike Darcy called the meeting to order

Selectmen reviewed the manifest.

Selectman Ebbighausen made a motion to approve the manifest of 4/22/2013, Selectman Morel second. Motion passed unanimously.

Selectman Ebbighausen made a motion to approve the minutes from 4/15/2013, Selectman Rideout second. Motion passed unanimously. Selectman Ebbighausen made a motion to approve the Non-Public Meeting minutes from 4/15/2013 with the amendment of Selectmen Gallagher and Selectman Morel motioning not Richard Schill, Selectman Rideout second. Motion passed unanimously.

Selectman Ebbighausen made a motion for the town to adopt the 2013 rate of \$.565 for mileage reimbursement, Selectman Gallagher second. Motion passed unanimously.

Selectman Rideout made a motion to sign the 2017 Statistical Update and Date Verification Agreement with Vision, which was reviewed and approved by DRA, Selectman Ebbighausen second. Chair repeated the motion and called for a vote, motion passed unanimously.

Selectman Ebbighausen made a motion to sign the Radio Recipient and Certification Grant Agreement to receive 1 XTS 3000 portable radio, battery charge, remote speaker microphone, swivel leather carry case and CD instruction booklet, Selectman Rideout second. Motion passed unanimously.

Selectman Ebbighausen made a motion to sign the water/sewer commitments for 2013 1<sup>st</sup> quarter, Selectman Morel second. Motion passed unanimously.

Selectman Ebbighausen made a motion to abate the water of Beverly Bernier for 2013 1<sup>st</sup> quarter, Selectman Gallagher second. Motion passed unanimously.

Selectman Rideout made a motion to table for more information the vendor permit application for Steven Boyd, Selectman Gallagher second. Motion passed unanimously.

Selectman Ebbighausen made a motion to sign the Recreational Campground Permit for Thicket Hill Campground, Selectman Morel second. Motion passed unanimously.

Selectman Gallagher made a motion to sign the following appointment papers for the Fire Department, Selectman Ebbighausen second. Motion passed unanimously:

- Assistant Chief, Robert Elliot
- Assistant Chief, Jon Roy
- Captain, George Benedict
- Captain, Terry Zavorotny
- Lieutenant, Timothy Girroir
- Lieutenant, Leon Dunbar
- Clerk, Mark Curtiss

Selectman Rideout reported there is a Recreational Committee Meeting Thursday, April 25<sup>th</sup>. Asked if TA Collins had received information from the Town Attorney, (no).

Selectman Morel reported that she is attending the Selectmen's Institute Saturday, April 27<sup>th</sup>.

Selectman Ebbighausen asked if the Joint Loss Committee is meeting quarterly in the future, (yes).

Chair Darcy advised the Board that the Budget Committee met Wednesday, April 18<sup>th</sup>. The Budget Committee will not be meeting again until August. The Budget Committee asked if the Board plans on separating the positions of the Town Clerk Tax Collector (it was advised that the committee members should come to any meeting and ask questions, but the Select board is in charge of management of offices). Asked if there is an RFQ for the Monument Rd Project, (TA Collins responded we have a town engineer working on proposal for the final design). Asked if the audit has been received, (no) could TA Collins contact them with an ETA.

TA Collins informed the Board that a gentleman was in and brought paperwork claiming to own land in town. The gentlemen's paperwork states book's and page's that from the early 1900's. The gentlemen also contacted the P.D. and asked for aid and entering the property, which was denied. This matter is a civil matter no formal paperwork has been filed with the town.

6:30pm Chair Darcy asked Mr. Edward Wunsch of 45 Indian Acres Dr. and Mr. James Plante of 53 Indian Acres Dr. Mr. Plante brought a survey of the abutting lots. There is a ROW that the Town own between their properties. Kids ride bikes through, throw trash, harass Mr. Wunsch's dog, swear. The Highway and Water/Sewer Superintendent were asked if the ROW is needed, (no). The selectmen advised Mr. Wunsch to contact a lawyer and have a deed drawn up to incorporate tax map 45 lot 36 and then contact CDC Kathryn Lynch and ask for a voluntary merge of the lots. Then the neighbors can post no trespassing signs on the property. Selectman Rideout made a motion to start the process of transferring the property to Mr. Wunsch, Selectman Gallagher second. Motion passed unanimously.

6:45pm Chief Todd Faulkner came into the Board for a monthly meeting.

- Chief Faulkner informed the Board that the P.D. preformed Active Shooting Training at the school while it was closed for Spring Break. They training with the Bear Cat, which the P.D. pays maintenance fee of \$150 a year for use if necessary.
- The P.D. now has a master key for the school in case the electric is out. The P.D. did training that included locked and barricaded doors.
- D.A.R.E. Graduation is Wednesday, May 15<sup>th</sup> at HES and all are invited.
- Explained that morale at the P.D. is well with the added hours.
- Two new hires will be out of training by June 10<sup>th</sup> and the third will be out by February.
- Discussion of salaries and preparing for next budget year with a few ideas for holiday pay, merit based pay increases and training incentives. TA Collins, Selectman Gallagher and Chief Faulkner were asked to look into local police force salary and benefit packages.

7:40pm Chair Darcy explained that he was told that the land between the bridges belonged to the town and we should post and clean up the trash. Wayne Gallagher explained that the land is owned by TransCanada and it is monitored but is dangerous. Many vagrants live there and at times the brush is so thick you cannot see two feet in front of you. If TransCanada was contacted they would allow the land to be posted and monitored but it would have to be a town adopted ordinance.

7:45pm Board did work on job descriptions.

Community Development Coordinator: Examples of essential duties, #3 delete, Acts as liaison between Hinsdale/Commercial/Industrial Development Corporation and the Board of Selectmen. This is performed by the TA. #6 add issues "Notice of Intent to Cut". #8 delete assessor and add including. #9 delete NYNEX and add Department of Safety.

Budget & Finance Coordinator: Examples of essential duties, #7 add assist the Town Administrator and Secretary/Receptionist in collecting and compiling. Delete collects and compiles. #8 delete entire line. #11 delete Community Development Coordinator and.

Secretary Receptionist: Examples of essential duties, #4 delete Planning Board and Zoning Board. #8 add Community Development Coordinator and. #11 add Collects and compiles reports for Annual Town Report; organizes the printing and delivery of the Annual Town Report for review. #12 add Collects and compiles information for the semi-annual newsletter; organizes the printing and mailing of the semi-annual newsletter.

Building Inspector and Custodian job descriptions were passed out for review and will be discussed with Inspection and Professional Services.

Selectmen Policy and Procedure changes:

Rule 1. Add five members

Rule 2. Change meeting time to 6pm

Rule 8. Delete Administrator and add Secretary/Receptionist. Change day to Thursday.

Rule 10. Delete Administrative Assistant and add Budget Finance Coordinator.

Rule 11. Delete Administrative Assistant and add Budget Finance Coordinator, delete and to read “Board of Selectmen or shall ensure that a qualified...”

Rule 21. Delete who is in the Board of Selectmen chambers and add participate. Delete should they feel that to vote would constitute a violation of the Town’s Code of Ethics, or that their participation in debate or voting would constitute a conflict of interest of the other similar disqualifying circumstances.

Rule 28. E is revised to state, Generally, the Town Administrator, acting for the Board of Selectmen, shall give directives to Town officers and employees under the control of the Selectmen. No member of the Board of Selectmen shall give directives to Town officers or employees either publicly or privately unless approved by the Board. Should Board requested tasks require significant time commitments, prior consultation with the Town Administrator is requested regarding the workload of the staff affected.

835pm Selectmen Gallagher made a motion to go into Non-Public Meeting, Selectmen Ebbighausen second.

RSA 91:1-3, II (a) hiring of personnel

Vote was as follows: Darcy I, Gallagher I, Morel, I, Ebbighausen, I, Rideout I. Motion passed unanimously.

8:40pm Selectmen Gallagher made a motion to come out of Non-Public Meeting, Selectmen Ebbighausen second.

Vote was as follows: Darcy I, Gallagher I, Morel, I, Ebbighausen, I, Rideout I.

Selectman Ebbighausen made a motion to hire Joshua Murray at Step 9 Grade 1, Selectman Gallagher second. Motion passed unanimously.

842pm Selectman Ebbighausen made a motion to adjourn, Selectman Rideout second, motion to adjourn unanimous.

Respectfully written,

CDC Kathryn Lynch

Draft of minutes until approved