

BOARD OF SELECTMEN
Budget Presentation
MEETING MINUTES
December 14, 2015

PRESENT: SEAN P. MURPHY CHAIRMAN; PRISCILLA R. LINDQUIST, SELECTMAN; CHAD R. BENNETT, SELECTMAN; AND SALLY THERIAULT ADMINISTRATIVE ASSISTANT

BUDGET COMMITTEE: J. Mesa-Tejada, J. Skidmore, and E. Reschberger

GUESTS: P. Williams, (Tri Town News) and the various department heads

The Selectmen's Meeting was held at the Town Office Building and was broadcast on the local access cable channel.

Chairman Murphy called the meeting to order at 6:30 pm

- Compost bins are available at the Town Offices. The cost for each bin is \$50 each.
- Waste Oil, car batteries and thermostats are collected at the Town Garage on the first and third Saturdays of the month 8 am to 1 pm. Books may be dropped off anytime.

Visitors Comment

There were none.

Department Heads

Police Department Chief Beaudoin

Chief Beaudoin asked for permission to spend \$6,678 for the purchase of 7 new Tasers and the replacement program. There would be an annual maintenance program of \$1,338.35 for 4 years and if they are in the program at the end of the 4 years they trade in the 7 Tasers for new ones and start the process again with just the annual maintenance costs. He is looking to use the 2015 funds under equipment which will overspend that line item. It was noted that the current Tasers are 8 years old.

Chairman Murphy motioned to purchase the new Tasers at a cost of \$6,678 and enter into the maintenance agreement at \$1,338.35 annually. Selectman Lindquist seconded the motion. The motion passed unanimously.

This meeting began with the second presentation of the department budgets to the Selectmen and Budget Committee. The departments are in order, not the order presented.

Animal Control-Submitted by Sheila Johanneson, ACO- not present at meeting

The 2016 proposed budget is at \$23,770.00 which is level funded from 2015.

Board of Adjustment- Submitted by Kristin Yassenka, Chairman- not present at meeting

The ZBA budget for 2016 is at \$8,480.00 which is an increase of \$35 from the 2015 budget.

Buildings and Grounds-Presented by Sally Theriault

Mrs. Theriault reported that the budget is \$10,496.01 less than the 2015 budget. There is an increase in the museum budget of \$28,000. It was explained that the heating and HVAC system needs to be placed and the funds should be in the budget. The system will be going out to bid and the final numbers should be available for the town meeting. The total proposed budget is at \$283,123.84 which is a decrease of \$10,496.01.

Cable Committee- Submitted by Clay Shaw, Chairman, - not present at meeting

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The proposed budget for 2016 is at \$55,000 which is an increase of \$22,900 from the 2015 budget. It was noted that the any funds spent are reimbursed to the Town and that the reimbursement comes from the franchise fees received by the Cable Committee- not the Town's revenue.

Cemetery Trustee- Presented by Steve Wentworth, Trustee

Mr. Wentworth reported that they are looking to level fund the cemetery budget at \$49,500. There are a few lines that were overspent this year because they had the staff available to get more work done. Some of the projects were the removal of trees and re-grading the area along the road way.

The Cemetery Trustees asked that the 2016 budget be level funded from the 2015 budget. The proposed 2016 budget is at \$49,500 and barring any major repairs that come up, they should be all set.

Mr. Wentworth also reported that while working on the new septic system for the Town Gym, the elevations of the building were off 1 foot and they had to redo the permit as "an as built" and they are now waiting for the state inspection.

Code Enforcement/Building Department- Submitted by Kris Emerson, - not present at meeting

The 2016 budget for the Building Department is \$136,739.00. There is an increase of \$5,949.00 from the 2015 budget, but no change from the first submission of the budget.

Conservation- Submitted by Tim Lovell, Chairman, not present at meeting

Mrs. Theriault presented the Conservation budget for 2016. The proposed budget is at \$6,391 which is an increase of \$3,574. The increases are in dues and subscriptions and lawn care for the fields. The larger increase is in town forest maintenance due to the growth of weeds at Shop Pond. There was maintenance treatment done a few years ago to eliminate fanwort. The Commission has noticed that the weeds are starting to grow again. The estimate is \$3,000 for the treatment.

Emergency Management -

The proposed budget for Emergency Management is currently level funded for 2016 at \$1,950. The Emergency Operations Plan (EOP) is required to be updated which will have a \$3,000 grant. There will be an attempt to use any funds left in 2015.

Fire Department- Presented by Chief Michael Carrier

The proposed budget for 2016 is at \$958,059 which is an increase of \$76,752 from the 2015 budget. Chief Carrier explained that the primary increase is due to the funding for the per diem shifts for the year. There are no increases from the original presented budget. Chairman Murphy asked Chief Carrier if the per diem shifts were working out and Chief Carrier responded that it has cut the response time in ½.

Highway Department- Presented by Jon Worthen, Road Agent

Mr. Worthen presented the 2016 budget at \$ 862,652. This is an increase of \$23,847 from the 2015 budget. Mr. Worthen talked to the Selectmen about the anticipated paving in 2016. He reported that Emerson Avenue is a large project and it could be done in stages or all at once. He is estimating to do the road in one year would be about \$375,000 (bind, grade) and that would leave no room for any other roads to be worked on. If he did half of Emerson Ave., he would also be able to do Pheasant Lane, Nelson Ave and one other one for about \$261,000. He wanted to see if the Selectmen would give him \$400,000 to get the work done on Emerson and leave a little extra room for additional work. He explained that whereas Emerson Avenue is a major road it will be 2 ½ inches for the binder and 2" on top whereas normally the binder is 1 inch.

The Selectmen agreed to move forward and do Emerson Avenue in one year. Selectman Bennett asked if Emerson Ave would be shut down and was told that they would do it in blocks so that traffic was able to move in areas such as Stage Road to East Road, etc. The top coat will be done in 2017 for Emerson Ave. Mr. Worthen was asked if it bid per square yard to a certain depth. He said yes and that it is normally about \$2.05 per square yard below 16" but over that would be closer to \$2.55 per square yard. There was discussion about the increase in the fuel for equipment line. It is up \$8,320 for 2016. Mr. Worthen explained that a large portion of it is the cost for the new truck that the town is leasing. It was agreed to look into the breakdown and reduce the budget for 2016 to \$10,000. Selectman Bennett asked what the communication budget covered. Mr. Worthen reported that it was the alarm system, the internet etc.

Mrs. Theriault suggested to the Selectmen that they budget at least \$1.00 for the Stormwater Management which is part of the highway budget. They agreed to add that in.

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Mr. Worthen brought up that he needs to do something with the roof at the garage. He stated that it has been patched as much as it could be. He had a couple of quotes for two different ways to fix the roof with one at \$25,000 and one at \$50,000. The one for \$50,000 would be for a whole new roof over the current one. The \$25,000 quote is for corrugated seam roof with insulation between with a rubber membrane. Mr. Worthen was asked if the roof at \$25,000 had a warranty and he responded that he wasn't sure. Mr. Mesa-Tejada asked if this would go out for bid. Mr. Worthen said that the two quotes he had were from the spring of 2015 and that it would need to go out for RFP. Selectman Lindquist said if the work needs to be done, then put it into the budget. Chairman Murphy agreed with the \$25,000 being added to the budget along with Selectman Bennett. This increased his budget to \$907,533.

Mr. Worthen then asked to look into the replacing of the heating system at the garage. He says the current backup system for the heat does not give sufficient heat for the size of the building. Mr. Harms says that the waste oil system is the primary source of heat and when the backup kicks in it is just above freezing set at 45 degrees. The waste oil heater is set at 55 degrees. It may be good for this winter. He would like to encumber funds if he has them available and if not then he will wait.

Mr. Worthen went on to explain about a snow blower that is used for plowing the roads. He explained that last year he hired a contractor to use this equipment for areas that can't be winged back such as the pond roads. The machine is \$10,000 and it is 85" to 89" wide. He said that he has \$6,000 left in his equipment line for 2015 and if he added another \$6,000 to \$7,000 he could get it. Mr. Worthen was asked if he used this equipment in the past. He responded that in 2013 and 2014 he didn't, but more so because it wasn't available to him. It was agreed table this discussion until 2016.

Shop Pond Dam- Mr. Worthen said that the work still needs to be done and asked the Selectmen if they wanted to do one warrant article or break it into 2 years. Chief Carrier said that he believes there are grants available to help with the cost of the dam work. Mrs. Theriault reported that in the spring she applied for the Stormwater Grant and was approved, the only problem was that Town meeting voted the article down. She stated that part of the grant is the acceptance of it and with the defeat of the article there was no support at that time. The grant will cover 75% and the town would be required to pay 25%. She explained that they did that type of grant for the Marilyn Park Drive and had to do a cost analysis for prior damage. She knew this would be required for this grant as well and there is no prior damage but the request is being preventative.

There was a question about whether or not the engineer could incorporate erosion failure into the work and the potential impact to properties downstream. The grant request would need to see the support of the Selectmen. Mr. Worthen said that he is still waiting for the final numbers. It was suggested that 25% of the cost be added into the budget to show the support for the funding. They agreed to table the request for now until a more firm cost is known. Chairman Murphy felt that a warrant article is the way to go if it is a low amount.

Human Services-*Presented by sally Theriault*

Mrs. Theriault explained that the budget is down due to a few of the health agencies going onto the warrant for 2016. The Health Agencies budget is at \$65,186, down \$12,356. The Administration budget is set at \$26,903 for 2016 which is down \$1,000 from 2015. Mrs. Theriault reported that she gave a spreadsheet to the Budget Committee members outlining each of the service agencies, what they do and who they serve. The Selectmen asked for a copy as well. Mr. Mesa-Tejada thanked her for it and said it was very helpful.

Library - *Presented by Emily Reschberger, Library Trustee and Rosemary Krol, Library Director*

Mrs. Reschberger stepped away from the Budget Committee table to present the library budget. She began the presentation with the warrant article asking for \$10,000 funding for the building maintenance fund. She said they should be able to do the new rug in 2016. It is expected that they will be closed for a week for the rug to be installed and the furniture moved. The total library budget is proposed at \$513,028 which is an increase of \$39,921 from the 2015 budget. The majority of the increase is in salary lines and benefits. She explained that with the new PTO for part time employees they need to add additional time to cover when those people are out. The heat cost is down yet they used the same number of gallons to do the budget. With the contract price they should see some savings plus the addition of the new windows and furnaces should help by being more energy efficient. There was a question about funding for the water line. Mrs. Reschberger responded that at this time there is no talk of the water line coming further down the road allowing them to tie into the system. They are currently not being charged for the water they use. They put money in the budget because it is still unknown what is going to happen. Chairman Murphy noted that the amount of \$700 wouldn't cover the installation costs. Mrs. Reschberger noted that the Trustees were meeting tomorrow night (12/15) and would discuss removing the money from

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their budget and leaving a \$1 in the budget. There were some questions on what the contract lines covered and Mrs. Krol, the Library Director, reported that it covered items such as the library book systems and software licenses. There is a separate line for building contracts for items such as the boiler and elevator inspections. Selectmen Bennett asked if they were looking to expand more or just updating the current services. The response was the only new item was the News bank which allows residents to sign in with their library card and read any newspaper with no limit on the number of pages.

They are looking at adding a function that allows the meeting room to be reserved on line and there will be a cost associated with it.

Ordway Park- Presented by Julia Forbes

Mrs. Forbes requested funding for 2016 at \$5,990. This is an increase of \$1,040 from 2015. Mrs. Forbes submitted to the Selectmen the past year summary report. She said they are looking to complete a particular project and the cost is expected to be \$1,040 for two days use of a piece of equipment at \$65 per hour. She also reported that they are looking into removing the balance of the Christmas tree area. She stated that previously they had cut down some of the trees and stumped them and now the ones left aren't looking so great so they will be removing them as well. They are adjacent to the main entrance to the parking lot. They will look at removing the remaining trees, stump them and then prepare the land for use.

Patriotic Purposes

Mrs. Theriault noted that the budget is level funded at \$8,000 for 2016.

Pest Control- Submitted by Kris Emerson, Health Officer

Planning Board- Presented by Paul Carideo, Chair

Mr. Carideo presented the Planning Board budget for the first time. The budget is proposed at \$57,500, which is an increase of \$7,000. There is an increase in the clerk budget for coverage when the Secretary is not in the office. There is also an increase of \$5,000 in the Engineering line. Mr. Carideo reported that the Nick Cricenti, of SFC Engineering, the Town Engineer for 20+ years, is retiring at the end of 2016. Mr. Carideo would like put the Engineering Services out to bid and have them work concurrently for a short period of time. He was looking at about 30 hours of overlapping time which will not be billable back to any applicants. He also explained that postage is up due to more mailings. They have been meeting more frequently incurring some of the expense. He noted that he hopes to go electronically in the future and that will reduce some of those costs. Workshops and Training budget was not used much this year but he will push for it to be used in 2016. He increased printing costs for the additional envelopes being used. General supplies are down \$400 but copier supplies are up \$1500. It was decided to separate out the cost of the leased copier and maintenance agreement into a separate budget line.

Police Department – Presented Chief Joe Beaudoin

Chief Beaudoin presented his 2016 budget at \$1,273,674 which is a decrease from the 2015 budget of \$15,382.50. Chief Beaudoin explained that the police salaries are up because he has a full time officer going to the academy for 17 weeks and will need to cover his shifts. There is also an increase of \$10,000 in the Chief's salary line. The legal is up \$5,000 which is under contract and based on the number of cases handled. He did note that the gas budget is down \$3,000 but he would like to leave it at \$23,500. Chief said that the workshops and training looks under spent. Mrs. Harrington stated that she does not break out the full time staff into the training line only the part time officers.

Recreation Commission- Presented by Nicole O'Donnell, Chairman, Recreation Commission

Mrs. O'Donnell noted that there were no changes to their budget since the last meeting. The proposed 2016 budget is at \$86,218 which is down \$8,582 from the 2015 budget. She brought forward a request to have additional funds added to the Building and Ground budget of \$4,100 under fields repair and maintenance. The funds were already in the version presented tonight. The H.A.S.B organization is looking to do work on the fields behind the town office and the Recreation Commission offered to split the cost. The cost is for the materials because it is anticipated that the labor will be donated. This will cover excavation, fence, grass and special baseball dirt for a total of \$8,200. There was a question from the budget committee about the line called playground maintenance. It was noted that there is \$2,000 budget in 2015 and only \$639.14 spent and they are again asking for \$2,000. Mrs. Theriault offered to answer when they get to the Buildings and Grounds budget.

Recycling and Waste Disposal Committee –*Presented by Pat Bracken*

The 2016 budget was not presented at the previous meeting. The proposed 2016 budget is at \$642,730 which is an increase from 2015 by \$7,378.75. Mr. Bracken went through each of the changes. He explained that the fuel surcharge is part of the contract and they did reduce the budget for this line based on current rates, but that it was hard to judge where the rates could be next year. The tipping fee is up \$2,463.40. Mr. Bracken explained that while recycling is up so is the tonnage for curbside trash. The committee is looking to address this with the recycling grant they received, and push to get the recycling rate to go up. They will be working on composting and presentations in the schools. In 2015 Hampstead was the host community for the Household Hazardous Waste Day and the cost for that have come off in 2016. He also noted that the costs were incurred this year but it is possible the revenue to offset the costs won't be in until 2016. He also went on to explain that the committee decided to move forward budgeting for additional help at the transfer station. The transfer station has been active lately and there are more people bringing in demolition items. They will leave the additional hours up to the department head to schedule its use. This year the bulk disposal line is overspent and there are still additional costs to come. Based on the potential growth and the overage this year, they have moved to budget \$35,000 for 2016, which is a \$4,000 increase. There was some discussion as to whether or not the amount should be changed. After some discussion it was agreed to bring it to \$33,000. It was noted that there is revenue to help offset some of the costs. The amended budget is \$640,730. Mr. Bracken asked that if there are any people interested in participating they were looking for more members to step up and help out. Mr. Mesa-Tejada mentioned that the trash company is now coming on a more consistent basis and are very courteous.

Selectmen's Budget-

The budget for the Administration is currently set at \$175,003 which is an increase of \$4,032.23. The cost for the website is going up due to the fact that the town is now paying the full cost. In prior years the Cable Committee paid for a portion of the bill but they now have their own site and are no longer contributing.

Town Clerk- Tax Collector- Elections- *Submitted by Tricia Curran*

Treasurer- *Submitted by Harold Williams*

Various Administration Budgets

Election- The budget for elections is set at \$13,550 which is up \$8,321 compared to 2015. There are more elections in 2016.

Auditing- The budget for 2016 is at \$10,500 which is up \$1,150 from 2015.

Assessing- The budget for Assessing is at \$92,301 down \$950 from 2015.

Personnel Costs- The budget for 2016 is at \$357,932.86. This is an increase of \$33,806.13 mostly for the health insurance on the change in status for the Road Agent position.

Legal Costs- Legal costs were level funded at \$12,000 for 2016.

Regional Planning- There is an increase of \$93.00 for 2016 to \$8,298.

The new revised proposed budget for 2016 is \$6,614,287.70 which is up \$23,667.07 or 3.90%.

Mr. Mesa-Tejada asked about warrant articles. It is known that the library is asking for \$10,000 for their maintenance fund, the town building fund will ask for \$10,000 as well. There will also be the three health agencies, the Union contract and the funding for Shop Pond Dam. Chairman Murphy reported that he felt the contract should be ratified this week and available shortly after. He noted that the delay has been on the town's side waiting for the response from Town Counsel and considering the changes.

New Business:

Policy on Expenditures over \$25,000

At a previous meeting of the Selectmen there was a request to take any requests for purchases over \$25,000 to be tabled until the next meeting so that the Board has time to absorb all the information and get questions answered. Selectman Lindquist suggested that it not be a policy, but a practice of the sitting board.

It was stated if it didn't work, then it would be easy enough to change and that it would only affect items not previously presented to the Selectmen.

Selectman Bennett motioned that any item not previously discussed, over \$25,000, be tabled for a vote until the next meeting. Selectman Lindquist seconded the motion. The motion passed unanimously.

Old Business:

Old Police Station- Award Proposal

Selectman Bennett stepped down from the Board at 8:35 pm as one of the bidders of the project. Chairman Murphy said that he heard from St. Anne's and they would be interested in using the old police station as a site for their food pantry and storage. Mrs. Theriault reported that the electricity was already shut off and the water shut off and all the lights in the building removed. Police had already been in for training and fire was going in on Tuesday. They are too far into the process to stop now. Mrs. Theriault reported that Mr. Harms is recommending that it be awarded to the low bidder at \$10,750. There were a few concerns brought up by the Selectmen previously and the debris that is supposed to be disposed of properly can have the weight slip presented to show where it was hauled to. Another concern was that the water line be cut off properly. Mr. Harms will watch and then test it before it is filled in. There is nothing in the building left of any significance but Mr. Harms stated that they would look at the rubble once it was down to see if there was anything.

Selectman Lindquist motioned to accept the recommendation of Mr. Harms and award the demolition of the old police station to Brantley Corporation at \$10,750.00. Chairman Murphy seconded the motion. The motion passed with two in favor (SM, PL) and one did not participate (CB).

Mr. Mesa-Tejada questioned the ability of Selectmen Bennett to bid on any jobs stating that it is a violation of the Code of Ethics and that the Selectmen are charged with upholding the ordinance. He asked to be put on the next agenda.

Savers Program:

Mrs. Theriault reported that she contacted surrounding towns to see about their participation in the donation program but most are signed up for 2016 and have no experience on the process. Mrs. Theriault said that she called Savers directly and spoke with them about the program. The town enters in an agreement for a specific weekend and the town would put out the word that it is participating. People that shop at Savers and are in their programs would receive a flyer about the weekend. The Town chooses the nonprofit agency for the proceeds but the Epilepsy Foundation also receives a match of the proceeds. The Selectmen agreed to go forward with the weekend of Valentine's Day called "Give Some Love" and will come back for the nonprofit.

Liaison Reports:

Selectman Lindquist- Historic Commission- They were looking to encumber the remainder of the Building and Maintenance budget for the museum in the amount of \$721.42 and will have a contract ready. Mrs. Theriault said that they will be doing encumbering of funds at the December 28th meeting. Selectman Lindquist was concerned that it would get missed.

Selectman Lindquist motioned to encumber up to the balance in the Repairs and Maintenance line (\$721.42). Selectman Bennett seconded the motion. The motion passed unanimously.

Administrative Assistant's Report:

Old Police Station Status

The propane tank, air conditioner and generator have been removed. The asbestos abatement has been completed. The Police Department has had its training. The Fire Department will conduct its training tomorrow night, PSNH and Comcast have disconnected their lines and Fairpoint is expected to be disconnected next week. After the staircase railing is removed, the building will be ready for demolition.

Garden Club

Mrs. Theriault took the time to thank the Garden Club for all of the festive decoration that are seen around town.

Draft lease agreements for Cell Towers

The lease agreements from Blue Sky Towers have been reviewed by Town Counsel, Primex as well as Mrs. Theriault and have now been forward to Blue Sky for its review.

Minutes

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The Selectmen's meeting minutes of November 9th, 2015 have been signed by a majority of the Selectmen.

Selectman Lindquist motioned to approve the minutes of November 9th, 2015 as amended.

Selectman Bennett seconded the motion. The motion passed unanimously.

Correspondence:

There was a letter from Brox Industries with their prices for 2016. It was noted that it did go out to bid for 2015. With the one large project the Selectmen and the Road Agent agreed that it should go out to bid for the paving and grinding.

Grant -NH the Beautiful

There is paperwork for a grant from the NH the Beautiful to help in the costs of the recycling bins. If approved it should pay ½ the cost which would be about \$650. The application needs to be signed by the Selectmen. They passed around the paperwork and signed the application.

Appointments- Open Positions

- o Ordway Park, full members and alternates
- o Recycling and Waste Disposal Committee
- o Recreation Commission, alternate member
- o Trustees of the Trust Funds, alternate members
- o Zoning Board of Adjustment, Alternate member

Visitors Comments:

E. Reschberger asked to speak as a resident. She explained that the current practice for determining the Cost of Living (COLA) increases for the employees should be reconsidered. The current practice is taking a 5 year average of the Social Security COLA and then cut it half. The last few years the SS COLA has been at zero so the cola has been small. She noted that in 2017 the next number coming off is a 3% when combined with zeros going on will negate any increase. She suggested going forward with just the 5 year average. She stated that long term employees are being effected by the low cola especially those that have reached the max of their grades.

The Selectmen moved into a work session to review the new job description of the Road Agent position at 9:05 with a 5 minute recess.

Work Session:

In attendance- The Selectmen, Sally Theriault and Jon Worthen.

The Selectmen reviewed the proposed job description for the new full time position of Road Agent. The copy given to the Selectmen stated that the position was a non-exempt and needs to be changed to exempt. They asked that the name be consistent as Road Agent across the board.

Selectman Bennett asked that a requirement of an OSHA 10 card be added which is a 10 hour training class on safety procedures that should be known. It was agreed to add this as a requirement within 6 months of hire. There was duplication of response time and it was agreed to change it to "be able to respond". Another request from Selectman Bennett is for the position to require a CDL-B license. There was some discussion on this whereas the Town has no current equipment that would require a CDL-B license with no endorsements. It was decided to add the requirement to be obtained within 6 months of hire. They thought it would be better to have the license in the event the person needed to cover a driver in another vehicle. They cleaned up a few other points. They determined that it didn't need to be a resident but should have a 10 mile radius for response time and 5-10 years of experience. They then went on to review the factoring system to determine what grade the position would fall into so that the salary range could be determined for the position and ad.

The following was determined:

Factors 1, 2, 5 are at level 4

Factors 3,4,6,8,9 are at level 3

Factor 7 is at level 2 and Factor 10 is at level 6

Mrs. Theriault will put it together and see where the grade falls. The ad will get out for the January 3rd publication and a respond date of January 29th. The applications will be collected and placed on the counter for the Board to review. It was discussed that an interim person could be appointed to fill the position until a decision is reached if necessary. The warrant article in 2015 stated that it would take effect on Election Day in 2016.

The work session closed at 10:00 pm. and Mr. Worthen left.

Selectman Lindquist motioned to enter into a nonpublic session at 10:00 pm under RSA 91A: 3 II (a) employee matters. The motion was seconded by Selectman Bennett.

Roll Call Vote: Selectman Bennett- yes, Selectman Lindquist - yes and Chairman Murphy- yes

Mrs. Theriault gave the Selectmen an update on an employee and benefit time.

Chairman Murphy gave the Selectmen an update on the status of the proposed Union contract.

Chairman Murphy presented the other Selectmen with the proposed job description for the position of Town Administrator that he proposed for 2016. He asked them to review it for the next meeting so that he would be able to pass on a copy to the budget committee. He also gave the revised job descriptions for the Administrative Assistant and Finance Administrator. Mrs. Theriault asked that the Selectmen also be given the job descriptions as they were before the changes made by Chairman Murphy. There was some discussion regarding the potential changes and how Chairman Murphy sees it initially but that it would evolve as time went on. Mrs. Harrington noted that one of the primary concerns with a new person is how the office would be set up and where. Chairman Murphy suggested a few alternatives. Mrs. Theriault told the Selectmen what her thoughts were on the changes and how she felt it could be done. She also noted that she would be applying for the position and asked Chairman Murphy if he was also. He responded that he expected her to apply for the position and that he would also be applying for it.

Selectman Lindquist motioned to come out of nonpublic session at 10:40 pm under RSA 91A: 3 II (a) employee matters. The motion was seconded by Selectman Bennett.

Roll Call Vote: Selectman Bennett- yes, Selectman Lindquist - yes and Chairman Murphy- yes

Selectman Lindquist motioned to enter into a nonpublic session at 10:40 pm under RSA 91A: 3 II (c) reputations. The motion was seconded by Selectman Bennett.

Roll Call Vote: Selectman Bennett- yes, Selectman Lindquist - yes and Chairman Murphy- yes

Selectmen Bennett noted that too much money is being spent on the various legal lines and that the departments should be looking at alternatives to calling town counsel. The Town is able to use the Local Government Center for free legal advice. He also noted that he has been waiting for a response from the Assessor and that it has been a few weeks. Mrs. Theriault stated that she would look into the matter.

There was discussion regarding concerns with the lease agreement for the loader. After some discussion it was agreed to let Mr. Worthen know that the Selectmen are rescinding their previous approval on the lease and will look into putting it out to bid in 2016. If there is a concern with the current loader not making it through the winter then to use the backhoe or get an agreement with a contractor to use theirs. It was noted that the Selectmen are not against getting the loader just want to make sure the process is proper and all the information is out there.

There are no recent issues with the Depot Crossing.

There was a question as to why the television set is still at the town garage. It was supposed to have been out of there a long time ago. Chairman Murphy will tell the department heads there to remove it.

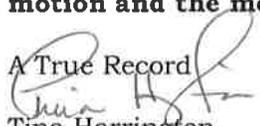
Selectman Bennett will respond to a letter from J. Forbes on behalf of the Board.

Selectman Lindquist motioned to come out of nonpublic session at 11:15 pm under RSA 91A: 3 II (c) reputations. The motion was seconded by Selectman Bennett.

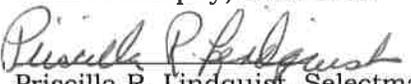
Roll Call Vote: Selectman Bennett- yes, Selectman Lindquist - yes and Chairman Murphy- yes

Selectman Bennett moved to adjourn the meeting at 11:15 pm. Selectman Lindquist seconded the motion and the motion passed unanimously.

A True Record


Tina Harrington
Recording Secretary

Minutes Approved


Sean P. Murphy, Chairman

Priscilla R. Lindquist, Selectman

Chad R. Bennett, Selectman