

Selectmen's Meeting #1, Finance Meeting & Joint Meeting
Monday, August 1, 2016

These minutes were recorded by Ellen White, Town Administrator. The following meeting was held in the upstairs conference room.

Call to Order:

Chairman Riley called the meeting to order at 1:30 PM.

Attendance by Roll Call:

Present were Selectmen Franklin Riley, Robert Freeman and Richard Morgan.

Non-Public Session:

Riley polled the Board to enter a non-public session at 1:31 PM pursuant to RSA 91-A:3, II (c) for a tax matter. Roll call vote was taken: Riley answered yes, Freeman answered yes, and Morgan answered yes. Riley made a motion to adjourn the non-public session at 1:40 PM. Freeman seconded. A unanimous vote was taken.

Finance Meeting:

Treasurer Harry Merrow, Town Clerk/Tax Collector Kellie Skehan, and Finance & Benefits Administrator Elaine Sherman entered for the Finance Meeting at 2:05 PM.

The Revenue Report and Budget Status Report were reviewed and discussed. The Land Use Board Secretary wages were reviewed. Discussion took place on who is responsible for tracking the Secretary's time and the various projects that are ongoing amongst the Boards requiring additional hours. Sherman discussed merging the Planning Board and ZBA budgets into a Land Use budget. The expenses related to the Highway Garage Addition were reviewed.

White was asked to send a memo to the Boards and Commission reminding them that any legal matters are to be brought to the attention of the Selectmen via the Town Administrator. The Boards and Commission should also be seeking guidance from the free legal service offered by NHMA as priority.

The General Fund balance was reported at \$2,163,744.77 less the upcoming school payment of \$1,056,000 to go out next week. The school payment disbursement schedule was reviewed and discussed.

Brief discussion took place on the process of holding a Special Town Meeting.

Sherman questioned if there will be expenses incoming related to the structural issues at the Police Station. White answered that no issues have been determined at this point, comments were made by the pest control company that there may be issues with the roof rafters but those are being investigated.

Discussion took place on stand-by time while on leave and time recording issues. The Board requested that Sherman and White work together to standardize the time reporting so it is compliant with Department of Labor standards.

Sherman, Skehan and Merrow were dismissed at 2:53 PM.

Non-Public Session:

Riley polled the Board to enter a non-public session at 2:56 PM pursuant to RSA 91-A:3, II (a) for a personnel matter. Roll call vote was taken: Riley answered yes, Freeman answered yes, and Morgan answered yes. Riley made a motion to adjourn the non-public session at 3:04 PM. Freeman seconded. A unanimous vote was taken.

Joint Meeting:

The Board relocated to the Bub Avery Memorial Gymnasium. Present were Public Works Director Brad Harriman and Sean James from Hoyle, Tanner & Associates.

The Board questioned what needs to happen to get the Whittier Covered Bridge back across the river. James reviewed the process that is necessary to meet federal guidelines. The schedule was reviewed. James stated that they are off to a late start due to late approval of the funding allocation but time can be made up. Discussion took place on the bidding process and time frame. Riley questioned whether it is possible for the bridge to be put across the river in 2017. James confirmed. Additional discussion ensued.

James reviewed the public meeting requirements for the next phase. The Board suggested contacting White to set up dates and for publishing notifications.

Harriman reviewed the change order request submitted by 3G Construction for the reimbursement of time lost due to delays caused by NH DOT's approval process. James reviewed the conversation on this matter that was held during one of the construction meetings at the bridge. He stated that the dates can be verified but he cannot backup the calculations presented for lost profit. James stated that an IGE (independent governmental agreement) would need to be supplied with the change order to meet the documentation requirements for grant fund reimbursement.

The change order for additional engineering completed by Dubois and King has been returned to be reformatted to match federal guideline requirements.

Adjournment:

Being no further input, Riley made a motion to recess until 4:15 PM. Freeman seconded. A unanimous vote was taken.

Meeting recessed at 3:40 PM.

Franklin R. Riley, Chairman

Robert C. Freeman

Richard H. Morgan

To be approved 8/8/2016