

**Staff Meeting Session**  
**August 26, 2014**  
(Approved September 23, 2014)

**Present: Chair Charlie Moser, Selectman Bernie O'Grady, Select Person Louise Lavoie**

**Librarian Sue Wolpert, Police Chief Barry Hutchins, Building and Grounds Wally Brown, Town Clerk and Tax Collector Deb Morrison, Bookkeeper Brenda Wiley**

**I. Call to Order at 6:30 PM**

Brenda Wiley, Bookkeeper

Payout and Municipal Resources bill is high; all other lines are in good shape. Major savings in health insurance due to Local Government Center refund. Will have very accurate picture of 2014 for review in November. Supplies okay.

Filing cabinet for planning board is needed; a used office supply store is in Jaffery.

Deb Morrison, Tax Collector and Town Clerk

Only one person from 2012 has not paid taxes; 2013 tax liens have not been sent yet; people still paying 2014 taxes; many people have caught up.

Mrs. Morrison suggests splitting out town office phones as the system and equipment are antiquated: replace old phones with single line phones which don't transfer to the other office; no phone calls can be received or made when the fax is working; phones don't hang up properly; currently there is no caller ID; Myfax.com is \$10 a month. Brenda Wiley, Bookkeeper, expressed concerns about security.

Mrs. Morrison requests that staff meetings be non-public sessions again. From Chair Moser: RSA 91A states that if three selectmen are present, it is a legal meeting. Consideration of having one selectmen as liaison from Select Board for staff meeting. Perhaps little problems could be solved before they escalate. Mrs. Morrison to contact department heads for consensus on day of week and time.

Inventory of equipment: Most equipment in Tax Collector/Town Clerk's office belongs to the State; Selectmen still need to have list. Mrs. Wiley will inquire if the State's insurance covers the equipment owned by the State.

Unlicensed dogs: Laws concerning unlicensed dogs are loosely written. All towns in NH wrestle with this same problem.

The Board of Selectmen prepares a warrant of owners of unlicensed canines, then forwards to Chief Hutchins for serving papers. After initial mailing, calls are made to unlicensed dog owners and e-mails are sent. Final resort is certified mail which costs \$6.25; only \$5.00 of mailing can be recouped; fine for unlicensed dog is \$25. Quite a few owners respond initially. The greatest reason for not licensing is a dog not having rabies shot.

Mrs. Morrison says there is a better response from non-certified mail. State statute does not require certified mail.

Twenty-nine dogs on 2014 list of unregistered dogs are owned by 19 owners.

Chief Hutchins: For each unlicensed dogs, an hour is spent. Prosecuting takes several hours, which results in a cost of a couple hundred dollars. The Town can ask for restitution of incurred expenses.

Seizing a dog is not realistic as the costs of housing in Nashua are exorbitant.

In summary, entire issue is under an extremely complicated, lengthy RSA which is costly to enforce. Mrs. Morrison and Chief Hutchins will collaborate on a strongly worded letter.

Chair Moser: This sets up a situation of diminishing returns.

NH Municipal Association is soliciting suggestions for new legislation; this may be an area to be addressed.

Building and Grounds Wally Brown

Water heater in the Police Department is all set at a cost of \$315.00 for equipment and labor; under \$100 for electrician. Kitchen sink in Town Hall is repaired

Two roofs need attention: The Town Hall roof is leaking around flashing so will place calls for an estimate. The Library roof needs to be replaced next year; will solicit three bids.

Painting: Sections of the Mann House and Town Hall railings have been scraped and will be primed soon; completed goal is by Old Home Day on September 7.

Mrs. Wolpert, Librarian:

The door to the meeting room is closed when school classes visit the Library; Story Time and Book Club start in September; book sale will be held on Old Home Day.

An estate planning presentation will be the evening of the third week of September; more details to be posted on the Town website.

Chief Hutchins: Overtime budget line item has taken a hit, but will be reduced soon; cruiser repair line was reduced for the 2014 budget in anticipation of a new cruiser, which did not materialize. Police Department heat line item is over-budget, which needs investigation, as it may be categorized under the wrong line. Bookkeeper Mrs. Wiley is reviewing figures once again.

Technology line item needs increasing for 2015 due to software issues; there are currently four individual printers, so a centralized printer may be more cost effective. Leasing is probably a more cost effective option.

Detail line item will be offset by \$6,000 revenue; \$5,000 is from a grant;

Personnel: one part-time officer is joining the State police so replacement is needed; needs to be four part timers and four full timers.

From Select Person Louise Lavoie: the purpose of the inventory of items valued at less than \$10,000 is to project when items may need to be repaired or replaced. It is not an effort to micromanage, but to better manage the budget.

**Meeting adjourned at 7: 43**

Minutes respectfully submitted by  
Barbara DeVore  
Volunteer