



Selectmen Meeting 11-11-14

Approved Minutes

Present: Select board members Charles Moser-Chairman, Bernie O'Grady, Louise Lavoie, Jeannine Phalon – Administrative Assistant, members of the public

Call to order: 7:31 PM

Next meeting: November 25, 2014 at 7:30PM

Approval of Manifests:

Noted board of Selectmen signed payroll and accounts payable manifests

Approval of Minutes:

- **Motion** by **Charles Moser** to approve October 28, 2014 Selectmen meeting minutes as submitted, **seconded** by **Bernie O'Grady** – vote 2-0 to approve **Abstain:** Louise Lavoie

New Business:

- Alec McMartin was present to discuss covenant on Lot B -24 for his clients Amyas and Tamara Huston. Chairman Charlie Moser indicated to all parties that the board does not have the authority to give back the covenant on said property. The Huston's were advised to draw up a warrant article to be presented at the March 2015 Town Meeting. Mr. McMartin responded they will come back to the Select board with said warrant for them to sign for presentation at the March 2015 Town Meeting.
- Signed new appointments for Recreation Committee and Financial Advisory Committee Members
- Health Insurance Study Committee-
It was decided by all members of the board to start up the Health Insurance Study Committee. The Board recognized Mary Wolfe and asked if she would be interested in staying on the committee. She accepted. Brenda Wiley, bookkeeper, stated she would like to be on the committee this year and has some preliminary insurance rates' estimates. Brenda also stated that the town would lose approximately \$19000 from a HealthTrust rate distribution if we leave them before February 2015.

Jeannine Phalon, administrative assistant, will contact previous committee members Jeff Babel and Maria Eaton for interest in coming back onto the committee.

- Reviewed Primex and HealthTrust reimbursements

Old Business:

- Microtime Tickets- Louise Lavoie stated there seems to be an uptick in the amount calls for to Microtime Computers and would like the board to discuss a better system setup for department heads so there is more accountability in service ticket orders.

- Fund Balance Retention sheet- the proposed tax rate is slightly lower than last year. The Board would like to see what the projected surplus is to offset next year's tax rate. Brenda Wiley will email the Board with yearend projections. Jeannine to call Shelly Gerlarneau from DRA for a conference call to finalize sheet and set tax rate.

Informational items/Communication:

- Plodzick and Sanderson Audit-
 - A. Suggested that Selectmen should review and approve all time cards from each dept. Selectmen all agreed that each dept. head is accountable for their employees' time cards.
 - B. Journal entries and tracking changes made- Brenda Wiley, bookkeeper stated that this option is not available in QuickBooks.
 - C. Selectmen would like read only access to QuickBooks for administrative assistant. Microtime to set up access this week.

Wolfgang Millbrandt asked if he could have a copy of the audit. Chairman Charlie Moser pointed out to Mr. Millbrandt that the book states that it is intended solely for the information and use of management of the board.

- Archiving files- all members of the board agreed for the need to re-establish a retention committee per RSA:33A-3. Designated members are Town Clerk, Treasurer, and a Selectman. Chairman Charlie Moser indicated he will be on the committee as representative of the board.
- Next year's budget to be \$10,000 to cover assessing services.

Public Communications:

- Barbara Devore suggested police logs be more updated for public viewing

Non Public:

- **Motion** by **Charlie Moser** to enter into non-public session for reasons A and C at 8:50PM. **Seconded** by **Louise Lavoie**. Vote 3-0 in the affirmative.

Re-entered into public session at 9:30PM

- Todd Hayward from Granite Hill Municipal Services came in to discuss next year's assessing budget with the board. Todd informed the board that his service to the town is for processing abatements, pick-ups and other assessing work that is performed on a monthly basis. There was not money allocated this year to cover the cost of cyclical. The town is looking to re-evaluate in the year 2016. The town usually keeps up with cyclical inspections by doing 25% of the town each year between assessments. We currently just finished maps A – D.

Non Public:

- **Motion** by **Charlie Moser** to enter into non-public session at for reason C at 9:58PM. **Seconded** by **Bernie O'Grady**. Vote 3-0 in the affirmative.

Re-entered into public session at 10:40PM

Motion made by **Charles Moser** to adjourn meeting, **seconded** by **Louise Lavoie**. Vote 3-0 in the affirmative at 11:00PM

Respectively submitted,

Jeannine Phalon

Administrative Assistant