



Selectmen Meeting 9/26/2017

Approved Minutes

Present: Selectmen Louise Lavoie, Bernie O'Grady, Charles Moser; Kathy Wile; Bob Bergeron, Harry Spear

Called to Order: The meeting was called to order by Louise at 7:35 PM.

Approvals:

- Noted that Accounts Payable and Payroll Manifests were signed, with the exception of one check which was withheld for further discussion.
- Minutes of the September 12, 2017 BOS meeting were reviewed. Charlie motioned to accept the minutes as written, Bernie seconds, 3 votes to accept minutes of 9/12/17 as written.
Minutes of the September 19, 2017 BOS working meeting were reviewed. Bernie motioned to accept the minutes as written, second by Charlie. 3 votes to accept minutes of 9/19/17 as written.
- Report of cut was submitted with tax levy as prepared by assessor. Reviewed and signed by all three selectmen.
- Revised MS-1, with a letter of explanation from the assessor, was reviewed – changes had been made to reflect DRA pole values which had been accepted after our MS-1 had been prepared. There had also been an error in calculations which was also corrected in the new version. This was signed by all three selectmen.
- A second signature from BOS was required for the auditor letter which Louise signed at the last (9/19) meeting. Bernie and Charlie both added signatures.

New Business:

- Admin Ass't Kathy Wile was seeking approval to purchase a software program (Advanced Batch Converter) to download and convert the large number of photographs taken as part of the revaluation. Microtime had reviewed the product and thought it helpful and compatible. It will save time (and therefore money) as well as memory space on the computer. Request was approved.
- Assessor Todd Haywood had prepared a contract for renewal of services for Granite Hill Municipal Services. There was discussion as to what exactly was done tasks/services) each year, difference between cyclical and full revaluation, and what the previous contract had been. Selectmen will get an emailed copy of the proposed contract, as well as a link to a manual Todd had left with calendar of tasks, definitions, etc.
Charlie moved to table the contract until the next meeting, pending reading and understanding both process and contract more fully. Second from Bernie, 3 votes to defer the contract to the next meeting.
- The check previously deferred from the manifest was discussed in terms of process. The check was to come from the newly created Rail Trail Improvement Trust Fund, which has a unique set of stipulations in terms of how funds are released. It was decided that the check approval would be deferred until Trustees of the Trust Fund had approved and released the

money to the general fund, and a voucher form created to more neatly capture the chain of approvals for fund expenditure, for future use.

Old Business:

- Updates for Highway Department Building –
Office building roof should be completed by Thursday. Contractor will be picking up materials not on hand, and will include those in his final invoice. His second check was requested, and that will be passed along to Brenda. Selectmen will return to sign the special manifest, and Treasurer will be asked to sign so the check can be delivered this week. Final check can wait for next regular manifest.
Charlie forwarded an email he had sent to STJ construction confirming holds placed on delivery of insulation and overhead doors for the main building. A copy will be placed in the building folder.
A date was set for general conversation with the road agent for Monday, 10/2 at 7 PM.

Informational Items/Communication:

- A letter from Mason School District Superintendent Kristen Kivela showed that the school's fund balance for year ending June 2017 is \$151,014. This balance resulted in large part to tuition savings, as well as receiving more grant money than anticipated.

Public Forum:

- Louise said the Planning Board will be formally looking for new members again, as no new members have come forward though there is some potential interest. The new chair will be taking a 6 month LOA due to personal reasons, so they need a 5th member and some alternates.
Louise also said that the new executive director of NRPC, replacing Tim Roache who left to go to the Rockingham Commission, will be Jay Minkarah, who is returning to NRPC after other job experiences, originally from the Merrimack area.

Non-Public:

Adjourned:

There being no other business, Louise motioned, second from Bernie to adjourn the meeting. Three votes to adjourn at 8:22 PM.

Next regularly scheduled meeting will be October 10, 2017 at 7:30 PM at the Mann House.
There will be a work meeting posted for Monday Oct 2 at 7:00 PM at the Mann House.

Respectfully Submitted,
Kathy Wile
Administrative Assistant