

SELECTMEN'S MINUTES

APRIL 9, 2018

The Select Board meeting for Monday, April 9, 2018 started at 6:30 p.m. Present were Selectperson Ayer, Selectperson Hatch, Selectperson Knapp, Selectperson Hardekopf, Chairman Bailey, Administrator Scruton and Clerk McNeil.

Chairman Bailey welcomed everyone and led in the Pledge of Allegiance.

APPOINTMENTS

Joshua Carloni – Swain Road Class VI Section - Mr. Carloni stated that a portion of Swain Road is Class V that the town maintains and ½ mile is Class VI that the abutters maintained. The Town Forest is located on the Class VI section. Their concerns are that they are maintaining the road where the entrance to the town forest is located. More and more people seem to be using the town forest and the Class VI section of road that they maintain. They would like the town to take over maintenance of the road with grading, plowing and filling pot holes. There are 11 homes on this stretch of road. Administrator Scruton will contact Road Agent, Peter Cook to view the road and come up with a cost to bring the road up to Town Class V standards, the town engineer should also be involved in this discussion. Administrator Scruton noted the different standards that are used for Class VI road upgrades. There could be an increase in their assessment due to the road being a town maintained road. There are also other options like a Betterment Tax where the owners share in the cost of the roadwork.

Recreation Commission/Recreation Director – Tara Barker spoke regarding their reappointments of James Noble and Steven Graves. Chairman Bailey noted that they will be signed later in the meeting.

Chief Walker stated that FEMA has a Safer Grant Program for staffing new hires for adequate fire/rescue coverage. FEMA pays a portion of the salary for these individuals. He further described his five year plan for the department. Over time, the staffing would be two people around the clock. The cost in rough numbers for the town would be \$40,000 for the first year, \$40,000 for the second year and \$80,000/90,000 in the third year. Selectperson Knapp noted that we haven't budgeted for this position. Chief Walker stated that the hires may not be in place until November/December. Selectperson Ayer moved to support applying for the

grant for two full-time employees, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

NEW BUSINESS – Recreation Reappointments – James Noble and Steven Graves. Selectperson Knapp moved to appoint James Noble and Steven Graves for three year terms as full members, seconded by Selectman Hardekopf. It was unanimously voted in the affirmative. Tara Barker noted the recommendation of the appointment of Harry (Dennis) Haug. He has been attending the Recreation Commission meetings. Mr. Haug has the knowledge and background for recreation. Mr. Noble and Mr. Graves were sworn in as members of the Recreation Commission by Chairperson Bailey. Chairperson Bailey stated that the appointment of Mr. Haug will be discussed in non-public session.

PUBLIC COMMENTS – Selectperson Hatch noted that she and staff attended Attorney Whitelaw's retirement party in Laconia.

Casey O'Brien asked if the Board would be reviewing their goals. The issue is on the agenda.

REVIEW OF MINUTES – March 26, 2018 – Selectperson Hardekopf moved to accept the minutes of March 26, 2018, seconded by Selectperson Knapp. It was unanimously voted in the affirmative.

STAFF REPORT

Administrator Scruton

1. Two options were discussed for succession management for the town administrator position. Administrator Scruton explained the following two processes: A. the Board could directly hire an MPA student from UNH to do an internship for a semester. B. There is a competitive fellowship program to which the Town can apply that has restrictions but picks up 2/3rds of the cost of the student. However; the Town does not get to select the student. Selectperson Knapp supports the school finding the candidates. Selectperson Hardekopf feels that you need to choose a candidate that has some work experience and she does not support this fellowship program course of action. Selectperson Knapp moved to apply for the competitive

fellowship program, seconded by Selectman Ayer. Selectperson Hardekopf feels it is unrealistic for Administrator Scruton to do his job, support a fellow and also train a town administrator candidate. The Board should also be able to pick the candidate. Selectperson Knapp has been through the competitive fellowship program and has had good luck. Chairperson Bailey asked for a roll call, Ayer – aye, Hatch – aye, Knapp – aye, Hardekopf – nay, Bailey – aye. The motion passes. Selectperson Hardekopf and Administrator Scruton will work on a job description.

2. Selectperson Hardekopf moved to adopt the 2018 Schedule of General Assistance, seconded by Selectperson Knapp. It was unanimously voted in the affirmative.
3. The law allows calling Selectmen/Board of Selectmen by other names. Selectperson Hardekopf moved to change the title to be Select Board and/or Selectperson, seconded by Chairperson Bailey. Selectman Ayer abstained from the vote. Hatch – aye, Bailey – aye, Knapp – aye, Hardekopf – aye. The motion passes.
4. Paul Sanders and the engineer reviewed the bids for the boiler at the public safety building. Selectperson Knapp moved to award the bid to K-Cob Plumbing and request that the money come from the “Town Buildings Preservation and Rehabilitation Fund” Capital Reserve and be released by the Trustees of the Trust Fund, seconded by Selectperson Hardekopf. It was unanimously voted in the affirmative.
5. The Town made application for an Air Van/Rehab unit with Community Mutual Aid Association for a FEMA Grant. There are three vendors under consideration. The Community Mutual Aid Association would like to use the Federal GSA contract specifications and get quotes. Selectman Bailey moved to accept the Federal GASA contract specifications and allow the Community Mutual Aid Assoc. to obtain three quotes from the list of GSA vendors, seconded by Selectperson Knapp. It was unanimously voted in the affirmative.
6. The all Boards meeting is scheduled for April 30th at 6:30 p.m.
7. Sale of Tax Deeded Land – Selectperson Ayer stepped down from the Board. Selectperson Knapp moved to sell Map 102 Lot 0074, 0075 and Map 115 Lot 0036 Plot 0001 by notifying the abutters and advertising locally, seconded by Selectperson Hardekopf. It was unanimously voted in the affirmative. There was a request to offer six lots on Castle Rock Road for sale. Chief Walker spoke of emergency access at the end of Castle Rock

Road where there is a steep hill. He would like anyone who bids on the lots to know that there is a significant amount of work and expense that needs to be done to the end section of Castle Rock Road. He would also like a turnaround for emergency vehicles and service trucks at the end of the road. Jason Escabi supported the road being completed and made safer. Chief Walker did not want a driveway out of the proposed turnaround. Selectperson Knapp moved to sell the following lots on Castle Rock Road: 56, 63, 64, 65 and 70 as a group and have the bidder include an RFP including timeline, development plan for the appropriate standards as noted in the Private/Class VI Road Policy including access for emergency vehicles, seconded by Selectperson Hardekopf. It was unanimously voted in the affirmative. Selectperson Knapp moved to sell Map 224 Lot 0060 located at the end of Castle Rock Road with the conditions that a turnaround be constructed for emergency and service vehicles and that the driveway will not be part of the turnaround along with the upgrades to the road as noted in the Private/Class VI Road Policy including access for emergency vehicles, seconded by Chairperson Bailey. It was unanimously voted in the affirmative.

8. Administrator Scruton updated the Board on the policy on who can submit questions directly to the town's attorney. Boards and Commissions may raise a question provided the content of the request was agreed to by a majority of the members at a meeting. The Town Administrator shall be consulted first, retains the right to refuse the submittal and will be cc'd on any correspondence. It was asked if a "cc" is necessary. Administrator Scruton noted that it is necessary to making sure the Board is fully informed. Selectperson Hardekopf discussed the potential need for the Select Board Chair to access the labor attorney without cc'ing employees should the Select Board need information or legal guidance. Selectperson Hatch moved to adopt the revised NHMA memo dealing with the policy of contacting the town's attorney and to "cc" the Town Administrator on all requests other than personnel issues of a Town Administrator, seconded by Selectperson Ayer. It was unanimously voted in the affirmative.
9. Peter Cook will be recommending what roads that he feels need to be included in the paving bid and develop an RFP for the Board's review.
10. A link can be found on our website to watch the rebroadcast of the Select Board meetings on demand via YouTube. We are considering doing this for the Planning Board meetings.

11. The Ford truck bid for the Highway Department was sold while awaiting a response from the town. The dealer has agreed to order a 2018 model with the same specifications for the same money.
12. The project being done by Hard Rock at Route 125/Pierce Road is in the design stage.
13. The Court of Honor for the Freedom Award for Elijah William Obrey will be on April 21, 2018 at the Barrington Town Forest from 2:00 – 3:30 p.m.
14. The Board reviewed the goals for 2016 noting the percentage of completion. The following are the goals for 2018:
 - I. Using existing documents review and recommend long term plan for space needs for all Town functions including Recreation, Library, Fire, Police, Public Works and Town Office functions.
 - II. Establish a technology committee to develop and improve the town's use of technology.
 - A. Develop plans for upgrading software and hardware associated with municipal operations that is fast and efficient for municipal employees and town residents.
 1. Develop a list of all current hard, software in use and licensing/ownership costs.
 2. Review and evaluate current systems vs other town systems vs recommended systems.
 4. Review hardware replacement schedules.
 5. Review redundancy and back-up systems.
 6. Review the phone system and Internet connectivity to decide whether to buy phones, change providers or continue with current lease arrangements.
 - B. Develop a plan to expand scanning of legacy documents
 1. Review record retention laws and the current revisions under consideration.
 2. Develop a scanning protocol for electronic record storage.

3. Review which areas of records require judgment (e.g. old/new map and lot #/pre 911 addresses, etc.) and which could be done by minimally trained temp.

III. Review and recommend changes on personnel policies

- A. Propose various Succession Management Plans
- B. Review & revise Personnel Plan
- C. Review compensation plan including merit and/or current placement on existing grades.

IV. Encourage economic development

- A. Consider infrastructure and park development, including Redemption Road and “Eco-Park” on Route 125.
- B. Develop & implement strategies to be more “business-friendly” encouraging both new business and retention of existing businesses.

Clerk McNeil

Clerk McNeil requested signatures on the following: Land Use Change Tax Warrants in the amount of \$14,624, applications for current use for Southeast Land Trust and Steven and Lynn Murdough, Eagle Scout Proclamation for Michael Thomas Moniello, payroll manifest dated 4/1/2018 and Vendor Manifest dated 4/4/2018.

OLD BUSINESS

Review of 2016 Goals – Previously discussed.

NEW BUSINESS

SMART Goals – Selectperson Knapp noted that they should be used with reviews of employees. Administrator Scruton will work with employees for their goals which may mean revising their job descriptions. It was felt that this maybe rushing the need for the SMART goals. Chairman Bailey feels this make take longer than six months to implement. John Huckins stated how he implemented several SMART goals with his employees. Selectperson Knapp noted that SMART goals enrich the base organization.

SELECTMEN’S REPORT

Selectperson Ayer, Selectman Bailey and Selectman Hatch had nothing to report.

Selectperson Hardekopf will attend the Recreation Commission meeting next Monday.

Selectperson Knapp brought the Board up to date regarding the following Technology Committee work: Microsoft Office 365, dual backup storage server, scanning technology, cemetery computer program and PC Patrol has been implemented. Selectperson Knapp also attended the recent Planning Board meeting. Selectperson Ayer moved to purchase Microsoft Office 365 and to use their email program for all departments except the Library for \$18,000, seconded by Selectperson Hardekopf. It was unanimously voted in the affirmative.

Selectperson Hardekopf moved to spend up to \$7,000 to purchase a dual backup storage server, seconded by Selectperson Ayer. It was unanimously voted in the affirmative.

Selectperson Ayer moved to purchase the cemetery computer program for \$7,080 after review by the Cemetery Trustees, seconded by Selectperson Hardekopf. It was unanimously voted in the affirmative.

Selectperson Ayer moved to apply for the EOC HazMat Grant for the Fire Department towards the purchase of computers for the fire trucks, seconded by Selectperson Knapp. It was unanimously voted in the affirmative.

PUBLIC COMMENTS – Chief Walker noted that there is a telephone scam soliciting money for the Barrington Fire Department.

Sam Boduch thanked the Technology Committee for all of their work. Mr. Boduch asked if there was an agenda for the All Boards meeting – goals, communication and working together. Our new attorney will be there. There will be updates from Boards/Commissions.

Selectperson Ayer moved to go into non-public session at 9:15 p.m. Per RSA 91-A:3 II for reputation, seconded by Selectperson Knapp. Chairperson Bailey asked for a roll call, Ayer – aye, Hatch – aye, Knapp – aye, Hardekopf – aye. It was

unanimously voted in the affirmative. There may be a decision made by the Board when they come out of non-public session.

Chairperson Bailey felt that the appointment put forth by the Recreation Commission was very qualified. Chairperson Bailey wanted to institute a new policy while he is chairman to review any new appointments in non-public session under reputation.

Selectperson Knapp moved to come out of non-public session at 9:30 p.m., seconded by Selectperson Ayer. Chairperson Bailey asked for a roll call, Ayer – aye, Hatch – aye, Knapp – aye, Hardekopf – aye, Bailey – aye. The motion passes.

Chairperson Bailey moved to appoint Selectperson Hardekopf as an ex-officio member of the Recreation Commission, there was a question if there can be an ex-officio member on the Recreation Commission. Chairperson Bailey presented the RSA – as it needs to be a resolution by the Board. There was no second. Selectperson Ayer moved to create a resolution for an ex-officio member to the Recreation Commission. There was no second. Chairperson Bailey moved to appoint Harry (Dennis) Haug to a two year appointment to the Recreation Commission, seconded by Selectperson Knapp. It was unanimously voted in the affirmative. Selectperson Hardekopf will administer the Oath of Office to Mr. Haug.

The meeting adjourned at 9:45 p.m.