

SELECTMEN'S MINUTES
MONDAY, AUGUST 22, 2016

The Selectmen's meeting for Monday, August 22, 2016 started at 6:30 p.m. Present were Selectman Ayer, Selectman Gaudiello, Selectman Hatch, Selectman Knapp, Chairman O'Brien, Administrator Scruton and Clerk McNeil.

Chairman O'Brien welcomed everyone, led in the Pledge of Allegiance, and noted his rules of order.

APPOINTMENTS

There were no appointments.

PUBLIC COMMENTS

Chief Walker noted that the Fire Department just purchased two "four-gas" meters and would like permission to dispose of the old ones. Chief Walker will check to see if any other department would like them for parts. Selectman Hatch moved to support the Fire Chief and the disposal of the gas meters, seconded by Selectman Knapp. It was unanimously voted in the affirmative.

Chief Walker noted the prior Board acceptance of a Hurst Rescue Tool from Durham. The Fire Department has taken the parts off of the "Tool" that they need. Durham doesn't want the remaining parts back. Chief Walker would like permission to dispose of what is left to any community that might want it for parts. Selectman Knapp moved to support the Fire Chief's request, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

Chief Walker also brought up the issue of ambulance billing. Currently the town uses Comstar for billing. Six companies, similar to and including Comstar, will be represented at an upcoming summit. Chief Walker will speak with the different companies to see what they offer. He, along with the treasurer, will review the numbers to see which company suits Barrington. The town's billing rates have not changed in several years. The Board supported Chief Walker putting some proposed numbers together.

There was discussion on the collection of ambulance payments through Comstar and should more than three bills be sent for collection of payment. Chief Walker will review the policy and check with other communities' to see how they handle unpaid ambulance billing. Chairman O'Brien would like to see what is owed to us and how payments compare residents versus non-residents. In most cases non-residents might have been involved in auto accidents and their insurance companies will pay the town.

Chief Walker said now that they are not operating with volunteers there is a much more significant cost to run the ambulance. Selectman Knapp suggested renegotiating with Comstar. Peter Royce noted in comparison with other vendors their percentage of collection should be reviewed.

Selectman Hatch complimented our Police Department on how the issue at Stonehouse Pond was handled as it was handled very professionally.

REVIEW OF MINUTES – August 8, 2016 – Selectman Gaudiello moved to accept the minutes of August 8, 2016 as written, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

STAFF REPORT

Administrator Scruton

1. There is concern of trees on Young Road that the Road Agent has deemed as hazardous and wants to have them removed. The property owners have not given permission yet. There is a legal process to go through when the property owners are objecting. Also the utility company will be approached to see if they can remove that portion of the tree that is above the utility line. Selectman Gaudiello moved to authorize the removal of these trees under RSA 231:145 if one more attempt with the homeowners is unsuccessful, seconded by Selectman Ayer. It was unanimously voted in the affirmative.
2. The computer software committee met and prepared a draft RFP for financial accounting software for the Board's review. Selectman Knapp suggested a meeting with the school district to discuss their software package and include it in the town's RFP. There will be a mandatory RFP pre-bid meeting. Administrator Scruton will speak with the school district and an addendum could be added at the pre-bid meeting. The Board supported the RFP with a due date of October 3rd.
3. The state has red-listed the Mallego Road Bridge. Peter Cook and Administrator Scruton recommend that the town immediately apply to the State Bridge Aid list to qualify for an 80% match from the state. Hoyle, Tanner Associates will do the engineering. Administrator Scruton recommended the Board approve using \$30,000 from the Transportation Capital Reserve. Selectman Hatch moved to support this request, to also request that State DOT continue to allow the town to use Hoyle, Tanner Associates, and also ask the Trustees of the Trust Fund for \$30,000 from the Transportation Capital Reserve and sign to submit the proposal seconded by Selectman Ayer. It was unanimously voted in the affirmative.
4. The MS-1- Summary Inventory of Valuation has been prepared and is ready to be signed and submitted to the DRA. It was approved.

5. Administrator Scruton has prepared the MS 434 with our revenue estimates from the Town Report with several adjustments based upon actual receipts. The MS 535, financial summary, is being prepared by the auditor. That paperwork should be available this week and will need to be signed before the next Selectmen's meeting.
6. Discussion on the revolving recreation fund will be later in the meeting.
7. The transfer and development agreement with Liberty Truck is still being reviewed by the attorneys.
8. ABC Budget Review will be later in the meeting.
9. Administrator Scruton is recommending a 1% COLA and a step increase be included in the proposed 2017 budget. Selectman Knapp wanted to know what triggers the step increase and how it works - with a satisfactory evaluation an employee will get a step increase. The steps used to be twice as large as they are now. Selectman Gaudiello questioned the additional roll up costs. Selectman Gaudiello is in favor of a step and COLA. Chairman O'Brien supports the 1% and a step increase. Selectman Gaudiello moved to include a 1% COLA and step increase in preparation of the 2017 budget, second by Selectman Hatch. It was unanimously voted in the affirmative. The Board will review compensation for the people who are at the top of the scale. Administrator Scruton will send an email as to who is at the top of the scale.

Clerk McNeil

Clerk McNeil requested signatures on the following: one Intent to Cut, one Land Use Change Tax in the amount of \$6,000, vendor manifests dated 8/10 & 8/17, payroll manifests dated 8/7 & 8/14 and the MS-1

OLD BUSINESS

Mid-Year Review of Budgets – Peter Royce noted the suggestions that the ABC recommended on March 24, 2016. Some of the suggestions have already been implemented. The ABC had questions for several department heads from their mid-year budget review that were answered successfully. Administrator Scruton indicated the plan is department heads budget for earned time based on usage and utilization which will be different for each department. Some of the department heads spend a good portion of their budget at the end of the year to save for unexpected/emergency expenses that may come up during the year that are not budgeted for. Selectman Knapp felt that this end of year spending was poor management by the department head. Steve Saunders spoke to the recommendation of the ABC of an “unanticipated expenditure” line. The department heads would do their budgets as needed and any additional monies (unexpected overruns, extraordinary items) requested would be pooled in one line in the administration budget. Administrator Scruton explained

what is included in the Default Budget and how it is created. There was a brief discussion of “zero based” budgeting.

NEW BUSINESS

RFP Software – previously discussed.

Revolving Recreation Fund – Selectman Knapp wanted to talk about the original intent – like Recreation Revolving Fund. Tara Barker and Jill Hilfiker spoke to the questions. Mrs. Barker gave the background of the recreation revolving fund. All programs are funded through the revolving fund. The operating budget supports office salaries, earned time buyout, employee benefits, software, dues and fees etc. The question was asked what is the plan for the extra money in the revolving fund? Mrs. Hilfiker noted that \$100,000 stays in that account as a protection against running out of money. There is a list of proposed capital uses of those funds – resurfacing gym floor, tennis courts, change space where library is for recreation office when new library is built, playground maintenance, computer upgrades, pool, soccer fields, weekend/evening supervisor etc. The question is whether the revolving fund should fund more of the operating budget. Mrs. Hilfiker stated that the intent of the warrant article was the revolving fund was for self-supporting programs but not administrative costs. Peter Royce felt some of the programming costs that are shown in the operating budget (program administration, scheduling) should come out of the revolving fund.

SELECTMEN’S REPORT

Selectman Hatch stated that she recently attended a Library Trustees meeting and a ZBA meeting where a variance was granted and another case continued.

Selectman Gaudiello was unable to attend the last Conservation Commission meeting.

Selectman Ayer recently attended a Planning Board meeting.

Selectman Knapp noted that the school board meetings will be starting up again and he will be attending a technology meeting on Thursday.

Chairman O’Brien had no news to report.

PUBLIC COMMENTS

Chief Walker stated that he took exception to Selectman Knapp’s comment on poor management with money with spending money at the end of the year and money still left in the budget that is turned over to the general fund. Chief Walker takes pride in the fact that if he has money left at the end of the year. He waits to buy supplies until the end of the year in case money is needed during the year for unexpected events.

Steve Saunders noted that an unanticipated expenditure line would be more transparent.

Peter Royce asked if the Board had revisited the issue of the demolition bill. Chairman O'Brien has been following up with the contractor, but they have missed each other

Selectman Knapp moved to go into non-public session at 8:30 p.m. per RSA 91A: 3 II for land acquisition, seconded by Chairman O'Brien. Chairman O'Brien asked for a roll call, Ayer –aye, Gaudiello – aye, Hatch – aye, Knapp – aye, O'Brien – aye. The motion passes.

Selectman Hatch moved to come out of non-public session at 9:05 p.m., seconded by Selectman Gaudiello. Chairman O'Brien asked for a roll call, Ayer – aye, Gaudiello – aye, Hatch – aye, Knapp – aye, O'Brien – aye. The motion passes.

Selectman Hatch moved to seal the minutes indefinitely or until “render proposed action is ineffective, seconded by Selectman Gaudiello. The motion passes.

The meeting adjourned at 9:07 p.m.