

## Solar Presentation by Bingham & Dundorf

### Action Items:

**Information on scheduling for Revision Solar:** If agreeable to the Board, we could plan on 45 minutes or so at their shop where the Board can see the operations and get an up close look at the different components of a system before they are installed. We could then head to Durham, approximately a 30 minutes' drive, where we can visit the Ice Rink, Library and Police Station. 20 minutes per site should be sufficient depending on questions and level of detail requested. So all in all, if you could dedicate 2.5-3 hours (including drive time) it should be sufficient. ***How much time does the Board want to dedicate to this and on what type of scheduled start, e.g. does the Board want to add a meeting just for this?***

**Future meeting dates:** I would propose these for the rest of 2014. I would recommend two a month, until budgets. They are not on a set schedule because of holidays and five Monday months.

March 31

April 14

April 28

May 12

May 19

June 2

June 23

July 14

July 28

August 11

August 25

September 8

September 22

October 6

October 20

October 27

November 10

November 17

November 24

December 8

December 22

**Construction of the Highway Garage:** I want to start working on the RFP at the March 17 Board of Selectmen meeting. There are three basic ways we could proceed.

1. We can develop very specific specifications for which we would seek the low bid. This would require an expert to draw up detailed specifications that will attract competitive bids. If we do this it would be a Request for Bid (RFB) and it would go to the lowest responsible price.
2. We could put together general specifications (clearances, door width, approximate dimensions, electrical, floor with pipes for later use if heating is desired sometime, insulation or not, etc.) based upon what we know about "Butler" type buildings. This would be a Request for Proposal (RFP) and we would weigh the merits of what was proposed as well as the price.
3. Although someone similar to #2 we could indicate we have \$225,000 available (holding back 10% for contingency), give minimum specifications, and ask what is the best building they would design and build with that amount of money. I have used that before and was surprised by getting a bigger building than I would have otherwise done.

Regardless of what the type of proposal requested, my plan would be for close oversight from the Building Department instead of an outside clerk of the works. The extra hours beyond those regularly scheduled for the department would come out of the garage construction budget.

**Recommendation on Electrical Request for Proposal.** I recommend we continue with RMS as best value. ***Does the Board agree?***

Electrical RFQ							
	Straight rate	Apprentice	Overtime rate	Emergency rate	mileage	boom truck	Materials
Ayer, Durham	67.50 Journeyman	53.68	88.79/110.09	extra \$75	\$25/call		Cost plus 10%
Dame, Gonic	\$100 1st hr, \$55/ hr after		\$123.75 2nd \$82.50	\$200/first, \$165 after			
Interstate, Bedford	\$50		\$75 scheduled	\$100 also Sun, holiday	.55/mile		Cost plus 15%
RMS, Barrington	\$55/Master	\$55/master	55	no extra	none	non	cost on stock 10% on ordered
TNT, Laconia	\$48 (1 hour min)	\$25	\$72 elect/ \$37.50 app	2 hour minimum		rental rate	cost plus 10%

**Personnel:** I would like the matrix adjustment and the Tax Collector/Deputy adjustment that were agreed to by the Board of Selectmen and included in the budget to be effective March 31 (beginning of a pay period). I will also start work on a plan to adjust the Personnel Plan as discussed for a July 1 effective date on some of the changes that have been agreed upon (expanded availability of Health Insurance and change in accrual rate similar to what was agreed upon in the Police CBA). ***Does the Board approve adjusting the matrix and making the other changes for personnel that were approved in the budget?***

**Svenson and building design:** Two of the questions that need to be answered before we go much beyond the space needs study are: 1. "Where is the building going?" & 2 "Are we planning for a library to be attached to it at some point in the future?" The answers will depend upon how much space we have on the Svenson property for a building which will take some time to determine regarding the presence of ledge and wetlands. That will need to start after snow is gone. The Svensons are requesting that we put into the agreement that the Town will put a building on the warrant for that location in 2015 and if one is not approved put one on for 2016 and if that fails then the land returns to them. ***Does the Board approve the concepts in the draft P&S for Svenson property?***

**Welfare Lien:** A former client has a welfare lien of about \$15,000 for assistance previously given. They want to renegotiate their mortgage on their property to avoid foreclosure. They want the Town to subordinate the lien the Town has to the refinancing. If it is foreclosed the Town loses the lien unless the finance company can sell it for more than their mortgage (which is questionable). I believe the Town

should do so and recommend the Board authorize the Town Administrator to sign any subordination agreements needed. ***Does the Board agree and authorize that action?***

**Library Alternates:** Ron St. Jean asks, “*Might it be possible to have the selectmen confirm the trustee alternates, Sam Boduch and Patricia Keravich, before our March 18 meeting?*”

***Does the Board agree with the revised goals for the Town Administrator?***

***Does the Board approve the Town Administrator Agreement changes?***

**Signature items:**

**Another letter for Moose Plate Grant**

**Newly adopted Animal Control statute**

**Employment Agreement as amended for Town Administrator**

**Appointment agreements for Treasurer and Tax Collector**

**Information**

**Board Appointments:** Those not dealt with at the March 17 meeting the Board should plan to address at the March 31 meeting.

**Thanks:** We have a nice letter from Bob Ott that he wishes read thanking Public Safety and especially Chief Walker for saving his life.

**Goals:** I would like to schedule a discussion on goals for the Board for the next meeting and ask the Selectmen to think about what should be on a list of 3-5 major goals.

**Police:** Officer Moore has resigned. We are seeking to fill the position and using the Great Bay Area listing to seek a qualified candidate. If we do not fill the position it will affect the ability to provide coverage and could increase overtime.

**Health Insurance:** School is going to School Care. We are looking at the various costs and benefits to changing at this time. The school was quoted without the Town so we are going to be community rated with either option. The loss of the rebate is a factor in this decision for the town.

**Space Needs Study:** The architect has a draft of the space needs study.

**Expenditure:** The \$289 invoice from George Calef was for food for the highway garage. We feed the crew during storms.

**Legislature:** Last week the House Judiciary Committee approved an amendment to the Right-to-Know Law, which will go to the House floor sometime in the next two weeks. As amended, HB 1591 would require the posting of the usual meeting notice, however it will mandate that the actual meeting agenda also be posted and require that the notice and agenda be posted at least 72 hours in advance of any meeting of a public body. This additional requirement for posting an agenda with the meeting notice and doing so at least 3 days in advance of a meeting may have unintended consequences that will

negatively impact the ability of local public bodies to hold discussions and make timely decisions on urgent matters that may arise a day or two or even three before a posted meeting. This may impact the ability of public bodies to meet and properly conduct the public's business.

**County Register of Deeds:** There is an effort by some of the County Register of Deeds (including Strafford County) to put heavy "watermarks" on them which restrict the ability to read the information. We need the information for updating our assessing records. The Register of Deeds apparently does not want us reselling them, presumably because it is a loss of revenue to the County. The issue is that once we have a copy, any citizen can come in and ask for a copy under the Right to Know law. There is significant push-back by towns around the state to what is happening.

**Senior Staff Meeting Schedule (tentative) 10 AM Wednesdays at Town Office Conference Room**

3/19

4/2

4/16

4/30

5/14

5/28

6/11

6/25

7/16

7/30

8/13

9/3

9/24

10/15

10/29

11/19

12/3

12/17