



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**December 27, 2018**  
**9:00 a.m.**

**Selectmen Present:** Nancy Carney, Daniel Baker, Charles Kenison

Ms. Carney called the meeting to order at 9 a.m.

**PRIMARY:**

**\*\*\* APPROVE MINUTES**  
**- December 17, 2018**

Mr. Baker made a motion to approve the minutes. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

**\*\*\* APPROVE MANIFESTS**

Mr. Kenison made a motion to approve the manifests. Mr. Baker seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

**\*\*\* REVIEW SIGNATURE FOLDER – The Selectmen reviewed and signed.**

**9:15 MEET WITH THE FIREWARDS**  
**- Structuring of the Fire Department**

FireWards Edwin Mattson and Warren Hall met with the Selectmen to discuss the proposed restructuring of the Fire Department. Ms. Carney shared that restructuring the Fire Department would require a Warrant Article for Town Meeting. The dissolution of the Board of FireWards in March, would by RSA leave the Board in tact until 2020, at which time the running of the Fire Department would be turned over to the Selectmen. The hiring and background checks would be done by the Department Head, as it is currently handled by other Town departments. Ms. Carney felt that with this restructuring, it would be a good turning point with the introduction of per diem positions. Ms. Carney asked if there were any questions. Mr. Baker noted the confusion in the administration of the Town's Personnel Policies. Mr. Baker stated he would support the change if it was supported by the FireWards and he wanted to hear their thoughts. Mr. Mattson asked about the timeframe for the change. Ms. Carney stated it would happen at Town Meeting in March and would take effect in 2020. Mr. Baker asked if Bill Prigge had any thoughts on the matter. Mr. Hall shared that they haven't had any discussion. Ms. Favreau shared that there are different ways to structure the Fire Department per RSA. Discussion was held on how it was managed in Troy, and elected versus hired positions. Mr. Hall shared that it was a good time if making the transition now. Ms. Carney discussed the difficulty in finding people to run for elected positions. Mr. Hall stated that the FireWards haven't had a chance to discuss but that he wasn't against it. Mr. Kenison shared the issue was the difficulty in getting the three FireWards together on a regular basis. Ms. Carney stated she would work on a Warrant Article, unless she heard otherwise from the FireWards, after they meet. Ms. Carney shared it was important as the calls increase to have a Board overseeing the running of the Fire Department. Ms. Favreau shared that the Warrant Article was due by the Public Hearing on February 3<sup>rd</sup>. Mr. Kenison would like to see a vote from the FireWards whether they were in favor or not. Ms. Carney asked if there were any other questions. Mr. Hall stated he wasn't against it and that he has been thinking about it and knew that a change was to come. Ms. Carney asked the FireWards to let the Selectmen know their thoughts and they would go from there.

The Selectmen thanked the FireWards for their time.

**BOARD MEETING MINUTES**  
**December 27, 2018**

**\*\*\* APPOINTMENT TO THE CONSERVATION COMMISSION**  
**- Kevin Wooley**

Ms. Carney shared that the Conservation Commission recommended appointing Kevin Wooley as a member. Mr. Wooley was currently serving as an Alternate.

Mr. Baker made a motion to appoint Kevin Wooley as a member of the Conservation Commission for a 3 year term. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

**\*\*\* IRS STANDARD MILEAGE RATE FOR 2019**

Ms. Carney reviewed the new business mileage rate of .58 cents per mile, effective January 1, 2019.

Mr. Baker made a motion to approve .58 cents per mile, effective January 1, 2019. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

**\*\*\* NON-PUBLIC SESSION RSA 91-A:3 II(a) - EMPLOYEE EVALUATION**

At 9:02 a.m. Mr. Baker made a motion to go into non-public session under RSA 91-A:3 II(a). Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

At 9:04 a.m. Mr. Baker made a motion to leave non-public session and seal the minutes as disclosure would adversely affect the reputation of the person other than a member of the board. Mr. Kenison seconded and the motion passed 3-0. Roll Call vote: Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes.

**OTHER BUSINESS:**

- **Review Official Audit Report for Town Clerk** – The Selectmen reviewed.
- **Review Thank you letters – Hundred Nights Inc. and Southwestern Community Services** – The Selectmen reviewed
- **Review Letter from NH DES – Letter of Deficiency – Map 25, Lot 13** – The Selectmen reviewed and discussed.

**Year-End Budget Transfers** - The Selectmen and Ms. Favreau reviewed the transfers that needed to be made from the following budget line items: \$40,000 – Legal, \$20,000 - TAN, and \$15,733.84 - Direct Assistance.

Mr. Baker made a motion to re-appropriate the following funds to the General Government Buildings budget: \$40,000 from Legal, \$20,000 from TAN, and \$15,733.84 from Direct Assistance. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Also discussed was transferring \$43.48 from the Fire Department budget to the Emergency Management budget.

Mr. Baker made a motion to re-appropriate \$43.48 to the Emergency Management budget from the Fire Department budget. Mr. Kenison seconded. Mr. Baker – Yes, Ms. Carney - Yes, Mr. Kenison - Yes. Approved – 3-0

Mr. Baker asked if Ms. Favreau had heard back from Swanzey Oil. Ms. Favreau shared that Town employees could be given a premium rate. Mr. Baker asked Ms. Favreau to send a note out to employees thanking them for a great year and asked about what additional information could be added in addition to the information on Swanzey Oil. Ms. Favreau mentioned that Chief DiSalvo had given her information on an additional retirement plan through the State – Deferred Compensation Plan. Employees could contribute money from their paycheck. Mr. Baker shared that it doesn't cost the Town any money and it was known as pass-through benefits. Ms. Favreau shared it could be done through payroll deduction and could be for full or part-time employees. Mr. Baker asked Ms. Favreau to look into. Mr. Baker asked about the Town's payroll system. Ms. Favreau shared it was through QuickBooks. Discussion was held on whether it was a Roth or a 401k. Ms. Favreau share that she was concerned about a match from the Town. Mr. Baker stated that the Town didn't have to provide a match. Mr. Baker would like Ms. Favreau to include in the note to employees information on the new things the Town was providing, what has been looked into, and would like feedback on the new medical plan. Ms. Carney shared that there are part-time employees in the Police and Fire Departments that have been working for the Town for quite a while and we don't do a whole lot for part-time employees. Ms. Carney asked if there was something the Town could do. Mr. Baker mentioned looking into the longevity pay. Ms. Favreau shared that part-time employees receive paid holidays and vacation time. Mr. Baker asked about access to medical insurance. Mr. Baker noted it was a good idea to have some pass-throughs that don't cost the Town any money. Ms. Favreau would look into and would follow-up with the Selectmen. Ms. Favreau noted that changes couldn't happen until January of 2020.

**ON-GOING BUSINESS:**

- **STEEPLE PROJECT** – Mr. Baker shared that Jay Southgate would be on-site to take the casings off of the lower beams to examine their condition. The Selectmen were planning to go to Barre, Vermont on January 25<sup>th</sup> to visit Mr. Southgate's shop.

**BOARD MEETING MINUTES  
December 27, 2018**

**December Meeting Schedule: 9:00 a.m. – Thursday, December 27, 2018**

**January Meeting Schedule: 9:00 a.m. – Thursday, January 3, 2019**

**7:00 p.m. – Monday, January 7, 2019**

**7:00 p.m. – Monday, January 14, 2019**

**7:00 p.m. – Tuesday, January 15, 2019 – Meeting with NextEra and Planning Board**

**9:00 a.m. – Tuesday, January 22, 2019**

**7:00 p.m. – Monday, January 28, 2019**

Mr. Baker made a motion to adjourn the meeting at 9:45 a.m. Mr. Kenison seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Nancy Carney, Chairman

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Daniel Baker

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Charles Kenison  
Board of Selectmen