



**Board of Selectmen Meeting**  
**Town Office**  
**Wednesday, 7/24/19 - Approved 8/7/19**  
**6:00 PM**

## **MINUTES**

**Present:** Selectmen: Bob Hamilton, Roberta Oeser, Karl Pruter, Town Administrator Joe Byk, Executive Secretary Michele Christian, Finance Director Laurie May Members of the community: Sharon Rasku, Holly Koski, Debra Qualey, Gillian L'Eplattenier, Al L'Eplattenier, Roniele Hamilton, Deb Sawyer, Judy Unger-Clark, Craig Clark, Bette Comerford, Jim Qualey

### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

The meeting was opened at 5:30. Roberta made a motion to enter a nonpublic session pursuant to RSA 91-A:3 II (a) for personnel, seconded by Karl. Roll Call Vote: Bob – yes, Roberta – yes, Karl – yes. Approved 3-0-0. The Board returned to public session at 6:03 and opened the public meeting at 6:08 with the Pledge of Allegiance.

### **GENERAL BUSINESS**

**Selectmen's Announcements** – There were no announcements

**Citizen's Forum** – Holly stated that the Farmer's Market will be open from 3-6 tomorrow on the West Rindge Common.

**Changes to the Consent Agenda - none**

#### **1. Consent Agenda**

#### **2. Approval of:**

- **Minutes 7-10-19**
- **Payroll 7/18/19, 7/25/19**
- **Accounts payable 7/18/19, 7/25/19**

Karl made a motion to accept the consent agenda. Karl amended his motion for payroll and A/P seconded by Roberta, Approved 3-0-0. Bob made a motion to accept the minutes of 7-10-19 seconded by Karl with Roberta abstaining. Approved 2-0-1

## **Old Business:**

### **a) Avatar Software Agreements**

There are three contracts for the Avitar software. Roberta stated that the assessing Kiosk will not be used this year. It is \$2550. The contracts were reviewed and discussed. KRT is going to work with Vision on the data conversion of the cards. Bob stated that we don't need two of the optional applications. We will have the option to upgrade the program at a later time. The manual date entry conversion of 2,950 cards may go down. David Drouin asked if a tax payer wants the data for their tax bill will there be a fee? Roberta stated that you can go to Vision and they have a tax card that is free to the public. Avitar will have the same cards that we have in the town hall. There will not be a charge if they come and print out a card. There is another option where the taxpayers can subscribe to get their tax cards on line. Roberta said that there will not be a fee to the taxpayers through the life of the contract. Holly asked if the \$2550 that the town will absorb what the tax payers will have to pay to get their tax bill and assessing information. The total of the Avitar package will be \$35,625.00. The hardware for the server was approximately \$13,000 which includes the Microsoft Windows Server License. Bob stated that we are not going to use the internet kiosk expanded configuration. Roberta stated that we can pay for it out of the warrant article by the end of this year for next year.

Roberta motioned that we approve the data conversion agreement and the software purchasing and installation agreement and the software purchase and installation of the Avitar tax collecting system, seconded by Karl. Approved 3-0-0

Holly wanted to make sure that we are able to get the upgrades next year. Al asked how long this contract was going to pay for. Roberta said that both of the systems will still be in house. The extra money will be for KRT's conversion.

### **b) Umbral Technologies – Server Agreement**

Umbral honored the same contract that Spaulding Hill had. The stand along contract from Umbral was \$4200 and we purchased the hardware from Spaulding Hill and they will deduct the \$4200.00 from their bill. The server will be installed tomorrow.

Karl motioned to authorize Joe to sign the agreement with Umbral IT for the installation of the server, seconded by Roberta. Approved 3-0-0 Al asked where the server would be located. Roberta stated that Joe signed the quote from Spaulding Hill without it coming to the Board. Roberta motion to accept the Spaulding Hill contract on the server hardware and for Joe to sign on behalf of the town, seconded by Karl. Approved 3-0-0

**c) Project Shakespeare Storage Review**

Bob stated that project Shakespeare was going to use the Meeting House and they said that they wouldn't have much to store there. There is a considerable amount of scenery, staging, props, etc. that have to be moved every time there is another function or meeting. It had been agreed that the scenery and staging would be kept in the horse stalls behind the meeting house. Michele will contact Deborah Thurbar and kindly let her know that the meeting house is not their storage facility.

**d) Disposition of Fire Engine 1**

Joe has the title for the old fire truck. The title will need a signature and a motion is needed to sign the title. In accordance with the 2018 warrant article #5 Roberta made a motion that the Chair execute the title for retiring Engine #1, Seconded by Karl.  
Approved 3-0-0

**e) Revised Police Paving Detail**

The Board reviewed the amended Town Ordinance for Police Details. Changes were noted. Roberta made a motion that the Town Ordinance Police Details policy be accepted as amended. Seconded by Karl. Approved 3-0-0

**3) New Business**

**a) Oil Contract Bid**

The oil contract prices were reviewed. Roberta made a motion that we accept the Oil Contract from Reds, Inc. for \$2.34 per gallon, seconded by Karl. Approved 3-0-0

**Committee Updates/Information/Communications**

**Committee Reports**

Karl reported on the CIP meeting. There are needs for the police department and they will be forming a subcommittee to look at buildings. Roberta stated that the highway department needs to be looked at first. Bob said that there was a town gown scheduled yesterday, but it has been rescheduled for August 20<sup>th</sup> at 2:00 PM because Rick and Dan were out of town. Roberta stated that she will be out of town for the meeting on September 18<sup>th</sup>. She will be out west for 2 weeks.

**June Revenue and Expenses**

Roberta stated that there is a quarter of police wages and benefits for new hires that didn't come in with a family plan. There is about \$15,000 that could be transferred. There is an issue with Welfare and Technology. Mike said that he could hold back \$16,000 from the paving budget and still be okay. Roberta also stated that Nancy has 4 weeks of vacation that she will need to be paid out and a clerk will be paid as well. Bob said that we can

leave the money where it is in the budget, Roberta said that we should move it so that the department heads don't see it and it won't get spent.

Roberta made a motion that we transfer \$10,000 from wages and \$5,000 from health insurance on police budget to be transferred to the executive line item. Seconded by Karl. 3-0-0

**Other Business**

Roberta asked where we are LED lighting. Joe stated that we are waiting on a meeting with the company that bid. The GPS will be taken out of the bid.

Karl made a motion to adjourn seconded by Roberta. Approved 3-0-0

**Adjournment 7:03 PM**

**Respectfully submitted,**

**Michele Christian**

**Executive Secretary**