



TOWN OF NEW LONDON, NEW HAMPSHIRE

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BOARD OF SELECTMEN MEETING MINUTES March 28, 2011

PRESENT:

Mark Kaplan, Board of Selectman, Chair
Tina Helm, Selectman
Peter Bianchi, Selectman
Jessie Levine, Town Administrator

ALSO PRESENT:

Rich Anderson, New London Resident
Bill & Marilyn Andrews, New London Residents
Joe Cardillo, New London Resident
Chad Denning, Recreation Director
Carolyn Ellison, New London Resident
Steve Ensign, Board of Firewards
Carolyn Fraley, Finance Officer
Linda Hardy, Town Clerk/Tax Collector
Doug Homan, New London Resident
Linda Jackman, Administrator's Assistant
Jay Lyon, Fire Chief
Dave Seastrand, Police Chief
Bob & DJ Lavoie, New London Residents
Richard Lee, Public Works Director
Peter Messer, New London Resident
Jim Wheeler, New London Resident
Pat Trader, Reporter for the *Intertown Record*

Chair Kaplan called the meeting to order at 6 PM.

Bidding: Ms. Levine explained that at their last meeting, the Selectmen spoke with Public Works Director Richard Lee about using a bidding process when purchasing a new truck and possibly when purchasing other items. At that meeting, the Board of Selectmen stated that they would like to meet with Police Chief Seastrand and Fire Chief Lyon regarding bidding in their respective departments.

Ms. Levine noted that she had provided samples of procurement policies from other towns to the Board of Selectmen. She urged them to think about implementing such a policy in New London.

Mr. Bianchi explained that he was an advocate of having a procedure for major town expenses to be put out to bid. The details on what is a major expense and what is not will have to be worked out. He thought they owed it to the townspeople to put any substantial expense out to a competitive bid. Ms. Helm said that she left the last meeting feeling unsettled and wants to do the most responsible thing going forward. She was delighted to see the various samples of procurement policies from the other towns. She was in favor of moving in that direction to follow the procurement policy model.

Jim Wheeler said that he agreed with Ms. Helm and Mr. Bianchi that a policy was the way to go. He added that setting a dollar limit to require something to be put out to bid would be good.

Ms. Levine said that the policy was a great idea but that there will be exceptions that should be given some thought. Many of the samples they had been given included exceptions. She gave an example of a possible exception: for the last three years, New London has had a contract with CodeRED for reverse emergency notification. To get the system functional, they have had to do a lot of work to gather data and input it into the CodeRED database. If they change vendors, they will not get to keep the data and will have to start all over. This is an \$8500 contract. She didn't think it made sense to re-bid every year for everything and thought they needed to be careful about creating a cumbersome process.

Mr. Bianchi opined they have already made exceptions with bidding for solid waste disposal and the hauling of it; they passed five- and seven-year proposals subject to Town Meeting appropriations. He thought some of those types of long term agreements should continue. Mr. Bianchi felt that on most bids, once the specs are done they don't have to be reinvented every year, whether it is for a police cruiser, dump truck, sand, etc. He said that there were exceptions to the rule with the State bidding process because often there is only one option and there is no choice. He didn't think the bidding process would slow down the running of the town.

Ms. Helm agreed with Ms. Levine about exceptions. She opined that this bidding process was doing exactly what many people wish would not happen; bringing more controls to the situation. She noted that if living in a vacuum, she would continue exactly the way they have been doing it. Ms. Helm felt they have responsible department heads but agreed that a well thought-out policy would create a more professional way to go forward.

Steve Ensign said as long as there is an opportunity for a dialogue about vendors and maybe even regarding features for the fire department, the policy would be good. They need to be able to create specs within each department, which might not be similar to the state's list. There may only be one or two vendors selling what they want. Each department tailoring their specs would work best. Mr. Ensign summarized that a procurement policy should allow for a narrowing of the choices.

Richard Lee said that when he appeared before the Board of Selectmen last week he was trying to find some direction. If they decide on a policy, that is fine but they need to be careful. He has already had dealers come back to him saying they can't meet their spec. Mr. Bianchi said that they have to use common sense and provide some latitude when making the specs to allow all manufacturers to best meet them. Mr. Lee said he made the specs as generic as possible without compromising his standards. He noted that all of the policies that Ms. Levine had distributed show that the towns all consider the State bid to be a valid bid. Ms. Levine said that when they talk to other towns about bidding processes, the State bid is always seen as an option. The State goes out for bid for equipment and the result is that the State bid is available to all the municipalities. She noted that Mr. Lee wanted to purchase off of the State bid and the Board of Selectmen voted against it.

Mr. Ensign said sometimes they decide on bid price alone, but they should consider the quality of the servicing for the vehicle/equipment. A supplier may give a low bid but their service record may be horrible. The process has to be less objective than just price as a component. Mr. Bianchi said that the State bids had a clause in them to say that they are not obliged to take the lowest bid. He agreed that saving a little money isn't worth it if they have to travel a great distance for service/repairs. It is not just to find the lowest dollar but best overall value.

Chair Kaplan said that for a great many projects they do go out for bid. Ms. Levine said that for major projects they generally do go out to bid, and federal regulations require it for the use of grant funds. She added that department heads already get the best price by calling around, as it is in their best interest to stretch their budget as far as possible. Chair Kaplan said that with any policy they adopt, he doesn't want to lose the flexibility of allowing the department heads to make calls on their own to check several potential suppliers for prices. He wanted them to be able to decide on a supplier depending on availability, quality and price.

Ms. Levine said that Mr. Bianchi had remarked earlier that the Board of Selectmen has no idea how bidding (or not bidding) is perceived by taxpayers. She was curious as to what projects has he heard complaints about. Mr. Bianchi said that paving was a big one. Last year they spent \$235,000 on paving but did not go out for bid. Ms. Levine said that was true, but that the Board of Selectmen had an open discussion about the process and found good reason to vote against going out for bid. She asked what other projects he had heard complaints about. Mr. Homan said that at a meeting he asked the Library Trustees why they weren't bidding out work to be done at Tracy Library, and they had responded that it was because they liked working with Bruss. Ms. Levine explained that the Library was its own entity and he would need to attend a Board of Trustees meeting to delve further into their selection process. She indicated that the Board of Firewards was also its own entity and that the Board of Selectmen did not govern either department.

Mr. Homan asked Mr. Lee if he bids out everything over \$20,000 or if he shops around for the best price. Mr. Lee said that he checks on prices himself. He gave an example of how he buys \$20,000 worth of nit pack per year. He calls the two places that sell the product (Pike in Lebanon and Pike in Hooksett) and works them against each other to get the best price. Mr. Homan asked why he didn't call Henniker Sand & Gravel to get a price. Mr. Lee said that Henniker doesn't have the same quality so it was not a good comparison. Mr. Homan said the only difference is the color; people like the blue from Pike, but Henniker's product was just as good.

Ms. Levine asked the Selectmen if the purpose of this discussion was to get the best price or to micro-manage the departments. They need to decide if they are trying to get the best value or if they want to criticize the individual decisions the department heads. She said they need a level of trust that the department heads are doing the right thing in managing their departments.

Mr. Bianchi said that they should have a procedure in place to make sure the town is getting the best value for its dollar. Before he was on the board, he bid on and won the bid for some work at the cemetery and the bids ranged from \$11,000 to \$33,000. Ms. Levine said that when a new project comes up or it is something for which they don't have an existing relationship with someone, they go out to bid. Mr. Bianchi said that if they had not gone to bid, they might have ended up paying \$33,000 for the project. Ms. Levine said that the department heads usually have a good idea of what is an appropriate price, and they often compare to what other towns are paying to know if the price they are getting is logical. Mr. Bianchi didn't think it was a big process to keep it open and transparent. Ms. Levine agreed, but said there need to be exceptions. Mr. Bianchi agreed on this point as well and said he wasn't trying to handcuff anyone. A policy should include major items and they would decide on what the amounts would be. He felt that the bidding process could entail someone calling five bidders and writing the estimates down. It didn't have to be a set procedure, but it made sense to him that they put things out for open, competitive bid.

Ms. Helm asked Mr. Bianchi about his thoughts on price vs. value. She asked how they would differentiate between the two and who would determines value. Mr. Bianchi said the department heads would do this. Ms. Helm agreed that it was up to the department heads to determine value. She wondered

how they would determine a fair price. She said that going forward, they should work on a purchasing policy that is not so restrictive that takes away from the department heads the things they have been doing so well. It should merely give them some general guidelines.

Chair Kaplan said they would take it under advisement and bring it up at a future meeting. He urged them to finish reading the sample policies Ms. Levine had provided to them.

Police Vehicle: Chief Seastrand said had bids to replace the police cruiser. He noted the three vehicles included on the State bid included the Ford Crown Victoria, the Chevy Caprice, and the Dodge Charger. All three vehicles would need equipment exchange from the oldest to the newest car. To do this, he calculated a baseline figure of \$2,500. He added that for the Crown Victoria they would not need to change the housing for the radios or the laptop holder or the divider cage between the front and back seat because they are already created with these features. The other models would need to have these things done, adding further expenses. They would all need \$550 for striping.

Chief Seastrand explained that the bids for each vehicle, including the additional equipment needs, were as follows: Ford Crown Victoria (\$26,920); Chevy Caprice (\$32,009); Dodge Charger (\$29,120).

Ms. Levine asked if these bids were obtained through the State bid, and Chief Seastrand replied that they had been. Chief Seastrand said he could contact a dealer to see what he could get. He commented that next year Ford wouldn't be making the Crown Victoria. The problem he saw with going to different makes is that things don't fit and are not interchangeable.

Ms. Levine said that last week the Board of Selectmen had asked Richard Lee to seek bids other than the State bid. Chief Seastrand said he could do that and commented that in the past when he has called to see if he could get a better price than the State bid, the suppliers have agreed to give the same price but have not gone lower. Chief Seastrand said that next year, the Ford models will not be cheaper, as the equipment would need to be replaced instead of carried over due to the elimination of the Crown Victoria.

IT WAS MOVED (Bianchi) AND SECONDED (Helm) to purchase the Ford Crown Victoria for \$26,920.

Ms. Levine explained that they were deviating from their decision the previous week to require the department head to go beyond the State bid. She stated that all three vehicles were on the State bid, and last week Richard Lee had asked for permission to buy the truck from the State bid, which the Selectmen had denied.

Mr. Bianchi rescinded his motion.

IT WAS MOVED (Bianchi) AND SECONDED (Helm) to have Chief Seastrand gather bids for a new cruiser outside of the State bid. THE MOTION WAS APPROVED UNANIMOUSLY.

Chief Seastrand commented that he would contact three dealerships for each of the three types of car on the State bid to see what numbers he could come up with.

Parking and Beach Use: Ms. Levine said that Recreation Director Chad Denning was present to be a part of the continuation of last week's discussion about parking and beach use. Chair Kaplan said that her memo dated March 21, 2011 summarizes the discussion. Ms. Levine said that she included in the agenda packet the minutes from the January discussion on this subject.

Ms. Levine clarified that at Bucklin Beach, they would extend the permit parking zone to Old Dump Road and would create more “no parking” areas so that people would have to have a parking permit to get to Bucklin Beach. At Elkins there is already restricted parking, although they cannot control parking on private property. They would continue with permanent stickers for property owners and residents, but instead of handwritten temporary passes, the Town would issue one hang-tag per household. There had been no decision on a fee as of yet. Ms. Levine said the conversation ended last week when they talked about surveying at the beach and Mr. Bianchi thought non-residents should be asked to leave. The Selectmen had asked to continue the conversation tonight.

Mr. Denning read an e-mail from Gerald Coogan, Chair of the Recreation Commission, who could not be present tonight. The e-mail stated that the Recreation Commission agreed with the memo and that they need to monitor the activity at the beach by taking a census but not a survey of those on the beach. They also want to track data of people using the boats and their connection to New London.

Ms. Levine said that the hang-tag would limit the number of cars at the beach. She said the first hang tag could be free or a lower cost, and then people should be charged a fee for the second tag. She suggested they also agree on a limit of the number of tags available to be purchased. Mr. Bianchi opined that every household should get just one tag and that it should be free. Ms. Levine asked why he thought it should be free. Mr. Bianchi said that they pay enough taxes in town and giving someone a tag for \$10 that costs \$0.38 isn't fair. Ms. Levine said that the tag fee would help pay for enforcement of the parking regulations, as well as offset the costs to manage the beach itself. Mr. Lavoie thought that the tag would be above and beyond the sticker and so people should have to pay for it.

Chief Seastrand thought the tag should have an expiration date. Ms. Levine said that one tag would be issued for the entire summer. Judge DiClerico said that if the tags were not going to have an expiration date, it would negate the whole reason for having the passes. Ms. Levine said that what was happening now was that they don't limit the number of tags given out, and changing to the hangtags would allow them to limit it to one per household unless they want to pay for more. She said the focus is on narrowing the number of passes given out. Mr. Denning added that a separate tag color may be used for non-residents who are there for swim lessons; that tag would only enable them to stay at the beach until noon.

Ms. Helm said that she is in favor of charging \$10 for the first tag, for two reasons: 1) it will help defray the cost; and 2) and it makes a commitment on the part of the homeowner and resident who will likely take it seriously if they have to pay for it. Ms. Helm thought the fee would make the owner of the tag more responsible for it not getting lost, and they would be less likely to give it to someone and lose their beach access for the summer. She said that they are always talking about trying to save money; this is a logical way to defray the costs.

Mr. Denning added that this is also a way to track the passes; right now anyone who asks can get a pass., and this will show how many passes are being asked for and what families are asking for them. Ms. Helm offered that there were two main issues: parking and beach usage. The census is going to give some hard data.

Mr. Homan said that charging for the hangtags was just another tax. At the club they have to get six or more passes for their guests and a lot of times people don't return them, so they will just have to keep paying for them all summer long. Ms. Helm said that perhaps they could consider giving a certain number of passes to the businesses. There are non-residents who work in town and maybe it would be a nice gesture on the part of the Town to give some passes to businesses for their non-resident employees to use. Ms. Levine said she wasn't sure they wanted to go there, considering the number of non-resident employees at Colby-Sawyer and the Hospital. She said that right now businesses are entitled to one

sticker so that they can use the Transfer Station, but she does not think the Town should open its beaches to non-resident employees of all Town businesses. In response to Mr. Homan, Ms. Levine said that the idea behind charging is that the revenue from the people who use the beaches offsets the cost to run the beaches. If 1600 passes are sold for \$10 each that would bring in \$16,000 and would offset \$0.02 on the tax rate, which results in a savings for all taxpayers.

Mr. Homan opined that this was a slippery slope. He thought they should let the Recreation Department do their thing and collect some hard data to make up informed, intelligent decisions. They should put the whole idea of charging off until they know what they are talking about. Mr. Homan said that \$10 for one tag enables three or four people to go to the beach. Mr. Denning said if they do permit parking only, it will very much limit what they've seen in the past with over-crowding. Previously, Old Dump Road was open to parking with no restrictions. He felt that if they enforce the parking, what they see on the beach will directly correlate. Old Dump Road has enabled Bucklin Beach to be an open turnstile.

Mr. Wheeler asked what Sunapee and Newbury's guest pass policy was. Mr. Denning said it is similar to what they are proposing in New London. They use a hang tag. The first is free but they charge for subsequent passes.

Marilyn Andrews said that the problem with the lifeguards collecting data is that during the time they are doing the collecting, it could be busy and they need to be watching people and not counting. Mr. Denning said they have a rotation that would allow for the collection to take place.

Ms. Helm asked Mr. Homan why he could not pass the charge of a pass on to the renter if they fail to return it. Mr. Homan said that sometimes they take the tag on the day they are going to leave and never return it. Ms. Helm suggested putting a deposit on the tag. Mr. Homan said that it was just another thing they would have to do. Ms. Levine asked how they issue the paper passes to the guests, and whether they were given day passes or passes for the entire summer. Mr. Homan said they go into the town clerk's office and asks for guest passes. The renters then go to the desk clerks for one of the passes. He did not know if dates were put on the passes or not. Ms. Levine said that if the guest pass was not restricted by date, then even when guest leaves they could come back to the beach all summer because they would still have the pass. Mr. Homan felt it unlikely that someone would come to his establishment with the intent of getting a beach pass for the summer. Ms. Levine agreed, but said that they are seeing a lot of people with passes and are trying to find out where they are coming from.

Ms. Levine wanted to clarify that charging for the hangtags should be considered separately from having the tags at all, and that they should also give some consideration to how to handle the tags with the hotels in town. Maybe they should give tags to these places where they write in the dates themselves, to limit the usage of the tags. Mr. Homan said if they are trying to stop people using the beach, that isn't going to do it. He wondered how many people who were non-residents used the beach. Mr. Denning said that they don't know for sure, but if he had to make a guess, he would say 40%. They are trying to collect the data this year whether it is by census or survey. Ms. Levine said that the memo says they will do both. Mr. Denning offered that the parking enforcement with signage and guest tag limits will certainly cut down on this percentage.

Mrs. Andrews asked how the Police Department felt about having to patrol this area for vehicles being illegally parked. Chief Seastrand said they do it every day and it wouldn't be a problem.

Ms. Helm said she wanted to come to a conclusion about the parking. If they can control this aspect, the beach usage should self-correct. Ms. Levine said if they change a parking ordinance it needs to go to public hearing. They can decide what they want to bring forward and then they can draft the policies. She

summarized that 300' on either side of Old Dump Road would be by permit only, and parking on Route 114 near the mailboxes at the entrance of Old Dump Road would be banned, as would parking on Camp Sunapee Road.

IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) to approve bringing forward the parking recommendations as defined in the memo dated 3/21/2011. THE MOTION WAS APPROVED UNANIMOUSLY.

Chair Kaplan asked with regards to permitting, do they want to move from paper guest passes to hang tags and to allow one per household?

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to approve a permitting system issuing hang tags at no cost of one per household without the option to buy more.

Mr. Bianchi said that his rationale was that if they had guests coming to use a beach and he has three vehicles with stickers on the windshield, he would have enough tags between the stickers on their cars and an additional tag. If a tag is lost he has no problem charging for a replacement. Mr. Denning felt that a "lost" tag should cost more than \$10. He suggested \$25 because that is the penalty for getting a parking ticket at the beach.

Ms. Levine asked the Selectmen about the businesses in town and what sort of ticket/tag they would receive. The regulations on transfer station stickers that passed in January 2000 said that the following get stickers: residents and business residents. If a hang tag would be free to each household, does it include business residents? She wanted to know what the Selectmen's recommendation was. Ms. Levine noted that those who were eligible for parking passes were non-resident town employees and bona fide guests of New London, which did not include anyone living with 30 miles of New London. She thought that definition may need to be revisited. Mr. Bianchi said he thought this motion covered household use and a separate motion either that night or at another meeting would discuss businesses and other guests.

Ms. Levine said she will attempt to change the definition to "households" instead of residents in the ordinance. They don't have to make up the entire decision that night, but she cautioned that it was multi-layered.

Ms. Hardy added that there are people who own land in New London but don't have a house on the land. They sometimes want a sticker and/or a hang tag because they own property. The wording they are using says "household" so it may cause some problems. Ms. Levine said that someone who only owns land should continue to not get a sticker because their trash generation is not created in New London. Therefore, they shouldn't deposit their trash in New London.

Chair Kaplan called for a vote on the proposed motion. **THE MOTION WAS APPROVED 2-1 (Bianchi and Kaplan, yes; Helm – no).**

Ms. Levine asked if they had decided upon a fee for lost hang tags.

IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) to charge \$25 per lost tag.

Mr. Bianchi thought \$25 was too much and that it should be \$10. Chief Seastrand said that a ticket will be issued for \$25 if someone is parked without a tag. Mr. Homan said a lot of people would be angry about this. Mr. Anderson said that if people have to pay \$25 for a replacement tag, they would be much more careful with them.

Chair Kaplan called for a vote on the proposed motion. **THE MOTION WAS APPROVED 2-1 (Helm and Kaplan, yes; Bianchi, no).**

Mr. Denning asked about taking a census vs. a survey. He said the guards on the beach are busy and felt it will be easier for them to take the information from a census as opposed to walking around talking to people. If they want a survey they need to come up with the survey questions now and work with the Commission on how it would all be handled. The Board of Selectmen was fine with just a census being taken.

Ms. Levine said that they should have the public hearing on the ordinances on April 25. The ordinances will be drafted before she leaves. She felt the whole ordinance should be revised. They would change anywhere it says “temporary beach pass” to “hang tag” and they need to work in what “household” is and how to account for what “other guests” and “business residents” were.

Skate Park: Ms. Levine said that the School District has approved the skate park being located on the land by the Elementary School, and School Board Chair Dan Wolf had contacted her to see if the project was going to move forward. She asked the Selectmen how they want Mr. Denning and the Town to proceed. There seemed to be less interest from Jim Wheeler, who had chaired the effort, to get it going. She wondered if they wanted the Town to get it going.

Mr. Bianchi said they shouldn’t do anything about it; they should let the people who wanted it in the first place to get it going. It was not a town function and they wouldn’t be putting any money towards it other than what it would cost for normal police protection. The citizens group who lobbied so hard should keep it going. He didn’t think they should take the impetus to start pushing forward with it. Ms. Helm asked if he’d feel comfortable if the Town sent a letter to the committee who was pushing for the park in the first place to let them know where they were in the process and if they would like to proceed. Mr. Wheeler said he lost interest because he couldn’t generate any interest from the other committee members. He couldn’t get people to come to meetings and he lost momentum. He had called Mr. Wolf to let him know it wasn’t going forward unless someone else decided to pick up the lead. He was surprised to hear that Mr. Wolf had contacted Ms. Levine.

Mr. Wheeler said he thought a letter would be good. Mr. Denning said there was no momentum before because it is a waiting game. They finally got the land and now there is a bunch of snow on the ground. He thought a letter being sent out letting them know about the property may help to get it going again. The Selectmen agreed that this should be the next step.

Approval of Minutes:

Minutes of March 14, 2011: IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) to approve the minutes of March 14, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Ms. Helm was still listed as “chair” on a number of the draft minutes. Ms. Levine will fix that.

Minutes of March 16, 2011 – non-public: IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) to approve the non-public minutes of March 16, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Minutes of March 14, 2011 – non public: IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) to approve the non-public minutes of March 16, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Minutes of March 17, 2011: IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm), to approve the minutes of March 17, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Minutes of March 22, 2011: IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm), to approve the minutes of March 22, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Minutes of March 23, 2011: IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm), to approve the minutes of March 23, 2011, as amended. THE MOTION WAS APPROVED UNANIMOUSLY.

Town Administrator Search: Mr. Lavoie asked if the job description was ready yet. Ms. Levine said that it was as of that morning.

IT WAS MOVED (Peter Bianchi) AND SECONDED (Tina Helm) to accept the job description, as amended at the meeting of March 28, 2011 at 9:30am. THE MOTION WAS APPROVED UNANIMOUSLY.

Ms. Levine said that she would get a copy of the job description to Mr. Lavoie.

Chair Kaplan summarized that they have hired LGC to do the overall search. LGC will advertise, receive applications, and conduct the first filtering of the applications to reduce the number of candidates for consideration to 10-12. They will then present the applications to the Board of Selectmen. The Board of Selectmen will form a committee of interested citizens to help review the applications and reduce them to the top three. The Board of Selectmen will choose the winner from the top three.

Ms. Levine said that the first ad would appear the following day in the Intertown Record, and will run in other publications. Mr. Homan asked if they were using the internet for the search. Ms. Levine said that they were. Ms. Helm said that the publications included the Concord Monitor, New Hampshire Sunday news for two editions, a number of free websites, the LGC website, Monster.com, NHjobs.com, Keene Sentinel, Valley News, Intertown Record, Kearsarge Shopper, Town & City magazine (if the deadline could be met), New Hampshire Municipal Managers Association, and NH Login.

Mr. Wheeler asked if Town and City Magazine would be a significant publication to have the position advertised in. Ms. Levine said that it was not. It was on LGC's website, which is more-often used for job searches.

Mr. Homan asked if the search was national. Ms. Levine said that if the Selectmen decided to make it open nationally, then they should advertise on ICMA.org, the website for the International City/County Management Association. Mr. Bianchi said that Mr. Cox advised them against this as it was \$250. He thought they'd get all the applicants they would want using the publications listed, including the free websites. Ms. Helm said they'd try the resources they had decided upon first but if they didn't get what they wanted, they would look at other resources. Chair Kaplan noted that the fee for Mr. Cox's services through LGC was \$2,800 and costs for advertising were additional. He figured that so far, there was about \$1,750 planned to be spent in advertising.

Mr. Bianchi explained that from 9-11:30 that morning the Selectmen had met with Hardy Hasenfuss to create a benchmark that will be used to compare all the candidates. The candidates would take another survey to measure how well they would fit within the position.

Ms. Levine noted that all the meetings about the hiring process were open to the public and were posted on the website and everywhere else meetings are usually posted. Meetings with candidates, however, are not open to the public. She explained that per RSA 91-A:3, any subcommittee appointed by the Board of Selectmen has to abide by the Right to Know Law. They have to notice the meeting as a public meeting and then go into non-public to discuss a candidate, and come out of it to make a decision.

Chair Kaplan asked if Ms. Levine could give copy of the RSA to the members of the committee. She said that it was RSA 91:A and she was confident that Mr. Cox would meet with the search committee to let them know about the parameters they needed to stay within.

Peter Messer asked what the starting salary for the position was. Mr. Bianchi said the salary range started at \$71,000 and could go as high as \$87,483. Mr. Messer said that \$70,000 was a lot of money.

Linda Jackman asked if the staff would have an opportunity to meet with the final three candidates. Chair Kaplan said they would. Mr. Bianchi said the Board of Selectmen would meet with the staff to get their opinions and then they'd make their decision.

Ms. Lavoie asked how the citizens group would be selected. Chair Kaplan said they would be selected by the Board of Selectmen. They would each choose two people and they would choose two between them.

Ms. Levine suggested not meeting the week of the April 18th as it is Passover. The Selectmen agreed.

Volunteer Appointments: Ms. Levine suggested adding the CAC appointments to the agenda for April 25. Other volunteer appointments were ready to be finalized with the Board of Selectmen's signatures that night.

Financial Procedures During Interim Period: Ms. Levine said that currently, she reviews the green folder with the voucher prepared by Carol Fraley. She also signs purchase orders for items over \$500. She said that she had suggested to the Selectmen that the interim town administrator not make financial decisions, but she is reconsidering because someone other than the Finance Officer should be a second person to approve bills (so that the same person was not both approving and paying the bills). She thinks Ms. Hardy should be the second signature on these sorts of purchases. Ms. Fraley said she was happy to have second set of eyes. The Board of Selectmen agreed that this would not be a problem.

Town Administrator Report

Pleasant Lake Dam/RFP Hydro: Ms. Levine reported that the RFP for engineering for the Pleasant Lake Dam was advertised and posted on the website last week and sent to engineers. Proposals are due by Friday April 8, 2011. The RFP is in response to the State's letter of deficiency for the dam. She said that the State agreed that if the Town removes the first row of trees from the dam, they won't require the Town to prove that the trees are in natural ground, which should save some engineering costs. Ms. Levine said that the State Dam Bureau agreed to review the RFPs that come in. They won't comment on who should be hired or not, but would advise if the proposals are appropriate, if a firm is qualified, and if it appears to be a good value. Ms. Levine indicated that she didn't believe the engineer for the dam would be chosen before she leaves.

With regards to the Elkins's hydro project, she and the subcommittee will interview the three finalists on Wednesday. They hope to select the consultant so that the feasibility study can move forward.

Emergency Management Committee: Ms. Levine said that Peter Berthiaume attended his last meeting as Emergency Management Director but will continue to be the College's representative to the EMC. The Selectmen need to come up with a new chair. It should not be any of the department heads, who will already have a primary role in an emergency situation. There is a \$1,500 stipend for the position. Ms. Levine didn't have any recommendations for specific people but thought they would need to find someone with good planning skills. She suggested advertising for the position.

Cleaning Company: Ms. Levine noted that the new cleaning company, Good Clean Services, would start that weekend.

Quarterly Bills: Ms. Levine noted that the first quarterly bills were mailed on March 23 and are due on April 25. There were quite a few calls coming in from people who were not aware of the change. Ms. Hardy said that there have been more requests to use credit cards and also people asking if they can pay online. She noted that they can't pay online because money hasn't been committed to set that up.

Hospital Ambulance Study Group: Ms. Levine said that the ambulance study group met at 3:30 PM that day. Donna Nashawaty from Sunapee will be the primary contact going forward. Jay Lyon will take Ms. Levine's seat on the committee. In the meeting they outlined the process for responding to the consultant's requests for information. She added that there were two surprises from the Hospital: 1) that they need the results sooner than the September 1 deadline that was originally agreed to; and 2) that they had already gone out for RFPs to sell the ambulance business to a private vendor. Although the Hospital indicated that it would not make a decision until the study is over, she was surprised that they took this step given that it was within the scope of the study. Regardless, she felt that they still have a good working relationship and that the study should proceed smoothly.

Mr. Bianchi asked if Bradford would be involved. Ms. Levine said they will be contacted but are not a payor of the study or a participant. She said they would like a seat at the table but the committee had decided that since they are not a current customer of the ambulance service, they should not be in the primary study group.

COMMITTEE MEETINGS & REPORTS

Planning Board of March 22: Ms. Helm said it was a short meeting. They reviewed the first draft of the telecommunications chapter for the Master Plan and established a draft schedule. She felt good that they could see a plan coming together. The proposed deadline is to finish by December of this year.

The Planning Board also approved the Allenby merger of two lots and signed a mylar for a minor subdivision.

Joint Sewer Meeting with Sunapee, March 31: Ms. Levine said that in addition to the upgrade project, they need to discuss the Ruedig connection. Sunapee raised issues to the State, who might not approve it. The two towns need to talk about it.

April 2nd CAC: Ms. Levine said that Senator Bob Odell and Rep. Dave Kidder would be there. She would try to send them a reminder of what bills they should talk to the representatives about. Both she and Ms. Helm would not be present at the meeting.

Joint Assessing Board: Ms. Levine said that they need to appoint a resident to the board, as this is the first year of the two-year resident term. The Selectman representative also serves in two year terms. Ms. Helm would continue as the Selectmen's representative until March 2012. Peter Bianchi volunteered to go in place of Ms. Helm on April 5, as she would be away.

Regional Selectboard Meeting: Ms. Levine said that May 5 was the date that seemed to work best for the other towns in the School District. She said the Selectmen will need to come up with an agenda and it would begin at 6 PM at the Library, if it is available. Otherwise it would be at Whipple Town Hall.

Application for Temporary Sign Permit:

- Kearsarge Chorale at Our Lady of Fatima Church, April 17, 2011 @ 3PM – Approved.

Abatements

- Perry Wheaton, Map & Lot 080-019-000, in the amount of \$492.48
- Perry Wheaton, Map & Lot 080-014-000, in the amount of \$168.14
- Thomas Gallo, Map & Lot 099-016-000, in the amount of \$732.10
- Machen Family Trust, Map & Lot 086-009-000 in the amount of \$419.62
- John & Annmarie Mulkerron, Map & Lot 045-040-022 in the amount of \$290.47

Appointment cards to be signed:

- Thomas Cottrill – Planning Board, term expires March 2014
- Jeff Hollinger – Planning Board, term expires March 2014
- Paul Gorman – Planning Board, term expires March 2012
- Michael Doheny – Planning Board alternate, term expires March 2012
- Laurie DiClerico – Zoning Board of Adjustment, term expires March 2014
- Cheryl Devoe – Zoning Board of Adjustment alternate, term expires March 2014
- Emma Crane – Conservation Commission, term expires March 2014
- Laura Alexander – Conservation Commission, term expires March 2014
- Keith Pomkoski – Recreation Commission, term expires March 2014
- Laurids Lauridsen III – Board of Firewards, term expires March 2014

Other items to be signed:

- Disbursement and payroll voucher for March 28, 2011
- Application for Elderly Exemption - Approved
- Northern Business Machine copier lease– Approved.
- Code Red Service agreement – Approved.

IT WAS MOVED (Tina Helm) AND SECONDED (Peter Bianchi) to adjourn the meeting.
THE MOTION WAS APPROVED UNANIMIOUSLY.

Respectfully submitted,

Kristy Heath, Recording Secretary