

# SELECTMEN'S MEETING

March 26, 2014

Executive Board Attending: David Upton, Susan Hansel, Maury Collins, Edie Drinkwater, Admin. Assist.

Others Attending: Dennis Dellagreca, Robert Roland, Barbara Roland

With the 2013 term of Select Board Chair having ended, the meeting was opened at 2:03 PM by Administrative Assistant Edie Drinkwater.

Susan made a motion to appointment David Upton as Select Board Chair.

Maury seconded the motion.

The motion then carried by a vote of 3-0

Dennis Dellagreca came before the Board to present paperwork relating to the position of Emergency Management Director. This included a Grant application, annual Concurrence filing, "reverse 911" registration forms, etc.

Then at 2:35 PM Chief Pratt requested a Non-Public Session with the Board regarding an ongoing police investigation.

David explained the process to the audience and made a motion to move to Non-Public session in accordance with RSA 91-A:3 II(c&e) Harm to reputation & ongoing police investigation.

Maury seconded the motion.

The motion then carried by a roll call vote of 3-0. Susan – Yes, Maury – Yes, David – Yes.

## Non-Public Session of Nelson Board of Selectmen March 26, 2014

**Town of Nelson** [Board of Selectmen, Planning Board, ZBA etc. (choose one)]

Harm to reputation and ongoing Police Investigation

RSA 91-A: 3 II (c&e)

### Minutes of Non-Public Session

Date: March 26, 2014

Present: David Upton Yes  
Maury Collins Yes  
Susan Hansel Yes

Motion to enter Non-Public Session made by David  
and Seconded by Maury.

## SPECIFIC EXEMPTION RELIED UPON AS FOUNDATION FOR THE NON-PUBLIC SESSION.

   **RSA 91-A: 3 II (a)** – The dismissal, promotion or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him unless The employee affected (1) has a right to a meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

   **RSA 91-A: 3 II (b)** – The hiring of any person as a public employee.

   **RSA 91-A: 3 II (c)** – Matters which, if discussed in public, would likely affect adversely the Reputation of any person, other than a member of the board itself, unless such person requests an open meeting.

   **RSA 91-A: 3 II (d)** – Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

   **RSA 91-A: 3 II (e)** – Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the Town or any subdivision thereof, or against any member thereof because of his membership in such body, until the claim or litigation has been fully adjudicated or otherwise settled.

Roll call vote:	<u>  </u> <b>Susan Hansel</b>	<b>Yes</b>
	<u>  </u> <b>Maury Collins</b>	<b>Yes</b>
	<u>  </u> <b>David Upton</b>	<b>Yes</b>

THE BOARD ENTERED NON-PUBLIC SESSION AT   2:36   PM

### OTHER PERSONS PRESENT DURING THE NON-PUBLIC SESSION

Edie Drinkwater, Administrative Assistant, Richard Pratt, Police Chief

Town of Nelson

Minutes of Non-Public Session

### BRIEF DESCRIPTION OF THE SUBJECT MATTER DISCUSSED AND FINAL DECISIONS:

Details of a police investigation involving a nearby Town were reviewed for specific relevance to matters that could cause litigation against the Town of Nelson.

**NOTE: RSA 91-A: 3 (III)** Minutes of proceedings in non-public session shall be kept and the Record of all actions shall be promptly made available for public inspection, except as provided in this Section. Minutes and decisions reached in non-public session shall be publicly disclosed within 72 hours Of the meeting, unless by recorded vote of 2/3 of the members present, it is determined that divulgence of the information would adversely affect the reputation of any person other than the member of the Board, or render the proposed action ineffective. In the event of such circumstances, information shall be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Shall the minutes be publicly disclosed? **No**

If No, the following motion is required:

MOTION MADE BY David, SECONDED BY Maury

TO NOT PUBLICLY DISCLOSE THE MINUTES BECAUSE IT IS DETERMINED THAT DIVULGENCE OF THE INFORMATION LIKELY WOULD:

Affect adversely the reputation of any person other than a member of the Board, or  
 Hinder an ongoing Police Investigation  
 Render the proposed action ineffective.

Cause harm to the Town through Possible litigation

ROLL CALL VOTE Maury - Yes  
David - Yes  
Susan - Yes

MOTION TO CLOSE THE NON-PUBLIC SESSION

MADE BY David AND SECONDED BY Susan

ROLL CALL VOTE Susan - Yes  
Maury - Yes  
David - Yes

The Board Reconvened the Public Session at 3:45 PM

Minutes recorded by: Eddie Drinkwater

Rumor of the Week: Overtime Hours

The overtime hours for 2013 were reviewed.

Incorporating the new tax maps was an unexpected, frustrating and lengthy project which is still ongoing.

For the normal and customary administrative work the total overtime hours totaled 22.5 hours for the year. This was roughly a half hour per week.

See details attached.

The Board reviewed details of a new purchasing policy to be implemented. After a few minor changes, David made a motion to approve the Nelson Purchasing Policy as amended.

Maury seconded the motion.

The motion then carried by a vote of 3-0. (See attached)

The Board then reviewed a Budget management procedure for 2014. Finding all in agreement, David made a motion to approve the Budget Management Procedure. Maury seconded the motion. The motion then carried by a vote of 3-0. (See attached)

Concern over a large amount of uncollected taxes prompted the Board's discussion of payment plan options. David made a motion to approve a policy for setting up tax payment plans to be coordinated by the Town Clerk/Tax Collector. Maury seconded the motion. The motion then carried by a vote of 3-0.

David made a motion to approve the MS-2 for submission to the DRA. Susan seconded the motion. The motion then carried by a vote of 3-0.

David made a motion to approve the minutes for March 19, 2014. Susan seconded the motion. The motion then carried by a vote of 3-0.

Select Board committee assignments were reviewed. David made a motion to assign Maury as Welfare Director and Highway Dept. Liaison, Susan as Fire Department and Police Department Liaison, and David as Selectmen's representative to the Planning Board. Maury seconded the motion. The motion then carried by a vote of 3-0.

Susan reminded the Board of the need to fill vacancies on the Conservation Commission. Susan nominated Tom Newcombe for appointment to the Conservation Commission. Maury seconded the motion. The motion then carried by a vote of 3-0.

Maury made a motion to appointment Bert Wingerson as an alternate on the Conservation Commission. David seconded the motion. The motion then carried by a vote of 3-0.

The Board received a draft contract from Keene Commercial for the library project. The Board will review the details with the Town Buildings Committee on Monday March 31, 2014.

Susan reported that the manifest was complete and moved approval. Maury seconded the motion. The motion then carried by a vote of 3-0.

The Board gratefully acknowledged the Building project donations that have arrived in the amount of \$5665.00. David made a motion to approve a "Tax Deduction" letter to be provided for each donation. Susan seconded the motion. The motion then carried by a vote of 3-0.

David made a motion to approve the Emergency Notification System Authorized User Form listing David Upton and Dennis Dellagrecia as authorized officials for Nelson.

Maury seconded the motion.

The motion then carried by a vote of 3-0.

David made a motion to appoint David Upton to research Fireworks ordinances and policies of the Town of Nelson and to report to the State.

Maury seconded the motion.

The motion then carried by a vote of 3-0.

The next regular Selectmen's meeting will be on April 9, 2014 at 3:00 PM.

Maury has agreed to open the Town Hall on April 11<sup>th</sup> and 12<sup>th</sup> at 1:00 PM for the School auction.

Susan will meet with Mike Tarr and Richie Pratt regarding storage during the building construction at the Town Hall and Library.

Maury will speak to Heidi Tompkins regarding a possible release from mowing responsibility on her mother's property.

With nothing further, Maury made a motion to adjourn.

David seconded the motion.

The motion then carried by a vote of 3-0. Meeting adjourned at 4:57 P.M.

March 26, 2014

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David Upton, Chair

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Maury Collins

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Susan Hansel

See Multiple attachments

2013		2013						
	overtime hours	Mapping Project	Resulted from new map contract of 2011 with delivery in 2013					
53 pay periods in 2013	361.5 hr	approx. 195 hours	Phase I					
Average OT per week	6.82 hr.		Cross reference					
			and Notification and mailings					
		approx. 144	Phase II					
			Challenge					
		Total hours 339 (-+)						
Total overtime	361.5 hr	The challenge phase is still pending						
Map project time	339 hr	Phase III will be the Current Use Phase as it relates to the mapping project						
Remaining Time	22.5 hr		Note: The Current Use Compliance project is a					
			separate Audit project required by DRA					
Average overtime for normal Town Office workload is less than 1 hour per week								
The mapping project is not a normal part of ongoing Municipal Office work.								
Once all phases are complete it will become a part of routine updates, documentation etc.								
While there may always be projects to add work to the Administrative office								
Projects of this size are not the norm.								

# **PURCHASING POLICY**

## **TOWN OF NELSON, NH**

### **I. PREFACE**

The main objective for adopting a purchasing policy is to promote public confidence in the Town's procurement process by addressing these accountability demands through the establishment of uniform procedures that:

Procure the necessary quality and quantity of goods in a timely and cost-effective manner, and Encourage the most open, competitive purchasing process practicable for the acquisition of goods and services, with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors.

### **II. COMPETITIVE BIDDING**

The Town requires a competitive bid process for goods and services costing more than \$3,000 and in so doing establishes principles to ensure the fair and equitable treatment of all bidders, criteria for selection, definition of lowest responsible bidder, authority to reject all bids and the process to change specifications whenever necessary. All competitive bids based on written specifications or a RFP. All bids shall be in writing.

### **III. BIDDING PROCEDURES AND THRESHOLDS**

The Town has four types of purchasing methods:

- One Purchase per month under \$100 may be approved by Department Heads.
- Additional small purchases under \$100 and other small purchases over \$100 and under \$1000 are handled via a Purchase Request and approved by the Board of Selectmen prior to purchase commitment.
- Purchases from \$1,000 to \$3,000 require a written quote prior to being approved by the Board of Selectmen.
- Purchases over \$3,000 require a competitive bid process.

### **IV. APPROVAL AUTHORITY**

The Board of Selectmen approve all purchases over \$100.

### **V. EXCEPTIONS**

Exceptions to this purchasing policy include acquisition of goods through intergovernmental cooperative purchasing contracts, items covered by a blanket purchase order, previously approved by the Select Board, or contracts with non-profit organizations providing health, welfare or social services. Also, utilities, legal and other standard monthly purchases as well as emergency expenditures (i.e. emergency repairs to Highway vehicles)...

**V1.PREFERENCE PROVISIONS**

The Town will make every effort to purchase from businesses located in Nelson if the purchase fits the category of “overall best value”

**V11.CONFLICT OF INTEREST**

All employees involved in the procurement process will discharge their duties impartially so as to assure fair competitive access to Town purchasing by responsible contractors. Employees are not to solicit favourable treatment for themselves or others in the course of the procurement process. Any attempt to realize personal gain results in a breach of public trust and will be subject to disciplinary action.

**ADOPTED MARCH 26, 2014**  
**By**  
**The Nelson Board of Selectmen**

March 26, 2014

Signatures on file

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David Upton, Chair

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Maury Collins, Selectman

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Susan Hansel, Selectman

Reference: Marlow Purchasing Policy of 14 February, 2011



## **Budget Management Procedure**

March 26, 2014

### **Public Notice & Select Board Notice to all departments, agencies,**

We have taken the following steps in order to assure that we can maintain a balanced budget during FY2014:

1. Only minimal levels of maintenance for buildings and grounds and compelling emergency repairs will be done.
2. Select Board Meetings will be held every other week beginning at 3 pm and continuing until no later than 7 pm.
3. Select Board meetings shall be organized more formally in order to make the best possible use of time. Those wishing to address the Board must submit their name, their topic of interest, and a written description of their presentation to the Administrative Assistant no later than one week prior to the meeting in which they wish to participate.
4. Requests for information involving unusually large amounts of research time must be submitted to the Select Board in writing for approval by the Board at its next meeting.

As a result of the lack of funding for unexpected emergency expenses, in the 2014 approved appropriation for agencies funded by Article 2, we are taking the following steps to closely control and monitor expenditures and budget status for all departments and agencies in order to make sure that there will be adequate amounts of cash on hand at the end of 2014.

1. All departments with adequately funded budgets; Highway, Police and Fire, are hereby required to have at least 20% of their approved 2014 appropriation on hand as of December 1, 2014.

2. All departments must comply with the newly approved Nelson Purchasing Policy. (Copy attached.)
3. Purchase requisitions must be submitted by the requesting department and approved by the Select Board before any order for goods or services is placed. (Copy attached.) Vendors who provide goods and/or services without having approved purchase orders for those goods and/or service will not be paid.
4. Effective immediately, credit card expenditures for all departments shall not exceed \$100 per month. Credit card receipts must be submitted to the Administrative Assistant within 5 days of the purchase that is made using the card.
5. Accurate records of the amounts of fuel used by each department must be made and submitted to the Administrative Assistant at the end of each month.

Your understanding and cooperation will be appreciated.

Nelson Select Board