

SELECTMEN'S MEETING

April 24, 2012

Executive Board Attending: Warren Hammack, Maury Collins, David Upton, Edie Drinkwater, Admin. Assist.

Others Attending Dennis Dellagrecia , Sara Sandberg, Susan Hansel, Judith Putzel, Allan Treadwell, Aaron Treadwell, Rick Church, Betsey Church, Bert Wingerson, Maureen Lord, Bob Jones.

Upon a motion to open the meeting made by Maury, seconded by David and a unanimous vote of approval the meeting was opened at 6:35 PM.

First on the Agenda was Allan Treadwell. Allan is a computer and software technician who works for several local Towns. He services Municipal government software and computer needs for Town Business offices, Police Offices, Libraries, etc. He met Brian Lord while working on the Antrim Police Department Computers. Brian suggested that he call the Nelson Town Office.

Allan gave an overview of what his service covers and explained that he would provide a full inventory and assessment of the Town's computer equipment at no cost. The information he gathers as to age of the equipment and the software programs being used will help him to suggest what the Town may need as well as help determine the hourly rate he would charge to service the equipment. He indicated that he would provide the Town with a service contract that would include annual maintenance at approximately \$125.00 per computer per year. He discussed some typical problems encountered with computers such slow start up or problems with programs not working correctly.

Maury asked if he could also service the State equipment used by the Town Clerk. Allan said that he does not typically put those computers under contract but has serviced them in the past if the State repair service was not available quickly. He indicated that a courtesy call is always made to the State first. Allan said he has worked in the past with the State on Vital Records projects.

Warren asked about security and told Allan that there is also a Police Computer in service at the Safety Building.

Allan stated that he is certified to work on State Police equipment and Federal including any program connecting to their network such as Crime Star or SPOTS.

Warren mentioned the problem with hacking into the Town's computers in the past. Allan said it is probably continuing at this time.

Discussion continued about the security and how problems with a virus or infection that can render the equipment useless.

Warren mentioned one big concern is someone from the outside changing the bookkeeping records.

Maury asked about support in the event of a problem.

Allan answered by going over his availability and phone support as well as remote access by permission. He also went over back up procedures, software applications and compatibility to the Town's computers.

Betsey Church mentioned the wireless connection that isn't working in the Town Office.

David asked if an area network would be better. Discussion continued including the topic of precautions that should be taken such as a good firewall and policies for equipment use as internet usage can create a path from the outside directly into the Town's computers.

Warren asked if the Board wanted to decide now or think about Allan's proposal and hiring.

A motion was then made by Maury to first get the free assessment and then decide. This was

seconded by David. A unanimous voice vote carried the motion.

Discussion continued a bit longer and Allan Said he would contact Edie by the end of the week to set up a time for the assessment. He asked to see the server before leaving. Edie brought him to see the server and the firewall now in use.

Next Bert Wingerson asked about the Date on the Old Brick Schoolhouse. Bert said painting it over in black would be fine but it needs to be done very soon so she can take the pictures she needs.

Warren explained that at the moment there is no Town Sexton and perhaps a volunteer could offer to do the painting. The Board will work on this.

Sara Sandberg came next with several others to talk about the Welcome packet presented to Nelson Newcomers. The packet includes activities, general information and a brief history to help new comers settle in. Other items include the newest Town Report, The latest edition of the Grapevine, a Telephone book as well as a list of volunteer opportunities. There was a brief discussion of the program and how to help the group find the newcomers.

The group was commended and Warren thanked the ladies for their presentation.

Next Bob Jones presented the Lab 600 report that will be filed with the Department of Labor. The Lab 600 is a required filing indicating action to mitigate Health and Safety issues. The Dept. of Labor noted several violations and concerns on the second floor of the Old Brick Schoolhouse and had recommended use be confined to storage. The Lab 600 report addresses those safety issues.

Then as a citizen Bob asked that an ADA compliant ramp be constructed at the Library's lower entrance and that the lower level of the Library be finished into a useable space to provide the MRB and Rick Church a safe and secure place to continue their work. He asked that the Board lead the way to a nice location for this group and for the documents that they protect.

Susan Hansel noted that the Library had considered that very proposal in the past. No one seemed to know exactly why this never moved forward but Susan noted that fund raising was even being organized. Susan said that although the Town indeed owns the Building the Library Trustees manage it.

Warren said it was his understanding that there was a court decision that the Town owns the building and it was the Town's responsibility to manage the building which supersedes the Library Trustees. Warren went on to say it would be wonderful to work with the Library Trustees on this project.

Warren reported that last week when he and David went through the building with Rick Monahan this was mentioned and Rick had some ideas for making it ADA accessible. Maury mentioned the fact that a lot of private money had been donated to the improvement of the Library.

Bert noted she too had donated money but her intention was in no way limited to the Library. She feels she was donating to a Town building for the Town to use and not just the Library. After a bit more discussion Warren expressed hope of pulling together a plan to present at Town Meeting in March 2013.

David noted the importance of bringing the Town Buildings Committee into the discussion as soon as possible.

Bob Jones then asked the Board to look over the Lab 600 report he presented.

Warren mentioned that the report was signed by Rick Lothrop, Fire Chief as well as Bob Jones the Chair of the JLMC.

Warren asked if the report has been sent to the Dept. of Labor yet. He noted that this report and the safety renovations were the last two areas left to meet compliance and avoid a fine from the State.

Bob said the report is ready to be sent.

Warren remarked that once the board knows of a problem it can't be ignored because the Town is liable.

David said the report was not consistent with the activities of the MRB.

Bob stated his position was to address safety issues and the make recommendations. The Lab 600 report does that in accordance with the Dept. of Labor guidelines. Bob went on to offer his assistance to bring records down to work on. He said that while the situation is unfortunate that perhaps this will spur things in a direction that will get this committee a nice place to work. A place that will last well in to the future.

Bert asked who is on the Committee.

(The committee must be made up of an equal number of management and employees)

Bob Jones, Chair, Employee	Warren Hammack, Selectman, Management
Jason Walter, Fireman, Employee	Rick Lothrop, Fire Chief, Management
Edie Drinkwater, Admin Assist., Employee	Richard Pratt, Police Chief, Management

Warren noted that the Lab 600 Report cannot be accepted or rejected by the Board. The Board has no jurisdiction over this regulation. Safety compliance supersedes the authority of the Selectmen.

Susan Hansel questioned what Rick Lothrop's feelings were about using the Basement of the Library.

Bob replied that things hadn't moved to that discussion in detail yet.

Next David reported on the class for Selectmen that he and Maury attended. The class covered the Right to Know laws, Planning and Zoning, and how the Board runs its meetings and how much interaction from the audience is allowed.

Next on the Agenda was review of the job applications for Town Sexton. It was decided to move the review to the end of the meeting and possibly go into Non-Public session. There was a brief discussion of how the interviews should take place. Such as Non-Public vs. Public session.

The Board then addressed the need for finding a temporary location for the Town Office during renovations.

Maury reported on his investigation of mobile offices. At first glance the cost was at approximately \$3000 but for something more compatible to our needs the cost would be closer to \$8000. He continued to discuss other possibilities including other empty buildings in town or space in Harrisville.

Dennis Dellagrecia suggested that \$8000. Would be a good start on a permanent improvement perhaps at the Library basement.

Maury proposed that a committee be approved to begin this search immediately and suggested Edith Notman and Terri Upton help him with the search.

Warren suggested Edie be included to express the administration's needs.

Edie felt that Terri understood what would be needed for each department so the 3 members seemed fine.

A motion was made by Maury to approve the 3 member committee. This was seconded by David and carried by unanimous voice vote.

Next on the agenda was approved use of the second floor of the Old Brick Schoolhouse.

David made a motion that until such time as an appropriate alternative site is found for the storage and maintenance of our Town records and archives that the second floor of the Old Brick Schoolhouse be used for those purposes.

Maury seconded the motion.

Warren stated that he is taking quite seriously the liability of the use of the upstairs. He stated his feelings that it is "fool Hardy" to vote for this. He wanted it noted that Warren Hammack,

Selectman voted against the motion. The motion carried 2 to 1 in favor.

David asked that a request be made of the architects to bring forward a plan to improve the egress on the second floor at the Fire escape as well as a list of other improvements to the second floor including a "crash bar" on the door, exit lights, emergency lighting and stair rail. Warren said he agreed with everything except changing the egress window. Warren indicated he has worked the window and that item would be a waste of money. Because he believes eventually the Town will be instructed that no use of the space is allowed.

There was some further discussion of how the egress might be modified but no plan, that was not costly, could be agreed upon. Warren made a motion that all of the safety issues be addressed except the egress window.

Maury seconded the motion.

A vote of 2 to in favor and 1 against carried the motion.

The Town Buildings Committee was the next topic. Emails from Lisa Sieverts, Past committee chair, requested that the committee be increased from 5 to 7 members.

Warren explained that this committee need to be formed anew as the term has expired. He went on to say this is committee of the Select Board and as such reports its findings to the Board.

The new committee will be working with Rick Monahan and there will be a need to schedule public meetings for Town input and exchange of information. Lisa is willing to serve as either secretary or chairman.

Warren suggested that the committee choose a chair and all agreed.

Lisa had presented a list of the past members and she also suggested the 2 additional members. Susan Hansel and Eric Sandberg.

Warren voiced his approval of her suggestions.

David moved to nominate Russ Thomas and Barry Tolman to serve on the committee.

Warren indicated he would like further discussion in Non-Public session.

David disagreed.

Maury suggested leaving the committee open to adding more members in the future. There was then discussion of just how many members any committee can have and still remain productive. David made a motion to increase the committee to 9. There was no second and the motion died.

Warren then moved that there be a seven member committee and Maury seconded the motion. This motion carried by a vote of 2 in favor and 1 against.

Warren suggested that the Board go into Non-Public session to discuss choosing members for the Town Building Committee based on RSA 91-A:3 II (a) personnel.

David suggested waiting until the end of the public session to do this and all agreed.

David then made a motion to acknowledge receipt and review of information submitted by Gordon Peery regarding the Nelson NH Website. This was seconded by Warren.

There was a unanimous affirmative reply and motion carried.

Next was discussion of the Position of Administrative Assistant which was budgeted as part-time at only 30 hours per week but with a work load requiring full time. David explained that Edie has worked an average of 49 hours a week since the first of the year at straight time. In a discussion with an attorney at LGC David was informed that the overtime must be paid in some manner. David explained that unless funds are found there is only enough left in the budget to allow for 20 hours per week for the rest of the year. The Board will be reviewing each budget to see if anything can be adjusted.

Rick Church offered his opinion that politically there is Town Support for the work coming from the Town Office. Warren furthered that discussion with gracious comments which lead to a tear or two as Edie still tried to take notes.

Discussion continued on the moving of funds within the budget to cover the shortfall as well as

plan for the future.

Rick noted what appeared to be a large legal allowance that perhaps could be used. As several ideas were discussed Warren suggested a Work Session to review the budgets and try to come up with a solution for the problem. The Board agreed to meet at 8:00 AM on Thursday, April 26.

David brought discussion back to the Town Buildings Committee and suggested Warren make nominations.

Warren nominated the present committee along with the addition of Susan Hansel and Eric Sandberg. Maury seconded the motion.

A vote of 2 in favor and 1 against carried the nomination.

Next David made a motion to choose 3 applicants to interview from the many responses.

Maury seconded the motion.

After some discussion the 3 names chosen were Max Nunnemaker, Steven Philbrick, and Wayne Fulton

A vote followed and the motion carried by 3-0 in favor of the motion.

Warren suggested a Non-Public session to interview the applicants.

David said he would like a public interview if they all agree.

David then made a motion to accept the minutes of the April 17th meeting. Maury seconded.

The motion carried by unanimous vote. 3-0

David then made a motion to accept the manifest and approve the bill to be paid.

Maury seconded the motion.

The motion then carried by unanimous vote. 3-0

All remaining paperwork was read, reviewed, and signed as needed.

Maury made a motion to adjourn the meeting

David seconded.

With all in favor the motion carried.

Meeting adjourned 9:35 PM

April 24, 2012

Warren Hammack

Maury Collins

David Upton

