

TOWN OF RUMNEY
www.rumneynh.org
SELECTMEN'S MEETING
MINUTES
03-16-15

Selectmen: Ed Haskell, Dan Kimble, Cheryl Lewis
Administrative Assistant: Anne Dow
New Hire - Administrative Assistant: Joe Chivell

Chairman Ed Haskell opened the meeting at 6:30 p.m.

The Board signed checks and reviewed correspondence.

Fire Chief Dave Coursey stopped in to update the Board on the Forestry/Utility truck.

1. It will be going in for lettering tomorrow
2. The new truck bed is currently in the West Rumney fire station
3. The truck body has been ordered; it should be delivered in 4-6 weeks

MINUTES

March 2, 2015 – Approve with one correction, Dan-motion to accept, second-Cheryl, approved 3-0

March 2, 2015 – Non-Public - approve as written, Dan-motion to accept, second-Cheryl, approved 3-0

March 9, 2015 – Approve with one correction, Dan-motion to accept, second-Cheryl, approved 3-0

NEW ADMINISTRATIVE ASSISTANT - Chairman Haskell said on behalf of the Board that he is pleased to announce that Rumney resident Joseph Chivell has been hired as the new Administrative Assistant.

Joe has served in a municipal setting for more than 25 years and comes on board with a strong background and knowledge of town operations and extensive experience in budgeting, records management, policy writing and directing of personnel. He will work for a couple of weeks with Annie beginning March 30th and take over the position full-time on April 13th. Welcome Joe!

APPOINTMENTS

Phil Bodwell, Town Assessor/Commerford, Neider Perkins, (CNP) and **Sam Greene**, Auditor, Department of Revenue (DRA) met with the Board to discuss the tax exempt status of the New England Fellowship (NEF).

1. New England Fellowship was granted tax exempt status in 1992 by the Superior Court as a charitable organization.
2. Each year, per RSA, they must file Forms A-9 and A-12 with the town to retain their tax exempt status pending the Board's review of their information.
3. Town counsel recommends that the Board request additional financial information from them (and other tax exempt organizations) every five years.
4. Phil explained the process and criteria for tax exempt properties stating that all exempt properties must "Own, Use and Occupy" the properties.
5. Sam referred to several New Hampshire court cases that involved tax exempt properties and decisions that came down on both sides.
6. Anne will send a letter to the NEF requesting the additional financial information. A meeting will be scheduled with their representatives after the Board has had an opportunity to review the information they submit.
7. Anne will also send out the annual "reminder" letters to the various tax exempt organizations in town reminding them of the upcoming deadlines for filing.
8. The Board will be reviewing all local tax exempt properties this year.

Chief Brett Miller met with the Board for his regular department update.

1. The rabies clinic will be held this Saturday, March 21st at the Rumney Animal Hospital from 1:00 – 3:00.

2. The new cruiser has been ordered.
3. Adamson's has offered \$750 the 2007 Crown Victoria which would be put towards the "up-fitting" of the new cruiser; Brett recommended the Town take the offer; he said it may be difficult to get that amount going through the typical bid process here in town. The Board agreed to the \$750 offer. Brett said he will keep the light bar and radio from the old cruiser.
4. Full-time Officer Position – Brett went over the hiring timeline with the Board and recommended a panel be appointed to assist with the process with a variety of law enforcement officials, townspeople and Selectboard members. Ed said he would like to see more residents represented on the panel. After some discussion, Joe suggested that there be two panels, or committees, a residents' one and a law enforcement one. The Board will put together a list of possible residents to serve on the committee and submit it to Brett as soon as possible.

Mark Andrew, Emergency Management Director (EMD), met with the board to update them on the status of the department.

1. Request to appoint Bill Taffe as Assistant Emergency Management Director to cover the times when Mark will be out of town. In Mark's absence, he would have the same authority Mark would have as director in an emergency situation. He said Bill was willing to take on the position on a short-term basis. The Board agreed with Mark's recommendation. Anne will send a letter to the HSEM office in Concord notifying them of Mr. Taffe's appointment.
2. EMD Equipment Missing – A. Director's copies of EOP and Hazard Mitigation plans, B. EMD Resource Manual (State Property) and C. a radio holster. Ray Valentin will check on these items when he is back in town (2 weeks)
3. New e-mail for Emergency Management is up and running: emergencymanagement@rumneynh.org
4. Met with NH Emergency Management field representative, Paul Hatch.
 - A. Emergency Plan needs to be updated; Mark can work with Joe on this; new pages need distributing
 - B. Hazard Mitigation Plan will need to be updated in 2016
 - I. New federal plan template needs to be followed
 - II. Grant money is already set aside; no town cash outlay
 - III. 3 companies are writing plans in Grafton County (provided list to Board)
 - IV. Recommends going with Jane Hubbard who did the current plan; Board had no objections
5. Requested a copy of the water resources map from the Conservation Commission, will laminate for EOC use, copy of 911 street map will be forthcoming
6. Emergency Operations Center (EOC) should be in the Town Office building, per Paul Hatch
7. Generator situation
 - A. grant available to purchase school generator, as long as school building is used as a shelter; daytime warming shelter only is an approved use for grant.
 - B. 50/50 grant covers generator (to supply enter school), pad, wiring, transfer switches, installation
 - C. To move existing generator to town office/fire station area grant covers new pad, wiring, transfer switches to both buildings and labor
 - D. Suggest the Board activate the Facilities' Committee to study our needs, any proposed additions/expansions, have an electrician or electrical engineer measure load for each building and possibly replace with larger model if warranted
 - E. Need to start now. Grant money is on a 2-year State budget cycle. Apply soon with approximate date needed; town's 50% share can be "in kind" as well as cash
8. Will touch base with each department head regarding the EOP
9. He and Chief Coursey will be attending Emergency Operations and Hazard Mitigation meetings with Dorchester and Ellsworth
10. Planning an Emergency Management Workshop in August
11. Will be attending various meetings and trainings over the next few months

SELECTMEN'S ISSUES

1. Board Reorganization –
 - A. Cheryl nominated Ed as chairman for another year, seconded by Dan, approved 3-0.

- B. Department Liaisons will be as follows: Ed will have EMS, Emergency Management and Fire; Cheryl has Police, Transfer Station and will be the Planning Board Ex Officio member; Dan will take care of Highway and Administrative.
 - C. Select Board meetings will continue to be held on the 1st and 3rd Mondays of the month; work sessions and/or emergency meetings will be held as needed.
2. Transfer Station Attendant position – Only two applications have been received, Sonny would like to keep the position open for a while longer; Board agreed
 3. Retro Pay Increases – Anne went over the list of employees and the new wage/salary rates (1%). The increases will be retroactive to January 1st, the new rates will be in effect next week and the retroactive checks will be issued then.
 4. Per the Road Agent's recommendation, the town roads were posted last week with the impending mud season.
 5. The Board would like a memo to go to Chief Coursey reminding him that for insurance purposes he and the firefighters should not be installing bed and skid tank on the utility/forestry truck. The work should be done by certified mechanics. Ed has talked with Chief Coursey about this in prior conversations.
 6. The Board compiled a list of seven possible residents to serve on the police officer hiring panel. Anne will submit the names to Chief Miller.

ADMINISTRATIVE

1. Town Meeting Recap - Article 29 asked the Town to adopt the article allowing the Selectmen to issue tax anticipation notes indefinitely without having to vote each year on an article authorizing them to do so. After a lengthy discussion, the article was amended to authorize the Selectmen to issue tax anticipation notes and raise \$3,500 for that purpose as has been done annually for many years. Anne raised the concern that the amendment changed the purpose of the article and added money to a non-monetary article that had been noticed and discussed at the public hearing and she questioned whether it would be allowed by the Department of Revenue. The DRA will not allow the article for the above reasons. However, following the meeting, Anne found that an article with the exact same wording as #29, was in fact passed at the 1996 Rumney town meeting authorizing the Selectmen, indefinitely (or until rescinded) to issue tax anticipation notes as needed.
2. Anne presented the Board with two applications for Veterans' Credits and one for an Elderly Exemption. The Board granted the two Veterans' Credits; the Elderly Exemption application was denied.
3. The Town is now accepting **Bids for the mowing of the town properties and cemeteries and bids on the 2006 Ford-F550 dump body**. Bids have been placed in the Record Enterprise and on the website. Bid forms for the mowing are available on the website www.rumneynh.org. Both bids are due in the Selectmen's office by 2:00 pm April 6th and will be opened at the Selectmen's meeting that night.
4. Time Warner – Highway Garage – process is moving forward; Chairman signed the Service Agreement tonight.
5. Highway Department – Bob Decker called the office and complimented the Highway Department on the commendable job they did taking care of the roads again this winter.
6. A letter will be sent to a property owner who is not allowing people to walk on his property/acreage, although it is receiving the current use recreational adjustment, to let him know that with the recreational adjustment, property owners have to allow hiking, skiing, etc. (no motorized vehicles or hunting). If he chooses to remove the adjustment, then he is allowed to refuse hikers, etc across his property.
7. Sonny got a letter notifying him that he has received a \$250 grant from New Hampshire the Beautiful towards the purchase of the "paper" trailer he purchased at the end of last year.
8. The Employee Handbook (formally personnel policies) has been finalized and the Board signed it. Anne will distribute the handbooks to employees this week.
9. Library Funding – The construction company CCI would like to get started as soon as possible on the library addition. Tom Wallace is looking into funding through the NH Municipal Bond Bank and Anne will call around to the banks in the area and get some rates from them. The Board will discuss this at their next meeting on April 6th.

SIGNED: Checks; 2 Veterans' Credit applications – granted; 1 Elderly Exemption application – denied; Regret letters to the Administrative Assistant applicants; Employee Handbook; Time Warner Service Agreement for Highway Garage

Selectmen's Meeting

March 16, 2015

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UPCOMING: 03/21 Rabies' Clinic – Rumney Animal Hospital 1:00 – 3:00
03/24 Historic Sign meeting with bridge engineer, FEMA reps, et al – Interpretive Sign
03/30 Annual Audit – Plodzik & Sanderson March 30-April 3
03/31 Planning Board Meeting – MUNICIPAL LAW UPDATE WITH BERNIE WAUGH
04/06 Selectmen's Meeting – Residents' Forum; Opening Mow bids; Dump Body bids
04/13 Joe Chivell's Official First Day

Ed made a motion to adjourn at 10:25 p.m., seconded by Cheryl, voted 3-0;

Respectfully submitted,

Anne B. Dow
Administrative Assistant