

**Town of Rumney
Board of Selectmen
August 31, 2015
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Work Session**

Select Board Members Present: Ed Haskell, Dan Kimble, Cheryl Lewis
Administrative Assistant: Joe Chivell

6:30 Work session called to order by Chairman Ed Haskell

Review of meeting

Review of meeting minutes of August 17, 2015. Dan Kimble made a motion, which received a second from Cheryl Lewis, to accept the minutes as corrected. Motion passed 3-0.

DEEDED PROPERTIES

Administrative Assistant, Joe Chivell, gave the board an update on two properties currently under Town Tax Collector Deed. One property will be auctioned approximately in May of 2016. This time frame is based on the location and covenants connected to the property. Administrative Assistant Chivell had a question, as far as time frame and possible use or alterations to be done to a second property, which needed clarification from town council. The Board directed Administrative Assistant Chivell to obtain answers from town council and forward them to the Board at an upcoming meeting.

PAYROLL

Administrative Assistant, Joe Chivell, provided information on outsourcing town payroll. Payroll along with all associated monthly, quarterly and yearly reporting can be completed by Dussault Accountants, located in Plymouth, NH. An outline of fees was provided to the Board. Processing time between submission of time cards and issuance of pay checks was discussed. Department heads will be notified of time card deadlines. A notice will be placed with an upcoming pay check of the change and possible change of time the paychecks will be available. Dan Kimble made a motion, which received a second from Ed Haskell, to outsource payroll services to Dussault Accounting. Motion passed 3-0.

ACCOUNTING SOFTWARE

Administrative Assistant, Joe Chivell, reported he was still looking into cost of accounting software. With information provided by Plodzik & Sanderson, PA, the firm hired by the town to conduct the yearly audit, and the decision to outsource payroll, QuickBooks Pro could be the most reasonably price and effective accounting software for the town.

EMS STIPENDS

The Board signed weekly payroll and monthly stipend checks at this meeting. The Board questioned Administrative Assistant, Joe Chivell, why there were no EMS stipend checks to sign. Chivell explained that no request for stipends had been submitted for the month of August, as of yet.

TIME OFF TRACKING

Administrative Assistant, Joe Chivell, asked the Board for clarification on the tracking of vacation, personal time and compensatory time. The Board agreed that Departments Heads should be tracking employees' time so that the Department Head can approve or deny PAF's as submitted. The official tracking of time used should be kept by the Town Administrative Assistant. To allow the Administrative Assistant to track time off, used vacation, personal time and compensatory are to be noted on time cards and supported by signed PAF's.

WENTWORTH PERAMBULATION

During the August 17, 2015 Selectmen's meeting Administrative Assistant, Joe Chivell, was asked to contact Janice Mulherin, Chair of the Rumney Conservation Commission, regarding the Rumney Wentworth town line perambulation. Janice Mulherin was contacted, she stated she would not be able to complete the perambulation. The Board members did not see their schedules allowing them time to complete the perambulation this fall. The Board asked that Wentworth wait until spring when time would allow a Board member to complete the perambulation.

TOWN OFFICE BUILDING SPACE NEEDS

Generated by discussions revolving around recent CIP meeting, topics such as; safe records storage, equipment storage, useable work space, and EOC area, lead to a round table discussion of the space needs of the town office. A brainstorming session lead to a "phased" approach to meet current and future space needs of the town office, while at the same time minimizing the impact on the tax payer.

Possible phase one would address the need for fire resistant storage for vital records, assist with storage needs, create effective workspace, alleviate the clutter from the meeting room and allow the meeting room to function as the town's EOC.

Phase 1 would consist of:

- 12X30 concrete slab being place adjacent to the current town office meeting room
- The 12X30 foot print would keep same roof line as current building
 - Upon the 12X30 concrete slab
 - Construct 10X12 concrete fire resistant storage room
 - Construct 4X12 hallway

- Remaining 10X16 area can fenced in and used, at this time, for cold storage and or cruiser parking. This area will be the starting point for phase 2 to address the future town office space needs

The current "vault" area will continue to be used as a computer server area. The "vault" would also be divided equally between departments housed in the town office for a storage area, allowing for more efficient and useable office space and meeting room area.

It was determined to go forward and gather pricing to complete a possible phase one project.

8:35 Ed Haskell made a motion, which received a second from Cheryl Lewis, to adjourn. Motioned passed 3-0

Sincerely Submitted,

Joe Chivell
Administrative Assistant