

**MINUTES
SPECIAL SELECTBOARD MEETING
FRIDAY, FEBRUARY 25, 2011**

The Board of Selectmen met at the Town Offices on Friday, February 25, 2011 at 5:00 pm for a special Selectboard meeting to approve the water/sewer budget and address the Assessor position. Present were: Chairman Jim Rust, Members Bernard Timson, Rod Lamotte, Bryon Quatrini, and Daniel Kimbell. Also present were Town Manager Ralph Nelson, Secretary Ida Rainville, Robert Dufresne, Lisa Carrere, Janet Quatrini, Cindy Robillard, and Taylor Reed from the Caledonian Record.

The meeting was called to order with the Pledge at 5:00 PM, by Chairman Rust.

Engineering Agreement – 2010-3 – Town Manager Ralph Nelson received the agreement on February 22. It has been reviewed and approved for funding by Rural Development, and Red Dufresne said it met the required format from Rural Development. On a motion by Daniel Kimbell, seconded by Bernie Timson, the Board voted unanimously to authorize Ralph Nelson to sign the agreement on behalf of the Town.

Contractor Award – Southern Portion of Westside Project – Ralph reported that the bid opening on December 17 reflected the apparent low bidder as S.D. Ireland with a bid of \$5,358,215. The Engineering estimate was \$5.5 Million. G.W. Tatro bid \$5,779,177. Red Dufresne had investigated S.D. Ireland and was ready to certify them as low bidder. It was noted that a new retaining wall easement is required from four property owners on Highland Avenue, and must be executed by March 13 to be included in the bid. Also, there are utility poles that need to be moved before the project can be underway. Ed Zuccaro said he would certify the contract subject to the four easements being in place. On a motion by Daniel Kimbell, seconded by Bernie Timson, the Board voted unanimously to authorize Ralph Nelson to sign the contract.

Water/Sewer Budget – Ralph Nelson and Red Dufresne reviewed the budget they had worked on for the past few days – a total of \$2.717 Million, including all interest and long term debt. This reflects an 18% decrease in the Water Filter Plant operations, and a 5% decrease in the Wastewater Treatment Facility. Mr. Nelson reported that the public works employees currently in the water/sewer department will probably allocate 90% of their time to that department and the budget will be billed back to Water/sewer. Also for contracted services, Mr. Nelson reported that if the Town received 75% in grant funds for the filter project, the rest of the money for the project is figured into the budget. He also confirmed that moving a portion of the water main for the Bike Path and Westside project will require some extra work. Daniel Kimbell asked if some of the work done for the bike path would count as part of the in-kind cost to the Town...

Ralph said the work order system is not in place yet, but will be reviewed after the budget passes. Bernie Timson commented that when it is in place and connected to Quick books, Diane will be able to enter everything in from her desk, and there will be no need for the public works guys to come in to the office.

It was noted that the \$4.464 Million loan for the Town's portion of the Westside project will need to be paid off with the short term line of credit in August, with no interest and penalties this year. Daniel asked if that money has been put aside and how much - \$99,000 principal and \$116,000 interest. Red Dufresne said the budget has been based on the assumption of same usage in 2011 as was recorded in the third quarter of 2010.

On a motion by Bernie Timson, seconded by Rod Lamotte, the Board unanimously approved the water/sewer budget as presented.

Assessor Proposals – Ralph Nelson said the deadline for the RFP’s was February 22. The State Statutes say that the Town must have a Department of Assessment, and the Town Charter states a “Board of 3 Listers” and an assessor. Ralph said he had a list of 5 proposals. The RFP was advertised in the Caledonian Record for 4 days, and sent to the State of Vermont and to 170 other people. The following were received:

- Martin Cherry – 20-24 hrs per week at \$32,000.
- Spencer Potter – Contractor, to be determined after working 12 hours per week for six months, to make sure that will be sufficient for the job.
- Linda Colby - \$25,000 for 25 hours per week.
- Peter Whitney - \$32,000 for 25 hours per week, plus a part time assistant.
- NH Municipal Resources Inc – A 3-year agreement at \$25 – 30,000 annually. They also do Littleton

Daniel Kimbell asked about the interview process so far, to which Ralph replied he had interviewed all of them, for a period of 35 – 40 minutes each. Bernie Timson preferred to keep it local, citing Martin Cherry and Linda Colby as both local individuals, and Peter Whitney also close in. Ralph said he would like to consider hiring two individuals for now in order to get the Town up to speed by April 1. Peter Whitney’s letter, though was over the Town’s proposed budget, urged the Board to go forward as quickly as possible in the hiring process in order for the Assessor’s office to keep up with necessary work.

On a motion by Rod Lamotte, seconded by Bryon Quatrini, the Board voted unanimously to authorize Ralph Nelson to proceed with the hiring process for a contractor to cover the assessor’s duties for the Town.

On a motion by Bernie Timson, seconded by Bryon Quatrini, the Board voted unanimously to adjourn at 5:50 PM.

Respectfully Submitted,

Ida W. Rainville
Executive Secretary