

Minutes  
Board of Selectmen Meeting – Work Session  
December 6, 2018

Board Members in attendance: Chairman Colin Stubbings, Selectman Randy Subject, Selectman Donald Mitchell.

Members of the public also in attendance: Gary Hebert

Chairman Stubbings called the meeting to order at 7:04PM. He stated the meeting was being recorded solely for the purpose of accurate minutes and that others in the room may also be recording but have not declared that fact. Public input will only be allowed during a work session if agreed upon by majority of the Board.

Chief Hebert led the Pledge of Allegiance.

The first item on the agenda was the Sonic Wall firewall service renewal contract.

Motion to accept renewal: Selectman Subject

Seconded: Selectman Mitchell

All in favor, 3-0

Motion passed

The next item on the agenda was the 2018 DRA Assessment to Sales Ratio from Avitar. Chairman Stubbings said the Town has received a letter from Avitar with the analysis figures. He went on to read out the letter.

Motion to accept Avitar's assessment: Selectman Subject

Seconded: Selectman Mitchell

All in favor, 3-0

Motion passed

The third item on the agenda was the old Piermont Landfill. Chairman Stubbings clarified the status of this with Nobis. He went on to read out the email response he received back from Nobis.

Motion to accept 2018 contract from Nobis: Selectman Subject

Seconded: Selectman Mitchell

All in favor, 3-0

Motion passed

The next item on the agenda was an update on 235 Route 25C. Health Officer Alex Medicott revisited the property and submitted a letter to the Board. Chairman Stubbings read out the letter. There was some confusion about the street address that Alex had on the letter, and said they would reach out to Alex to have him change it. The Board agreed that once the two outstanding violations are dealt with, and verified by the Health Officer, he can then sign off of it.

The next item that was discussed was the review of the department heads meeting. Selectman Mitchell had mentioned that the Administrative Assistant was asking about the monthly financial reports that are given out to the public and reducing the number of reports being provided for handouts. Currently she was bringing 5 packets. The Board said it would be sufficient to bring only 3.

Selectman Mitchell also said that moving the location of the department's inboxes was talked about at the meeting. He went on to say the suggestion was to move them to behind the front desk as a measure of security. The Board said they would think about this and revisit it at a later time.

Selectman Mitchell addressed a question brought up by the Administrative Assistant with regard to keeping the old audio recordings of Board of Selectmen meetings. The Administrative Assistant had researched this topic and found out from Town Council, that once the minutes are signed and approved, the Town no longer needs to keep audio recordings. Selectman Mitchell asked the Board about deleting the old recordings. Chairman Stubbings responded by saying in the past if the recordings were used to make the minutes, they have kept them. Chief Hebert suggested deleting the recordings that don't pertain to any on-going litigation. Chairman Stubbings agreed to keep recordings that are referenced in lawsuits. Selectman Subject suggested we get it in writing from Town Council that explains the Town's ability to be able to delete audio recordings once the typed minutes have been approved.

Selectman Mitchell relayed to the Board a concern about the office scanner that the Administrative Assistant had discussed at the meeting. She mentioned at the meeting the on-going issues with the current scanner had cost over \$600. Selectman Subject said he is also concerned with an IT issue that needs to be addressed with Stan [Eckel] and he would reach out to Stan to address his concerns. Chairman Stubbings added that the town needs to have Microsoft Publisher put on the office work stations. Selectman Mitchell said that was also discussed at the earlier department heads meeting, and the Administrative Assistant had looked into the cost which was \$75 for one license. The Board agreed this was fine and gave permission to Administrative Assistant Johnna [Bishop] to go ahead and buy 4 licenses.

Next Selectman Mitchell said the issue of the Town not having a Deputy Town Clerk was discussed at the department heads meeting and that this has now become an issue for other Town Office employees. Chief Hebert said it's also become an issue for the Police Department as well. He stated that when he pulls residents over for not having a current registration, there's no action he can take because the residents of the town can't get into the Town Clerk's office to register their vehicles. Selectman Subject agreed it has become a burden to the rest of the employees. Chairman Stubbings said there isn't a lot they can do about it because the Town Clerk is an elected official. It is up to the residents of the town to decide. Chief Hebert said he would talk to a contact in Haverhill who is part time about the possibility of coming to work in Piermont part time. Chief Hebert also added that during the department heads meeting, a comment was made about the Town Clerk asking for a raise. Chairman Stubbings said that was correct, and he looked into the figures that were presented the Board at the budget meeting and it would be equal to \$58.00/hr.

Selectman Mitchell also addressed the issue of lack of heat in the Town Offices. He went on to say that he would look into it and see if there was anything he could do.

Chairman Stubbings addressed the town's website and the need to make it better. He went on to suggest a committee of people to get involved. He said that Johnna would be the one making the changes and he wants her to take over the website. Selectman Subjeck suggested that before changes are made it needs to be approved by managers.

In additional items, Chairman Stubbings said "Thank You" to Kate Merritt for a very generous donation towards a generator that will be used in various ways around town. The balance will be made up by donations that were made to The Friends of Piermont.

Next was the issue of dispatch communications being switched to Hanover dispatch from Grafton County. Selectman Subjeck said there was a letter from the Board sent to Bruce requesting further facts to make a decision and that he would follow up with Bruce.

Chairman Stubbings addressed the E911 policy. Selectman Subjeck said he met with EMD Director Bernie Marvin on December 6, 2018 and the goal was to have something to present to the Board and the Town's lawyers by the end of next week. Chairman Stubbings said currently the town doesn't really have a policy, but more of a guideline.

At this time the Board reviewed and approved the minutes of the November 27 meeting.

Motion to accept minutes with changes: Selectman Subjeck

Seconded: Selectman Mitchell

All in favor, 3-0

Motion passed.

Chairman Stubbings tasked Selectman Mitchell with following up on the plaque for the Police Department.

Chairman Stubbings asked the other Board members about having the year end meeting on December 31. They decided to change it to December 29 at 10:00AM. This was followed by a lengthy discussion about the storage trailer and its contents located at 239 Route 25C.

Chairman Stubbings asked if anyone had a requirement for Non-Public meeting. There was none.

Motion to adjourn: Selectman Subjeck

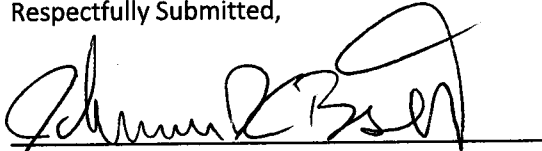
Seconded: Selectman Mitchell

All in favor, 3-0

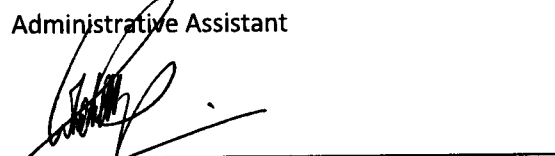
Motion passed

Adjournment: 9:30

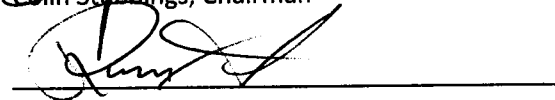
Respectfully Submitted,



Johnna K. Bishop  
Administrative Assistant



Colin Stubbings, Chairman



Randy Subjeck



Donald Mitchell