
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Administrative Coordinator
RE: Weekly Update
DATE: February 22, 2013
CC:

Next Board of Selectmen meeting Monday February 25th at 5:30 p.m.

I spent some “spare” time continuing an effort I had started a few months ago reviewing past Town Meeting minutes to document affirmative options. I have also continued exploring our options for after our copier lease expires at the end of March – we have one vendor coming in next week and I am still trying to speak to a human at Ricoh (our current vendor) who can discuss our current equipment with me. I have also put in some time on what will be a long process of looking through old files to determine what should be kept and how it can be organized so it is more useful.

On Monday Wendy was out sick so I processed payroll and payables; fortunately since it was a holiday we had very few people come to the Town Offices or call in.

I have almost finished collecting the documents required by Primex for our workers’ compensation payroll audit which are due in mid-March.

I continued working on revisions to our welfare guidelines and support documents and met with Phyllis on Friday to discuss each of our ideas. We are both on the same page and have several suggestions that we feel will improve our guidelines in multiple ways. I have also put together a draft public assistance work program for you to review to outline how this potential program would function.

This week it was brought to the Planning Board’s attention that the cellular tower on Dennison Pond Road has had construction begin while all of the approval requirements have not yet been met. Linda, Ed, and I worked together to discover that construction has in fact begun and at the very least we cannot confirm that the Town received the \$50,000 bond to finance the tower’s removal when it becomes obsolete. It is also unclear if sediment and erosion control measures required have been put in place. The project was issued a building permit in June 2012 without confirming that all of the conditions had been met. The firm managing the project has been contacted and has indicated that it will not be an issue to provide the bond to the Town. While at this point it appears the actual construction of the tower will be completed imminently, Ed has not issued a certificate of occupancy nor authorized PSNH to turn on the power; he is confident

that these things will be sufficient leverage to ensure that all of the conditions of approval are met.

On Thursday I met with Charlie Pyle to follow up on his previous discussion with you regarding FIHS paying the Town back for past utility costs for their usage of the Town Hall Annex. After we revised some of his figures based on bills that came in near the end of last year, the figure for 2005-2012 was just under \$8,000. This figure has been approved by the FIHS Board and Charlie will be putting together a payment plan to repay this amount during 2013. He is going to try to track usage a little better this year and we will discuss the 2013 payment in the fall.

We received a letter from Upton & Hatfield giving us an update on our PSNH court case. On February 15th representatives of the towns being sued met with PSNH because we were directed by the Board of Tax and Land Appeals to attempt to settle. “At the meeting, it was made clear that Public Service Company would accept nothing less than each town accepting the company’s opinion of value. Thus, all of the towns’ cases will move forward to litigation at the Board...” Upton & Hatfield will continue to represent us and share our costs among the towns being sued.

Outstanding Projects list:

1. Sign Landscaping Contract (**status update** – I am waiting for Derek to drop off the signed contract, which he stated is acceptable to him)
2. Welfare Eligibility Guidelines Update (**status update** – Phyllis and I met on Friday however she will not be free to meet with you to discuss our suggested revisions next week; she will be getting back to me with her availability soon)
3. Copier Lease Negotiations
4. PSNH Abatement appeal & FairPoint court case (**status update** – see above, it appears we are continuing with litigation)