

TOWN OF BENNINGTON

BOARD OF SELECTMEN

Minutes of the Meeting – May 18, 2011

Selectmen Philip Germain, Steven Osienski and Joseph Cuddemi were present as well as Administrator Denise French. The meeting was called to order at 5:38 p.m.

Road Agent Gary Russell met with the Selectmen to discuss the following:

- Doug Kemp from DES Solid Waste reported to Gary that the Town/s can bury old sidewalk material without a permit as long as the material is paint free and no metal/steel protruding from the debris. The matter will be reviewed with the Tri-Town Landfill Selectmen.
- Agreed to continue using Sandy Eneguess for mowing the former landfill site.
- Agreed that consideration of replacing the damaged fire hydrant near the Historical Society be discussed with the Fire Department and with the Water Commissioners.
- Discussed tentative arrangements explored with a private contractor whereby the Highway Department would rent the Company's excavator and only pay for hours used.
- The Department will soon be undertaking the Eaton Avenue drainage project.
- The four-day work schedule will begin June 6th.
- Repairs to the Sunnyside Cemetery pillar will begin the week of May 23rd by an abutting property owner.
- The generator pads will be installed the week of May 23rd.

The Hazard Mitigation Grant Program Application for replacing the Bible Hill Road Culvert was resubmitted at the request of FEMA officials. The revised project cost is \$304,700 with \$228,525 projected to be paid by the Mitigation Grant, \$23,175 to be paid from the Road Rehabilitation Capital Reserve Fund while approximately \$53,000 of in-kind services will be provided to offset the balance.

Town Clerk Debra Belcher met with the Selectmen by invitation to discuss a deficiency in internal control that has been identified by the Auditors. Their concern is that the capabilities of the MAAP system isn't being utilized during the end of day reconciliation procedures. Rather than printing a report to detail the daily transactions the Town Clerk manually records the motor vehicle permits on a paper ledger sheet, which is reconciled to cash on hand. The Town Clerk demonstrated the limited capabilities of the MAAP system and reported that the printing cost to provide the computerized transactions was excessive. She also reported that the Auditor has agreed that printing the daily transaction summary report would be sufficient – which she has been doing since the audit. The Administrator will contact the Auditors for confirmation. The Selectmen's goal is to fully comply with the Audit recommendations while hopefully reducing employee time to manually complete the task at hand.

From 7:07 p.m. until 7:26 p.m. the Selectmen met in Nonpublic Session under RSA 91-a:3II(c) with Michele Lagasse to discuss her interest in the vacant Human Services Director position. Present were Selectmen Cuddemi, Germain and Osienski, Administrator French and Michele Lagasse. No decisions were made.

From 7:28 p.m. until 7:55 p.m. the Selectmen met in Nonpublic Session under RSA 91-a:3II(c) with Cherie Driscoll to discuss her interest in the vacant Human Services Director position. Present were Selectmen Cuddemi, Germain and Osienski, Administrator French and Cherie Driscoll. No decisions were made.

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From 7:58 p.m. until 8:19 p.m. the Selectmen met in Nonpublic Session under RSA 91-a:3II(c) with Debra Davidson to discuss her interest in the vacant Human Services Director position. Present were Selectmen Cuddemi, Germain and Osienski, Administrator French and Debra Davidson. No decisions were made.

From 8:21 p.m. until 8:27 p.m. the Selectmen met in Nonpublic Session under RSA 91-a:3II(b) to discuss the three personnel interviews regarding the vacant Human Services Director position. Present were Selectmen Cuddemi, Germain and Osienski and Administrator French. The group identified the top two applicants and authorized the Administrator to negotiate with Michele if Debra did not accept the offer of employment. The Selectmen agreed that the salary would be a guaranteed minimum of two hours each week plus additional hours as needed to fulfill the job's requirements.

The Selectmen acted on the following matters:

- Reviewed and approved the Selectmen's May 11, 2011 Minutes.
- Reviewed copies of the May 10th Energy Committee Minutes and the April 28th Conval Selectmen's Advisory Committee Minutes.
- Reviewed and approved the May 12, 2011 and May 18, 2011 Accounts Payable Registers and the two May 18, 2011 Payroll Registers.
- Unanimously voted to accept the Safety Policy as put forth by the Joint Loss Management Committee. Copies of the document will be distributed to Department Heads and a letter will be sent to Committee Chairs notifying them of the existence of the Policy and its location.
- Unanimously voted to accept the 2010 audit documents. The Administrator will seek information on the GASB-45 requirements which the Town has not complied with.
- Reviewed the draft report on the (Water) Pump House Settlement as prepared by Dave Beck. This report, estimates for the replacement propane heater, and an abatement of water for town-owned property will be discussed with the Water/Sewer Commissioners at the previously scheduled May 25th joint meeting.
- The Administrator reported on her visit with Doris and SuzieJo Maloon regarding the outside accumulation of vehicles and discarded items at their 71 North Bennington Road property. The Selectmen agreed to physically work with the family as long as the property owner removes the unregistered vehicles.
- The Administrator reported on her inspection of 91 North Bennington Road where a former property owner apparently accumulated junk, tires and trash. The Selectmen scheduled an inspection of this town-owned property for May 22nd.
- Signed two Employee Time-Off Request Forms.

The meeting adjourned at 9:32 p.m.

Respectfully submitted by:

Denise French
Town Administrator