

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	July 16, 2009 at 18:08
Note Taker:	Kathy Tobine	Place:	Tilton School, new Academic Building, School Street, 1 <sup>st</sup> Floor 9 <sup>th</sup> Grade Classroom, Tilton

Commissioner Waldron called the meeting to order at 6:08 PM.

Present from the Board: Commissioner Paul Auger, Commissioner Tom Gallant and Commissioner Kevin Waldron.

Also Present: Treasurer Roland Seymour, Chief Stephen Carrier, Deputy Chief Mike Robinson, Administrative Assistant Kathy Tobine, Captain Brad Ober, Captain Greg Michaud, Tilton Selectman Sandy Plessner, Tilton Selectman Pat Consentino, Pat Clark and Donna Rhodes, Winnisquam Echo.

### Minutes

#### May 26<sup>th</sup> Non Public Minutes

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Auger seconded the motion.

Commissioner Waldron: A motion has been made and seconded to accept the May 26<sup>th</sup> non public minutes as printed. Is there any discussion?

Hearing none, vote was taken. All were in favor of accepting the minutes as printed.

#### June 18<sup>th</sup> Public Minutes

Commissioner Gallant made a motion to accept the minutes as printed. Commissioner Waldron seconded the motion.

Commissioner Waldron: A motion has been made and seconded to accept the June 18<sup>th</sup> minutes as printed. Is there any discussion?

Hearing none, vote was taken. All were in favor of accepting the minutes as printed.

### Treasurer's Report

Roland: I believe you all have a copy. The account balances as of July 14<sup>th</sup> speak for themselves.

#### Apparatus & Equipment Fund Budget vs. Actual

Income and expenses are as they presented here. We have received six months of ambulance charges account #3409.6. There are six months in that so if you average it we are well ahead of the budgeted amount of \$235,000. However we can't anticipate what will happen in the next several months. You will see the account balance as of July 14<sup>th</sup> is \$172,765.43.

#### Operating Budget vs. Actual

The Operating vs Actual is through July 14<sup>th</sup>. The revenues are through June with Northfield making two payments and Tilton making six. In addition, Tilton has sent us their July check for \$72,800 which is not in this sheet. The revenue & expenses are as posted. I don't have any comments. There is nothing that I see that is out of ordinary.

Commission Gallant asked for clarification. The Operating vs. Actual as presented January 1<sup>st</sup> through July 14<sup>th</sup>; both towns have given us the same number of payments. Each six months?

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Roland: Yes. Tilton reflects six payments as they pay monthly and Northfield reflects two. They pay quarterly.

Roland: The expenses again are as they are presented. I don't have any comments on them.

Revenue & Expense Cash Flow Projection

The cash flow projection reflects monthly payments. You can look at July where I have the Tilton \$72,800 posted there. These are estimates. They are not perfect, not cast in stone. . It appears that our cash flow will sustain us through the year without changing any revenue or expenses.

Commissioner Gallant: August looks like it might be the only month that might be a little low. If we need to, we can hold a few payments.

Roland: That is correct. I don't see a problem based on this cash flow here.

Commissioner Gallant: We have, however, put a freeze on training right?

Chief Carrier: Yes. I can expand on that if you like.

Commissioner Gallant: Please.

Chief Carrier: There are a number of lines in the budget that I'm very concerned about including both the vehicle repair lines and also repairs and maintenance to the buildings. We have overextended repair & maintenance of buildings with the fixing of the floor in Center Street. Although we are only 54.9% expended of the budget, which is right on track, a number of these lines are givens and we know they will be very tight. Usually we start worrying about this toward the end of October, early November but I have notified staff the personnel that we need to start paying more attention to the budget now and there is the possibility that some lines or some programs that may not be funded to make up for overages in other lines.

Roland: That's where this cash flow will come in handy Chief. If you look at it you will see where you are way under and may be way over. Other than that I don't have any comments.

Commissioner Waldron: Chief, is that line 660?

Chief Carrier: 430, 660 and 370. The other two lines that are interesting are to me are both water & sewer. We have already expended 80% of our budget in both. That must be simply a reflection on the amount of water we have used since they coincide with each other. When one goes up, the other goes up as well. Certainly, we under budgeted those two lines. It's not a big dollar item if we go over by 50%. It's something to look at this fall.

Commissioner Gallant: The projected changes in the retirement contribution, is that effective in the last quarter of this year?

Chief Carrier: July 1.

Commissioner Gallant: So we are going to have some problems in that area too.

Commissioner Waldron: We budgeted for that increase didn't we?

Chief Carrier: We budgeted for a increase that they quoted to us last September but because of the State budget passing and transferring more of the burden onto the municipality that percentage that we have to pay in increases as well. There will be a subsequent increase next July as well that they have already given us the numbers for. It should be easy to budget for next year but this year it was forced upon after the budget was set.

Commissioner Gallant: It's one percent more that what they had budgeted for.

Commissioner Gallant made a motion to accept the Treasurer's Report as printed.

Commissioner Waldron seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. All were in favor of accepting the Treasurer's Report as printed.

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**Chief's Report**

Chief Carrier gave copy of written report to all.

Commissioner Waldron: What year is A1?

Chief Carrier: 2006.

Commissioner Waldron: That's our newest?

Chief Carrier: Yes, it is.

Commissioner Waldron: Will that be going back to Irwin's?

Chief: if it continues to have transmission problems it will. Well, what we suspect are transmission problems.

Commissioner Waldron: Do you know if that has the emergency brake on the back of the transmission?

Chief: It does.

Commissioner Waldron: Any questions on the Chief's report?

Commissioner Gallant: All set.

**Fire Prevention Report**

Captain Ober: There is not a whole lot new there. We continue to do inspections. We will be finishing up this month with annual assembly permits for all of our assembly properties. We continue with the fire extinguisher training program. More people are requesting it. In the first part of June both Sean and I attended a day long training on display fireworks and the laws and inspection process that goes along with that. It opened our eyes quite a bit. The result was we created an inspection check off sheet. This year was probably the first year since I have been here and I don't know about the years before that that we actually did an inspection of the fireworks display before old home day. Everything came out just fine. It was quite a learning experience.

Commissioner Gallant: How many shifts did you cover this last month?

Captain Ober: Three.

Commissioner Gallant: I see it listed there now. Thank you.

Captain Ober: That won't really pick up again until September when Greg goes back to school.

**Report of Committees**

Life Safety Committee

Commissioner Gallant: There are no updates other than what we discussed Monday night. That will be reflected in the minutes of that meeting.

By-Laws Committee

Pat Clark: I picked up today at the Secretary of State's office all the information that they had on hand. What we are trying to do with by-laws, first of all, all the articles of agreement that is set up for village districts is something that we are under and that is covered by RSAs. That was pretty much covered in the letter Charlie Chandler had written a few years ago. It's pretty straight forward. That just lets the State know that we have decided to get together and be a fire district between the two towns. The by-laws are the meat and potato of how you operate within the district. When you do your meeting. How you appropriate and share costs and all the other matters that you would like to put down. Districts are not required to submit by-laws to the Secretary of State. Initially when Kathy called down and spoke with them the feedback she got, which was true, is that they really don't have any by-laws. This is why because they

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are not required to submit them to the Secretary of State. He did, although, give me a list of all the fire districts within the State. There are only seven or eight. There are not that many. I picked that up today. I will be contacting them to see if they do have any by-laws. I think that would be important for us to take a look at that as a committee and see if there are any bits in pieces in those by-laws that might make sense for us to consider. That's where we are at. I really hoped to have a committee meeting in July but it just has not worked out because of that kind of delay, vacations and that kind of thing. I hope in the next couple weeks to be able to pull everybody together and get information in their hands that they can read and we can go from there.

Commissioner Waldron: You said what we are trying to do as a committee. Has the committee met?

Pat Clark: No, we haven't. We do have a committee but we have not met yet. What I'm hoping to do is put together a package of information that we can look at so that when we do meet we have something we can talk about. That also will include you I take it.

Commissioner Waldron: Yes. That's why I was wondering what we were going to do as we have not met yet.

Pat Clark: No, we have not met yet. I don't think it's going to be that complicated.

## **Old Business**

### Web Site

Commissioner Gallant: Tim and I have been in contact numerous times relative to the web site. He's asked that I take a look at a number of web sites from a number of different departments to see if we can get some bits and pieces that we might like from various other departments. We are scheduled to meet this coming Wednesday at 5:30. I definitely, at the next meeting, will have something for you guys.

### Fire Prevention Code

Chief Carrier: I think we were just leaving that on the agenda because we haven't taken any action on it yet.

Commissioner Waldron: Which code are we speaking of?

Captain Ober: You have had three copies of it give to you since last fall.

Chief Carrier: Actually, it's my recollection that you said you were going to read it and then we were going to address it. We just haven't done it yet.

Commissioner Gallant: It's carried for a long time so let's just get a copy of it and take a look it next month. Is that fair enough?

Commissioner Waldron: Yes.

### Comprehensive Facilities Review

Commissioner Gallant: The committee has been organized. The three commissioners are on the committee. Kevin is chair. Sandy Plessner represents Tilton and Steve Bluhm represents Northfield. We had our first meeting this past Monday. We set priorities of things to look at. An outline is available. We physically reviewed both buildings, that on Center Street and that on Park Street. We have set our next meeting for August 3<sup>rd</sup> at 6:00 PM here in this room. We are going to try to meet every two weeks until we get this thing to the point where we can make some recommendations. I suggested the idea of possibly six or eight meetings and we would have a proposal.

## **New Business**

Town of Tilton Parking Ordinance

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Pat Consentino: As some of you may know, we are working on the parking issue, mainly Main Street. We have been working on it for quite a long time. It's coming to fruition now. We have met with a couple of building owners that also own parking lot in the back there. What we are coming to you folks with is we would like you to consider allowing the Town to use the space in back of the Center Street building. What we are going to do is our main purpose in this is to bring business downtown. By doing that, we need to get the merchants, the residents and the merchants employees off main drag during the day. In order to do that, what we want to do is take the back parking lot, the municipal lots, including the Tilton House of Pizza area and back of Rob Steady's building which includes in back of Northway Bank that Mr. Sarno owns. We are now negotiating an agreement that is very close to being closed with him to a maintenance agreement that we will maintain this. We will stripe it, maintain it and plow it. What we would like to do is in the back wall all the way down including that little piece in back of your building is to have a sticker program for the residents that live in these buildings here that park overnight. We are going to have two types of stickers, two different colored stickers. One is an overnight and the other is a merchant employee/town sticker. Those with the overnight stickers will park in the back wall. That will allow for Dennis in the winter to plow straight down and load the snow down where he piles it. That will give him a straight shot. Right now where you firefighters are parking, we want that to be a municipal parking area for the sticker program for merchants, merchant employees and also customers that come in that go through the back door. Also, that opens up the municipal town lot where we park now. That will be opened up to the sticker program also. If we are allowed to park behind the Center Street building it will give us approximately eight spaces which will give us the 27 spaces needed to get the residents that live in these buildings vehicles off the main drag. They won't be straggled within the municipal parking lot which will create a plowing situation in the winter. In the summer it won't be bad but in the winter it will create a plowing situation. There is not going to be any overnight parking whatsoever in the ordinance that is coming out. We are having a public hearing on August 13<sup>th</sup> for the parking ordinance for the public then we are going to vote on it. That's how soon it will come in to play. There is not going to be any overnight parking whatsoever in downtown Tilton. Anybody with one of those stickers found on the Main Street will be fined. If it's a habitual offender, they will be towed. We are asking the District's consideration in using that back parking lot. I'm not sure we can afford to pave it this year but if we do have the availability to use that, utilize that, eventually it will be paved, striped and maintained.

Commissioner Gallant: Where would the firefighters park? What type of stickers would they have?

Pat Consentino: They would have town stickers so they would be a town employee and they would park either on the right or left.

Commissioner Gallant: What about those firefighters who are on 24 hour shifts? Where are they going to park?

Pat Consentino: The same place.

Commissioner Gallant: How is Dennis going to plow then?

Pat Consentino: I asked that of Dennis. The closer to the building that we can get so that this part of the building he can just come down and plow and not have them straggled one down here, one up here, one over there. We have about 27 residents that need overnight parking and there will be just about 30 spaces here if we open that up. We would ask them to park closer to the building.

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Commissioner Gallant: What are you going to do with the people that have one, two, three cars? Half of them are registered, the other half aren't. Some of them run, some of them don't. That's a problem we have had for years out there. Who's going to address that?

Pat Consentino: It's one sticker for up there.

Commissioner Gallant: So it's only one vehicle per person.

Pat Consentino: Right and it's going to have your license plate number on the sticker. The firefighters are going to have a sticker that says they work for the town. That's the plan anyway. If somebody comes up with a different suggestion, we will certainly listen.

Commissioner Waldron: Does the Town own the lot where the ATM is?

Pat Consentino: No. That's Northway Bank.

Commissioner Waldron: Is it for sale?

Pat Consentino: No and they won't consider it.

Further discussion ensued.

Commissioner Gallant: I personally, speaking for myself, could not vote on this at anytime until I knew exactly unless I knew exactly when that area was going to be upgraded. I have no problem with the plan as long as when the plan is put in place that area is done, not left out in the air that it's going to be done sometime when we have the money. Either you find some money in the budget or we don't do it until next year.

Commissioner Waldron: I really don't see the point. What happens if we want to use that land for something and we have allowed the town to pave it?

Pat Consentino: I would assume you would enter into an agreement and in the agreement you could renew or non-renew.

Discussion ensued.

Commissioner Auger: I guess I'm going to have to agree with Tom. I mean if you guys have the money and are able to do what's going to be done. I just hope you are not opening up a can of worms as far as travel in front of the fire station.

Pat Consentino: Certainly this is going to be a change for everybody. We will address the concerns as they come up.

Commissioner Waldron: Do you have a plan drawn up that will show us what it will look like when it is done?

Pat Consentino: Yes, we have a larger plan. It is color coded to what it's going to look like. That will be at the public hearing August 13<sup>th</sup> at 7:00 PM. Vince is drawing that up now. It's on a much larger scale. If it's done by August 3<sup>rd</sup>, Sandy will bring it to the meeting to review.

Meeting paused for Public Hearing on the Street Box System Ordinance at 7:00 PM.

Public Hearing on the Street Box System Ordinance closed at 7:28 PM.

Pat Clark: He did not get a feel, Tom, for what went on at the meeting Monday night with the Comprehensive Facilities Review Committee. Can you give us kind of a thumbnail sketch as to what went on? That was your first meeting right?

Commissioner Gallant: Correct.

Pat Clark: Did you lay a game plan? Do you have an idea about how you are going to approach it?

Commissioner Gallant: For two months now we have had a proposal on the table, an outline of what we are going to do relative to looking at the facilities both short term and long term. That outline has been available to the public for a couple of months. It is on the website. I don't know if you have had a chance to look at it yet. Basically we are going to be going in the

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following order. We are going to be looking at the facilities, their pluses, minuses, strengths, weaknesses, adequacies and inadequacies of both Center Street and Park Street. Second we are going to be looking at the equipment that we have that we have to house, both currently and a capital improvement plan, adding, subtracting, whatever. Thirdly we are going to be looking at personnel. Current personnel as well as plans for the addition of any personnel in the future. Next we will be looking at where the administrative offices should be located. Lastly we are going to be looking at the pros and cons of a life safety complex. To the extent that we discussed that, we agreed that that is the order in which we would proceed. We moved forward and reviewed both complexes at the end of the meeting. Meetings will be held every two weeks and will be kept to a three hour time frame. We welcome anybody who would like to attend.

Commissioner Gallant: To sum up on the parking lot, Paul and I agreed that if you can come back to us and tell us what your game plan is as to getting it paved, getting it graded to make the plan work. I believe the only reservations voiced were the changing of the flow of traffic. How is that going to work? I don't see that as a problem personally.

Pat Consentino: I will get back to you.

### **Purchasing Requests:**

#### E1 Pump Repair

Chief Carrier: We received three quotes: Desorcie, Dingee and Lakes Region Fire Apparatus. Desorcie is the company we have typically used over last three years. Dingee we've had a relationship with in the past. I've never had him do pump work. He is a Darley pump distributor. Lakes Region Fire Apparatus in Tamworth we have used in the past. For both Lakes and Dingee we would have to deliver the truck to them. Desorcie would come here. My recommendation would be to use Desorcie. The cost to deliver the truck to Cornish would easily surpass \$500.

Commissioner Gallant: You are looking at situation for two men over, two men back to take the truck over and then again to get the truck back. Looking at Dingee's proposal, it's vague at best. I think we should consider Desorcie. We have had a couple of situations where Desorcie stuck by us and took care of the situation.

Commissioner Waldron: How would the cost to take the truck to Cornish be \$500?

Chief Carrier: If you put a value on time, fuel and the vehicle to get over there, it might not be actual dollars out of you pocket, it's somebody's time to get over. Time and fuel and wear and tear on vehicle are tangible. If it was case of Brad and I doing it while on duty, there is no real cost in labor but we would be out of office for day. Our time should be considered.

Discussion ensued.

Commissioner Gallant made a motion to have engine 1's pump repaired by Desorcie.

Commissioner Waldron: Motion failed for lack of 2<sup>nd</sup>. Is there another motion?

Commissioner Auger: I would rather see Dingee do it.

Commissioner Auger made a motion to send the truck to Dingee. Commissioner Waldron seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. Commissioner Waldron and Commissioner Auger for, .

Commissioner Gallant opposed. Motion passed two to one.

#### Painting Car 1

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Chief Carrier: I have three quotes: Irwin, AutoServe and Grappone. AutoServ is in the middle. AutoServ with \$1,872.28. They have since verbally stated they will match Irwin quote.

Commissioner Waldron: I have no interest in painting that vehicle it's brand new. Painting the vehicle will not enhance its performance. It's simply esthetic.

Commissioner Gallant: It was always intention to paint that car. It wasn't hidden. It was presented to the Budget Committee that way. It was presented in the warrant article. It was approved by the Budget Committee and it was approved by the body. Is it your intention to go against the will of the body?

Discussion ensued.

Commissioner Gallant made a motion to approve the paint job to be done by AutoServ for \$1,252. Commissioner Auger seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. Commissioner Auger and Commissioner Gallant for, Commissioner Waldron opposed. Motion passed two to one.

#### Car 1 Striping Package

Chief Carrier: The striping package presented is the same striping package that is on the pickup trucks with minor changes. I recommend Ian Graphics of Northfield. I contacted him today as his quote is some months old. He said he will honor that quote.

Commissioner Auger made a motion to approve Ian Graphics. Commissioner Gallant seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. Commissioner Gallant and Commissioner Auger for, Commissioner Waldron opposed. Motion passed two to one.

Commissioner Gallant went on the record saying that he's sorry that the battle he lost tonight was the battle on E1.

#### Large Area Search Rope

Chief Carrier: I have a request from Firefighter Joubert for large area search rope. This is in direct response to a training that Firefighter Joubert and Lieutenant Ames attended. The rope is to be used only for searching. \$448 could come out of the Apparatus & Equipment Fund. The money is there and available for this purpose.

Commissioner Auger: Last year we bought a fair amount of rope for high angle rescue.

Discussion ensued.

Commissioner Waldron: Do we have this now?

Chief Carrier: No

Commissioner Waldron: Do we have any buildings that we would use it on now?

Chief Carrier; Yes. J Jill comes to mind. Chief Carrier then went on to explain.

Commissioner Gallant made a motion to authorize the purchase of the rope, carabines and search bags for a total of \$448.85.

Commissioner Waldron: Motion failed for lack of a second.

Commissioner Gallant made a motion to authorize the purchase of 25 carabineers and two search bags from Fire Tech & Safety for a total of \$242.69. Commissioner Auger seconded the motion.

Commissioner Waldron: Is there any discussion?

Chief Carrier: Although I appreciate the effort to try to get closer to the goal of search rope, we don't have the rope so we won't be using the carabines and search bags.

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Commissioner Gallant: Don't worry, you will have the rope. I will purchase the rope. Hearing no further discussion, vote was taken. Commissioner Gallant and Commissioner Auger for, Commissioner Waldron opposed. Motion passed two to one.

Pelican Carry Case for Bullex Fire Training System

Chief Carrier: I have a request to buy a Pelican Carry Case for the Bullex Fire Training System. Brad submitted this if you have any questions. We are receiving more and more requests for training. It's a way to protect out investment.

Discussion ensued.

Commissioner Gallant made a motion to authorize the purchase of the carrying case.

Commissioner Auger seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. Commissioner Gallant and Commissioner Auger for, Commissioner Waldron abstained. Motion passed two to one.

Reinstall of Radios and Equipment in Deputy Robinson's new vehicle

Deputy Robinson: I have a request to reinstall radios and equipment in his new vehicle. I have an estimate for \$527 for labor only for reinstall with Belknap Communications. It is a Department courtesy to reinstall the radio, antenna, alternating head lights and grill lights when the Deputy purchases a new vehicle.

Commissioner Waldron: Where would the money come from?

Chief Carrier: It would come out of the radio budget.

Commissioner Waldron: Is this done for all call firefighters?

Chief Carrier: No, it's just done for the Deputy.

Chief Carrier: The actual line is Equipment Maintenance & Repair. That is where the sub category is.

Commissioner Gallant made a motion to reinstall the District property into the Deputy's new vehicle.

Commissioner Waldron: Is this in fact Fire District property?

Deputy Robinson: The radio, two grill lights and antennas are. The siren and flasher for the headlights I purchased years ago.

Commissioner Gallant: I modify motion to reinstall District property as well as individual items owned by Deputy which he has purchased.

Commissioner Auger: I second the motion.

Commissioner Waldron: Is there any discussion?

Commissioner Waldron: I think it would be unfair if we didn't do this for everyone if we do it for one.

Deputy Robinson: I am the only one authorized for two way communication.

Hearing no further discussion, vote was taken. Commissioner Gallant and Commissioner Auger for, Commissioner Waldron against. Motion passed two to one.

EMS Equipment

Commissioner Waldron: What is the EMS bullet under new business?

Chief Carrier: I have some information for EMS equip to share with you. The hospital found out that the way they were billing for ambulance equipment that we restocked while at the hospital was actually a form of double billing. So they are no longer going to do that. They will bill us directly for any equipment that they supply us. There is some question if they are going to be in the supply business. I'm having a hard time reaching somebody to get answers right

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now. Certainly their buying power and their ability to store that type of equipment would certainly be better than ours. We face challenges now because we transport to different hospitals as they all have different ways of restocking equipment. I suspect that we will see this across the board in every hospital that we transport to. What it means for us is that you are going to see an offsetting expense out of the Apparatus & Equipment Fund for more EMS equipment than what you see now. They want to start this process on September 1<sup>st</sup> which like the retirement issue we talked about earlier is in the middle of our budget year. It shouldn't be a budget in the Apparatus & Equipment Account but it could be over a full year. I'm trying to get a hold of the source where this information came from. It's also going to be an inventory and record keeping issue for us. We will need to be more vigilant. We need to make sure there are some checks and balances in place. I would like to see this stay on the agenda to discuss further next month.

Commissioner Gallant: Can you give us any further insight into this next month as to what the total effect might be? I would like to see just what type of effect this will have

Chief Carrier: I will try to put that together for the last six months.

Commission Auger wanted more clarification on the billing.

Chief Carrier went into detail.

### Correspondence

Commissioner Waldron: We received a letter from Kidder Fuels for fuel oil pre buy. Has anyone called to see what the price is?

Commissioner Gallant: I make a motion not to pre buy.

Commissioner Auger: I would like to see what the actual pre buy is.

Chief Carrier: We have until October.

Commissioner Waldron: At some point will somebody get us a price.

Chief Carrier: Do you want to get three quotes on that?

Commissioner Waldron: Don't we have them as a sole source?

Chief Carrier: We talked about it last year. I don't remember doing it. There are other options available to us as well.

Commissioner Waldron: Notice of assessment value was received from the Town of Tilton.

Commissioner Waldron: We received a letter from the Town of Northfield letting us know they have appointed Steve Bluhm to be on the Facilities Review Committee.

Commissioner Waldron: We have a letter from Fairpoint relative to the exemption certificate which we need to execute. Is there a federal communications tax on our phone bills?

Kathy: I don't know.

Commissioner Waldron: It makes sense to execute the document in order to continue to receive the exemption. Kathy, please fill it out so I can sign it.

Commissioner Waldron: We received good news from the Local Government Center. We have a \$1,731.18 credit on workers comp from 2008.

Commissioner Gallant: For an audit trail, we should request a check. It makes for a better audit trail.

Commissioner Waldron: We have a notice here from the NH Retirement System. Is this a supplemental?

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Chief Carrier: Yes. That is the supplement.  
Discussion ensued.

Commissioner Waldron: Correspondence was received from Barry Cox at LGC on the Wage & Benefit Study. Did the other commissioners get copy?

Kathy: Yes.

Commissioner Waldron: He came up with some suggested departments. He expects that this will become quite involved.

Discussion ensued.

Commissioner Waldron: We received correspondence from Sean Chandler regarding the release of information.

Commissioner Gallant: You want to do what with that? We need to take action on this letter.  
Discussion ensued.

Chief Carrier: Brad gave me a memo today regarding numerous phone calls he received last night. I have been receiving them as well. I would like requested memo be forwarded to Attorney Chandler.

Commissioner Gallant made a motion to authorize the Chairman to contact Attorney Chandler to mail the letter. Commissioner Waldron seconded the motion.

Commissioner Waldron: Is there any discussion?

Hearing none, vote was taken. All were in favor.

All three commissioners agreed the information is to go to Sean tomorrow morning.

### Public Comment

No public comment.

### Bills:

Commissioner Waldron: Have the rest of the bills been released?

Kathy: Yes.

Commissioner Waldron: I did not have the opportunity to review them

Kathy: I followed procedure. I had two signatures so the bills with two signatures were mailed. All three commissioners received the email of the manifest.

Commissioner Auger: The Rockingham Electric invoice, what is that for?

Chief Carrier: That is for ballasts for the light fixtures at Park Street.

Commissioner Auger: Is that where they bought the parts?

Chief Carrier: Yes. They have a place in Laconia.

Commissioner Waldron: Just for the record, I would appreciate the opportunity to review the bills before the bills are released even though they all had two signatures except one.

Discussion ensued.

Commissioner Gallant made a motion to adjourn. Commissioner Waldron seconded the motion.

The meeting adjourned at 8:50 PM.

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After the meeting adjourned, the commissioners held a discussion regarding the monthly manifests. It was decided that if there were only two signatures Kathy is to please call the third person to see if it's ok to release the checks.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** August 20, 2009 at 18:00. Meeting to be held at Tilton School, new Academic Building, School Street, First Floor, Ninth Grade Classroom, Tilton.