

Newington Board of Selectmen Meeting Minutes and Information
Work Shop Thursday, April 5, 2012 9:30am

The meeting was called to order at 9:30am.

Present: Chr. Jack O'Reilly, Selectmen Rick Stern and Jan Stuart and AA Beatrice Marconi

The Board met with the Administrative Assistant to discuss the process for continued operations in her absence beginning May 1. Estimated time to be out is 12 weeks with Beatrice hoping to gradually come back as she is feeling better before August 1.

Pay Check Method: The Selectmen felt it would be best for the town (and Beatrice) to continue to pay her through the payroll method (full checks) as disability will pay 66%. The residual needed would be deducted from her vacation bank

Receptionist Work Hours: Regarding changes, the Board felt it would be of the highest benefit to have the receptionist work from 9:00am to 2:00pm when the building is open vs. 8:30 to 1:30.

Afternoon Coverage: Selectman Stern will talk to the Tax Collector/Town Clerk about continuing Theresa spending most of her afternoons in the outer office rather than across the hall in Bea's absence.

Payroll, Reconciliation, 941 or IRS issues, Disability, NH Retirement and Salary Continuance : Cyndi feels she can adjust her schedule in Rye to handle (most importantly payroll) the above. She is pleased to see we have Luanne as back up though 'incase'. She hopes to have time available on Monday afternoon, or even Tuesday morning if something crops up in Rye. She really should be e-mailed rather than called

Agenda: Bea made up a template that will be kept in the Selectmen's Office door rack so that as items come in or people call requesting to be on the agenda, that the staff can work off of one running document and the Board can know as requests come in. On Friday, probably afternoon, contact will be made with Chairman O'Reilly to confirm agenda items. Plan A Theresa to contact Jack; Plan B – Cyndi in her absence. (The agenda should be posted in 2 public places sometime Friday afternoon after finalization). Plan A – Theresa to Post; Plan B – Cyndi in her absence.

Selectmen meeting minutes: Leila will be invited to the April 16 BOS meeting and will do a dry run. She is slated to take the AA's place for minutes and will record (with 2 separate devices) and will e-mail the Board her first draft on or before the following Friday. Changes will be forwarded to Leila for a Monday Meeting approval consideration.

Audit: Vachon & Clukay have June 18 as the onsite audit start date. Throughout April & May, as departments bring their information in, it will be given to Tom Morgan for scanning and e-mailing to Vachon after May 1

They have been in communication with Bea, and have been told it is ok to call Bea with any question while she is out.

Insurance Conversion: Theresa will be the person tracking Comp2500 deductibles for the employees. Bea will be working with getting her familiar with the process as the conversion will be May 2. Bea will ask the eligible employees to please have patience in the process and allow for the learning curve with possible short delays.

Nightly Computer Backup: Tom Morgan will spearhead this endeavor and will be responsible for tape swap out, ensuring a backup was completed and off site tape storage. Server access will be necessary.

Deposits: Cathy to continue with usual deposits but also to do 1713 deposits when necessary. Check 1713 bag weekly for checks and deposit.

Incoming Legal Calls: Any attorney calling for the Board is to leave their name and number. Jack should then be notified. Jack will inform other Selectmen.

A-1 Drug Testing and Issues: Bea has made arrangements to meet our required quota on testing for the 2nd quarter so that this will be one less item to deal with.

Remote Computer Connection: The Town's Lap Top is proposed to be used vs. Bea's personal computer therefore reducing virus risk. S. Stern asked the AA to get a price on what it would cost to bring the lap top to the level of being able to log in. The Board wants to be sure that the lap tops' antivirus is up to date as well.

Confidentiality: The AA mentioned to the Board that with the spectrum of duties changing for those months, it would be a good idea to remind the staff as a whole to be conscious of HIPPA regulations and confidentiality of documents and information.

Vacations and Days Off: It was discussed that it would be wise to advise the staff that when scheduling days off and vacations for those 12 weeks, that they bear the situation in mind and plan accordingly.

Recording Devices: The AA was asked to research recording devices as the last meeting did not record. The AA was also asked to place the meeting CDs in the bottom drawer of the locked personnel file along with all passwords for access to her software.

Resident Information Requests: The Selectmen want the staff to know that any person asking for information that involves time and research - all requests should be made in writing to the Board of Selectmen.

Office Tour: The AA then identified location of office files.

Staff Meeting: Now that the Board has been briefed in detail on Bea's absence, the Selectmen want to have a staff meeting which is scheduled for Wednesday, April 18 at noon. Lunch will be served and the building will be closed.

Appointment: *S. Stern moved to appoint Richard Spinney to the Planning Board – Term to expire April 2013. S. Stuart seconded. Motion passed 3-0.*

Excavation Regulation: After discussion with Planner Tom Morgan, *S. Stern moved to approve the excavation regulation. Seconded by S. Stuart. Motion passed 3-0.*

A motion to adjourn came at 11:27am by S. Stuart. Seconded by S. Stern. Meeting adjourned on a 3-0 vote.

Respectfully Submitted,

Beatrice Marconi Admin Asst