

Memo

To: Board of Selectmen
From: Road Agent Ronnie Pelissier
Date: March 8, 2016
Re: Hiring Summer Intern

The Highway Department is in the process of complying with the GASB requirement to inventory infrastructure such as roads, sidewalks, drainage systems and street lights. HTA is configuring the VUEWorks software to record the data and make the depreciation calculations. We need to provide the data for these calculations. This requires an inspection of these assets to be recorded in the system to make the calculations. Someone will need to drive around and determine this information. GPS coordinates, measurements, photos and characterization of each asset.

This is a task which could be completed by a summer intern of high school or college age. I am proposing to hire an intern for the summer (8 weeks) to collect, record and process this data. I would like to hire this temporary employee at a rate of \$10 per hour. The intern would have to be at least 17 years of age at the time of hire.

We were able to save money in our budget for winter maintenance due to the mild winter. I propose to utilize those funds for this purpose. I have determined the cost to be as follows:

Salary \$10 per hour at 40 hours per week for 8 weeks for a total salary of **\$3,200.**

The estimated amount of wage driven costs would be FICA **\$193** and Medicare **\$47.**

The total cost would be **\$3,440.**

The hiring process would involve advertising at Pembroke Academy, Southern NH University and the University of New Hampshire. Applications would need to be submitted to Town Hall no later than April 14th. Interviews would be conducted along with skills testing by the end of April. Background checks would be conducted with the goal of a work start date of no later than June 15th.