

## Selectmen's Meeting Minutes

November 2, 2009, 5:00 p.m.

Corner Meeting House

Chairman Ronald Cormier called the meeting to order at 5:00 p.m.; also present were Selectman David Morse, Selectman Jon Pike Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, Public Works Director Jim Fortin, Deputy Fire Chief Sean McCarty, Kinney O'Rourke with the Daily Sun and Meghan Siegler with the Winnisquam Echo.

Those present stood for the Pledge of Allegiance.

### **Minutes**

Selectman Morse moved to accept the minutes of the October 19, 2009 meeting as written. Chairman Cormier seconded. The motion passed unanimously. Selectman Pike abstained.

### **Birch Hill Kennel Contract**

At their previous meeting the Board had discussed asking Mr. Carpenter of Birch Hill Kennel for a proposal for a 2 year contract for animal services. Mr. Carpenter proposed a 2 year contract at \$7,500 per year with a \$15,000 total contract cost. The Board liked the idea of locking the rate in for more than one year.

Chairman Cormier moved to accept the 2 year proposal at \$15,000. Selectman Morse seconded and the motion passed unanimously.

Selectman Pike authorized Town Administrator Beaudin to sign the agreement on behalf of the Board. Selectman Morse seconded and the motion passed unanimously.

### **Town Report**

Town Administrator Beaudin advised the Board that the 2008 Town Report has received the 3<sup>rd</sup> place award from Local Government Center for Excellence in Annual Reports. The award will be given to the Town at their Annual Conference on November 19, 2009.

## **Conservation Commission Appointment**

Selectman Morse reviewed a letter with the Board from Brent O'Brien Jr. who is expressing his interest in serving on the Conservation Commission. Selectman Morse stated that he had attended the commission's last meeting to discuss it with them and they would be happy to have him on the commission.

Selectman Morse moved to appoint Brent O'Brien Jr. as an alternate member on the Conservation Commission. Selectman Pike seconded and the motion passed unanimously.

## **Revitalization Committee Report**

Selectman Morse provided the Boar with a Draft Summary Report of the Revitalization Committee. Selectman Morse stated that the committee wanted to thank the Board for creating the committee and provided the following recommendation; a roofed pavilion in the area of the Mill, close Mill Street to develop green area, Board to look into a TIF District, and a river walk with a footbridge. He noted that there is a small grant through Rural Development that is available and the pavilion and river walk may qualify for it and a member of the committee is willing to work on the grant application with authorization from the Board.

Chairman Cormier noted that he was able to attend about half of the meetings and couldn't get over how active the committee was and they were very positive. He stated that the group wants to develop ideas that will bring people to the village such as an event driven pavilion which is a relatively inexpensive way to promote events. He is happy to see there may be grant money available and supports the group's effort to apply for such a grant.

Chairman Cormier moved to authorize the Revitalization Committee to apply for grant funds on behalf of the Town. Selectman Morse seconded and the motion passed unanimously.

There was a brief discussion regarding the green space that would be created if Mill Street were to be closed and Selectman Pike commented that there would need to be concessions made for the bank building regarding parking for the lower level businesses. The Board agreed that any further decisions would have to involve the owners of that property as the original designs incorporated walkways and such for that building.

Chairman Cormier stated that he wishes to thank all that sit on the committee for the efforts and is happy that they came forward with several great ideas.

## **Budget Work Session** **Operational Budget Miscellaneous**

Town Administrator Beaudin discussed that there are a few items in the operational part of the budget that the Board needs to make decisions on and then they will move into capital requests. She advised the Board that she had a revised contract for herself for them to sign which eliminates her salary increase for 2010.

The Board briefly discussed the curbside recycling option and Chairman Cormier stated that he would like to see it go to the voters as a warrant article and let them decide. Selectman Morse indicated he would like to see a reduction on the ton expense to the Town however this isn't a program that the Town can back out of once it is begun and perhaps a pay as you throw program should be considered. The Board agreed it is a large sum of money for the service but agreed to put it as a warrant article for the citizen vote.

Town Administrator Beaudin reviewed health insurance options with the Board that they requested at their last meeting following the notice that the rate will increase 16.4%. She explained the following options:

Current Plan:

|                    |                |              |
|--------------------|----------------|--------------|
| Non-Union Employee | 16.4% increase | \$292,486.20 |
| Union Employees    | 16.4% increase | \$525,365.16 |

Prescription change \$10 generic, \$20 preferred, \$45 Non-Preferred:

|                     |                |              |
|---------------------|----------------|--------------|
| Non-Union Employees | 10.6% increase | \$277,827.48 |
| Union Employees     | 10.6% increase | \$499,024.20 |

Co-Pay change \$20 office visit, \$150 ER visit AND Prescription change:

|                     |               |              |
|---------------------|---------------|--------------|
| Non-Union Employees | 4.2% increase | \$257,536.56 |
| Union Employees     | 4.2% increase | \$463,888.08 |

The Board discussed that union negotiations are under way now and the increase in insurance and possible changes in plans will be discussed. However their contract locks in their current plan until such time the negotiations are complete. It was noted that only Non-union Employee plans could be considered for change at this time. Town Administrator Beaudin noted that the Boards current budget worksheets reflect the 16.4% increase.

Following further discussion the Board agreed that it didn't make sense to change the non-union employee plans without working out the union contract first and keeping both union and non-union plans the same. Town Administrator Beaudin noted that the Town is locked into LCG as their carrier through 2010 however can begin looking into other carriers for the 2011 budget year and the option of doing a county level group for pricing is still being weighed as an option as well.

With no further changes to the budget, Selectman Pike moved to approve the operating budget at as presented. Selectman Morse seconded and the motion passed unanimously.

### **Capital Outlay – Improvements Buildings**

Selectman Morse explained that the Library request for \$20,270 includes \$2,500 in electrical work to upgrade the system to accommodate the need during Old Home Day and other events that the Library provides electricity for and \$17,770 for reimbursement for the painting of the exterior of the Library. Town Administrator Beaudin explained that she would get the appropriate language for the warrant article to accommodate the reimbursement.

Selectman Morse moved to approve the Improvements Buildings budget at \$20,270. Selectman Pike seconded and the motion passed unanimously.

### **Capital Outlay – Improvements Except Buildings**

Town Administrator Beaudin explained that the Environmental Contingency line item request remains at \$10,000, although it has been reduced the two prior years it must be funded at the same level as last year due. The funds are used for things such as the Holly Tree Lane Environmental site assessment which was necessary but not included in the Pleasant Valley project contract.

Selectman Morse moved to approve the Improvements Except Buildings budget at \$10,000. Selectman Pike seconded and the motion passed unanimously.

### **Capital Reserve** **Highway Reconstruction**

The Board discussed with Public Works Director Jim Fortin the proposed reconstruction project for next year is Bean Hill Road. Town Administrator Beaudin noted that the current estimate for the project is \$817,000 with an anticipated carryover of \$50-\$75,000 and \$171,000 from highway block grant funds. The idea is to go out to bid in the early spring which work out well with this year's project and brought in lower than expected bids. Selectman Cormier inquired when focus could be put on the downtown area, Jim Fortin indicated that it would likely be the following year. No change was made to this request.

### **Accrued Liability**

Town Administrator Beaudin explained that the liability right now is \$88,000 with only \$42,000 currently funded leaving this account underfunded. No change was made to this request.

### **Heavy Equipment Public Works**

Jim Fortin explained that the next proposed purchase is a Bobcat suitable for sidewalk maintenance; the current vehicle is not capable of doing the sidewalk work. And then a loader will be proposed for 2011. The Board discussed that they would like to see the request flat lined. Selectman Pike requested this line item be reduced to \$30,000.

### **Sidewalks**

It was discussed that the next sidewalk project would be Church Hill and refurbishing the sidewalks in the downtown area. The Board discussed that the downtown sidewalks be incorporated into the downtown street project and this request be reduced. Chairman Cormier requested this line item to be changed to \$20,000.

### **Police Vehicles**

The Board discussed that the Police Department went without any new vehicles last year and agreed to leave this line item at the requested amount of \$75,000. It was noted that this amount is based on approximately \$35,000 each for two cruisers and \$5,000 being put toward the future replacement of the Yukon.

### **Cemetery Maintenance**

Selectman Morse explained that the Cemetery request is down this year as they were able to complete the majority of their large projects this year. There was no change to this request.

### **Municipal Facilities**

Town Administrator Beaudin explained that this fund has a balance of approximately \$260,000. Selectman Pike requested that with no current projects planned that this line item be reduced to \$35,000.

## **BRATT Phase II**

Town Administrator Beaudin explained that this request is for Phase II of the project. The Board asked where the project is at, Town Administrator Beaudin explained that the engineers are working on Phase I and are working to acquire a DOT easement, and Phase II won't begin for quite a while. The Board discussed that they didn't want to continue to ask for funding on a project every year that hasn't begun. The Board agreed to reduce this request to \$0.

## **Library Building Improvements**

Town Administrator Beaudin noted that this account has approximately \$280,000 and they are requesting \$25,000. Selectman Pike suggested that the request not be changed and perhaps some of these funds could be used in the proposed development of the green space in the Library area. There was no change to this request.

## **Land Use Inventory**

Town Administrator Beaudin explained that this is the last year of funding for this project. There was no change to this request.

## **Drainage Project**

Public Works Director Jim Fortin explained that Ladd Hill road drainage project is coming up and will be a very costly drainage system and asked that this request not be changed. Town Administrator Beaudin noted that this account has approximately \$130,000 in it. This account can also assist in funding unexpected flooding problems. There was no change to this request.

## **Bridge Repair**

The Board discussed that with no bridge repairs being proposed in the near future this request be reduced. The Board agreed to reduce this line item to \$0.

## **Assessing/Property Tax**

Town Administrator Beaudin noted that this request is for the funding of the required revaluation in 2012, by State guidelines. The anticipated cost of that revaluation is \$240,000. The Board agreed to fund this request at \$50,000. This line item was reduced to \$50,000.

## **Heritage Resources**

The Board discussed the Heritage Commissions request, noting that it is the same as last year and will be used for match grants if acquired or other projects they will undertake. There was no change to this request.

## **Water System Repair & Maintenance**

The Board discussed that this request is funded by water users. There was no change to this request.

Selectman Morse moved to approve the Capital Reserve requests as amended at \$1,071,500. Selectman Pike seconded and the motion passed unanimously.

### **Capital Outlay – Equipment, Vehicles & Machinery Library Computers**

Selectman Morse explained that the Library has come up with an unexpected need for two computers and a software upgrade totaling \$8,058. This is above what is in the Library operational budget. The Board agreed to leave this line item as requested.

### **Replace Engine #4 & Ambulance #2**

The Board discussed the engine and ambulance request with Deputy McCarty and advised him that the Board would have a hard time supporting the request of two new vehicles for next year which would almost completely deplete the ambulance fund. Following a brief discussion and a phone call to the Fire Chief, Deputy McCarty indicated to the Board that if they had to choose the request would be for the engine.

Following their discussion the Board agreed to fund the request for the replacement of the engine and \$0 out the ambulance replacement request.

Chairman Cormier moved to approve the Equipment, Vehicles & Machinery as amended at \$388,558. Selectman Morse seconded and the motion passed unanimously.

### **Water & Sewer**

Town Administrator Beaudin explained that the Water & Sewer budgets are undergoing the final preparations and will be given to the Board at their next meeting

The Board discussed with Jim Fortin a request for a fulltime position to work with in the Water & Sewer departments. Selectman Morse stated that he is not in favor of adding a full time position. He feels the job was done in 20 hours before and the benefits on a fulltime employee are huge. Jim Fortin explained that with the changes that have happened within the departments and him being put into the role of overseeing these departments and not being in a role where he can cover plowing and such, he is left short for staffing the plow routes. The Board requested additional information on salary and benefits for the requested position before a decision is made. Additionally Chairman Cormier noted that the Board can't authorize additional staff prior to Town Meeting regardless so Jim will have to utilize the staff and hours available at this time to get through the winter.

### **Non-Public Session**

Chairman Cormier called the non-public session to order at 6:47 p.m. in accordance with 91-A:3 II (c). Those present and voting were Ronald Cormier, Jon Pike and David Morse. Also present were Town Administrator Jeanne Beaudin, Administrative Assistant Cary Lagace and Town Clerk/Tax Collector Cynthia DeRoy.

Chairman Cormier closed the non-public session at 7:15 p.m.

**Next Meeting**

The next regular Board of Selectmen's meeting will be Monday, November 16, 2009 at 5:00 p.m., at the Corner Meeting House.

**Adjournment**

The meeting adjourned at 7:15 p.m.

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Ronald Cormier, Chairman

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Jon Pike, Vice Chairman

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David Morse