

## Selectmen's Meeting Minutes

September 8, 2008, 3:00 p.m.

### Corner Meeting House

Chairman Cormier called the meeting to order at 3:04 p.m.; also present were Selectman Pike, Selectman Caldwell, Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, Public Works Director Jim Fortin, Police Chief Vinnie Baiocchetti, Linda Frawley, Fire Chief Jim Davis(4:00), Deputy Sean McCarty(4:00), Building Inspector Steve Dalton(4:00), Town Planner Candy Daigle(4:25), David Morse(4:30), Parks & Recreation Director Janet Breton(4:50), General Assistance Director Donna Cilley(4:50), Town Clerk/Tax Collector Cynthia DeRoy(5:10), Water Department Manager David McLelland Water Department Manager David McLelland(5:15), Eric Zygmunt with the Winnisquam Echo and Ray Carbone with the Laconia Daily Sun.

Those present stood for the Pledge of Allegiance.

### Minutes

Selectman Caldwell moved to accept the minutes of the August 18, 2008 meeting as written. Selectman Pike seconded and the motion passed unanimously.

### Budget Workshop

Prior to the beginning of the budget workshop Town Administrator Beaudin advised the Board that the non-union wages provided in the budgets represent a 3% increase. The scale from last year was adjusted by 1% and each employee received one step within their grade which represents 2% for a total of a 3% increase

### Public Works

Chairman Cormier began by asking Public Works Director Jim Fortin how the part time employees used in his department for the summer had worked out. Jim indicated that it worked out fantastic, the same individuals are interested in coming back next summer with them being available an extra 4 weeks because of the college schedule. The individual that worked with Allen on grounds maintenance will come back and work 32 hours per week at the same pay.

Selectman Pike briefly discussed possible changes with the mechanic position at the Fire Department which would give additional work to the Public Works mechanic, Jim indicated that his mechanic had plenty of work but would discuss it further with the Board if such a change was going to be made.

Jim Fortin went on the review his budget requests with the Board noting that salt has seen a significant cost increase although he has reduced his purchase amount by 5%. He feels that salt is being used more wisely. Fuel will continue to be monitored and if need be adjusted before the final budget is presented to the voters. The Board agreed that Jim is doing a good job and his employees are visible and working hard. Jim informed the Board that the bid to re-line the major roads in Town is \$5,600, which he doesn't feel comfortable adding to his budget as there are more pressing work that needs to be done.

With no further discussion, Selectman Caldwell moved to accept the Highway Administration budget as presented for \$84,813.00. Chairman Cormier seconded and the motion passed unanimously.

Selectman Caldwell moved to accept the Highways and Street budget as presented for \$523,112.00. Selectman Pike seconded and the motion passed unanimously.

### **Police Department**

Chief Baiocchetti was present to discuss his budget with the Board and noted that contrary to rumor no additional raises beyond the 3% previously noted had been given to his staff. He noted that special duty will be reduced for next year due to less construction in Town. He added that the dog control line may need to be adjusted as their contract runs until December and it's based upon usage. Chief Baiocchetti discussed with the Board the addition of a part time officer that would be paid jointly by the Town and School as a 50/50 split. This individual would work in the school and as a juvenile prosecutor/detective; the position will have no benefits. The amount requested for this position is \$25,000; the Board will receive revised worksheets to include the part time line at their next meeting. Town Administrator Beaudin noted that Mike Cozort is intending to present at the school level.

Chairman Cormier asked the status of the training budget, Chief Baiocchetti advised that much of the training takes place toward the end of the year and this budget will be used up by the end of the year. There was a brief discussion of providing information to the press, Chief Baiocchetti noted that there is another investigation that is ongoing and hopes to be able to provide that information to the press. Ray Carbone speaking on behalf of the Daily Sun newspaper commented that the paper really appreciates it when press releases are provided to them.

With no further discussion Selectman Pike moved to accept the Police Department budget as presented. Selectman Caldwell seconded and the motion passed unanimously. It was noted that because the part time officer new line item was omitted from the presented budget Chief Baiocchetti will come before the Board for further discussion regarding the position at their next meeting.

### **Executive Office**

Town Administrator Beaudin noted the following changes to the Executive budget, a small increase to the postage line item, removed computer line as purchases are made from the Technology budget, small increase in advertising and Local Government Center dues.

Selectman Caldwell moved to accept the Executive Officer budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **Property Taxation**

Town Administrator Beaudin advised the Board that Cary Lagace has earned her DRA designation as a Certified Assessor Assistant and Mark Neider from the contract assessing firm commented that he was impressed with her work that he has seen. The Town has received 29 Land Use Change Tax appeals due to new case law that has the Town billing the changes at the time of the subdivision of the lots; when the construction vehicles hit the ground to install any of the infrastructure; instead of when there is physical change to the lot.

Selectman Pike moved to accept the Property Taxation budget as presented. Selectman Caldwell seconded and the motion passed unanimously.

### **Fire Department**

Fire Chief Davis was present to review his budget with the Board. He highlighted the line items that showed change including small increases to Call Salary, Training Pay, Station Coverage, Holiday Pay, Telephone, Electric and Heat. He noted the most significant increase is in the Fuel line with a \$21,000 increase. Selectman Pike suggested that the Firefighter /Mechanic position be reevaluated with the possibility of having the work he performs being done by the Public Works mechanic. Chief Davis stated that the Mechanic position is third man out of the station at this time which would have him leaving on a second call. He noted that he performs a lot of maintenance work on the Fire Department vehicles, his first responsibility is to respond to calls, however is kept very busy with mechanic work.

Selectman Pike stated that he is not in favor of the part time inspector position at this time and moved to zero out line item 4220-115. Selectman Caldwell seconded and the motion passed unanimously. Selectman Pike suggested that the current procedure continue to be followed with the assistance of Building Inspector Steve Dalton and should a situation arise that is beyond his knowledge then other help can be sought. There was discussion regarding holiday pay and Town Administrator Beaudin explained that her understanding is that the Holiday Pay line is to be used to pay fulltime employees for the 11 holidays at straight time and other pay would come from the Overtime line, she will verify with Brenda and get back to the Board.

With no further discussion Selectman Caldwell moved to accept the Fire Department budget as amended at \$573,888. Selectman Pike seconded and the motion passed unanimously.

### **Land Use**

Town Planner Candy Daigle was present and advised the Board that the only change to the Land Use budget is the 3% salary increase.

Selectman Caldwell moved to accept the Land Use budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **Conservation Commission**

Town Planner Candy Daigle advised the Board that the only change to the Conservation Commission budget is the 3% salary increase.

Selectman Caldwell moved to accept the Land Use budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **Building Inspection**

Building Inspector/Code Enforcement Officer Steve Dalton presented the Building Inspection budget to the Board noting the biggest change in the budget is postage, with building down there is more enforcement which requires more mailings.

Selectman Caldwell moved to accept the Building Inspection budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **General Government Buildings**

Town Administrator Beaudin explained that the changes to General Government Buildings are primarily due to Allen Daisy of Building & Grounds maintenance taking over the custodial services too. It was noted that Allen has been doing an amazing job on everything that he does. She advised that the hydrant expense went up due to the water rate increase. This budget is down 6% overall.

Selectman Caldwell moved to accept the General Government Buildings budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **Legal**

Town Administrator Beaudin advised that with on going Union negotiations and other legal matters, such as abatements being appealed to Superior Court, this line item was increased by \$5,000.

Selectman Pike moved to accept the Legal budget as presented. Selectman Caldwell seconded and the motion passed unanimously.

### **Principal Debt**

Town Administrator Beaudin informed the Board that the Mill bond has been paid off so all of the debt services have been reduced to reflect that.

Selectman Caldwell moved to accept the Principal Debt budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **Interest Debt**

Town Administrator Beaudin informed the Board that the Mill bond has been paid off so all of the debt services have been reduced to reflect that.

Selectman Caldwell moved to accept the Interest Debt budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **TAN Debt**

Town Administrator Beaudin indicated that she isn't anticipating a need to borrow funds this year and has reduced this budget by \$5,000.

Selectman Caldwell moved to accept the TAN Debt budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **Parks & Recreation**

Janet Breton was present to review the Parks & Recreation budget with the Board; she noted that there were few changes, some just to break out actual charges versus everything being lumped under Office Supplies. She did state that her requested salary is higher than the 3% requested for others because the LGC wage study recommended a higher grade and documentation of surrounding communities suggest her wage may still be low. She pointed out that she supervises many staff with a lot of them being just 16 years old and this being their first job. The Board agreed that she is doing a great job and the program has come along way in a short period of time but an 11% increase is a lot. Selectman Pike indicated that he felt her increase should be inline with everyone else's in such an economic time. There was discussion of splitting the difference with a 5-6% increase but the Board needed more time to think about it.

Chairman Cormier moved to accept line items 4520-103 through 4520-719, excluding the Directors salary. Selectman Pike seconded and the motion passed unanimously. The Board will discuss the Directors Salary at a future meeting.

### **Town Beach**

Janet also presented the Beach budget noting that aside from the maintenance line being budgeted this year, it was mistakenly not budgeted last year the beach budget is relatively the same as last year.

Selectman Pike moved to accept the Town Beach budget as presented. Selectman Caldwell seconded and the motion passed unanimously.

### **Water Department**

Water Department Manager Dave McLelland presented the Water Department budget. Dave pointed out that Well #2 and the storage tank will need to be cleaned next year, the regular cleanings has provided for fewer problems with the system. Selectman Pike asked why there is a Benefits line item; Town Administrator Beaudin explained that because the budget is funded by user fees the Water Department must pay David's benefits.

David added that the increase in Pipe Relocation and Upgrade is because there is a section of Perkins Road that should be looped into the system when the Pleasant Valley project is done. Chairman Cormier asked how the rate increase will affect the budget; Town Administrator Beaudin indicated that the Water Department will be operating in the black. Selectman Pike commented that the residents should have received more notice before the rate increase; Town Administrator Beaudin acknowledged the problem and noted that with the projection of the deficit the budget was going to face the rate increase needed to take affect as soon as possible.

Selectman Caldwell moved to accept the Water Department budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **General Assistance Administration**

General Assistance Director Donna Cilley advised that the on change in this budget is in Service Contracts due to the software company that she was using being sold and her having to go with a new company. Town Administrator Beaudin added that BMSI is developing welfare software that Donna will utilize as soon as it is complete. BMSI is the software firm that the other Town Departments use.

Selectman Caldwell moved to accept the General Assistance Administration budget as presented. Selectman Pike seconded and the motion passed unanimously.

### **General Assistance Vendor Payments**

Donna advised the Board that since submitting her budget request she has had to reanalyze her housing and utilities lines and would like to increase each of these line items. It is very difficult to project but she believes an Additional \$12,000/\$1,000 a month for housing and an additional \$1,000 for utilities should be enough. After a brief discussion Selectman Pike moved to amend line item 4445-430 to \$142,000. Selectman Caldwell seconded and the motion passed unanimously. Selectman Caldwell moved to amend line item 4445-432 to \$12,000. Selectman Pike seconded and the motion passed unanimously.

Selectman Caldwell moved to accept the General Assistance Vendor Payments budget as amended. Selectman Pike seconded and the motion passed unanimously.

### **Town Clerk Functions**

Town Clerk Tax Collector Cynthia DeRoy presented the Town Clerk budget noting that she and Jeanne worked closely to come up with a budget and make adjustments to make sure funding for items was in the correct line item.

Selectman Caldwell commended Cynthia on the job she is doing in the Town Clerks office and added that he has heard many good things recently about the office. The other Board member's agreed that they too had been hearing positive comments about the operation of the office being very friendly. Cynthia thanked them and added that the customers have been extremely patient as they have gone through staff training and the change over to the MPPS program.

Selectman Pike moved to accept the Town Clerk Functions budget as presented. Selectman Caldwell seconded and the motion passed unanimously.

### **Financial Administration**

Cynthia and Town Administrator Beaudin indicated that they work closely on this budget as well and have determined that the postage had been miscalculated so there is an increase in that line item. Title Search, Conferences & Dues and Training & Mileage also saw small increase.

Selectman Caldwell moved to accept line items 4150-101 through 4150-505 as presented. Selectman Pike seconded and the motion passed unanimously.

Selectman Caldwell moved to accept line item 4150-999 as presented. Selectman Pike seconded and the motion passed unanimously.

Donna Cilley stated that the Town Clerk/Tax Collectors office deserved recognition for the niceness and positive changes that are coming out of that office.

### **Pleasant Valley Engineering Proposals**

Town Administrator Beaudin advised that there were 8 proposals received for the engineering work in Pleasant Valley and after independent review by Town Administrator Beaudin, Public Works Director Jim Fortin, Land Use Technician Rick Ball and Water Department Manager David McLelland it was a unanimous recommendation to hire Stantec. Their bid package was the most comprehensive and well written, their bid was for \$121,238. There will be a meeting on Thursday with the CDBG people and if accepted as the winning bid Stantec would be asked to attend that meeting.

Selectman Pike moved to accept the proposal from Stantec in the amount of \$121,238 for the Pleasant Valley Engineering. Selectman Caldwell seconded and the motion passed unanimously.

### **Union/Horne Road Contract Update**

Underwood Engineers provided 4 alternative changes to the Union and Horne Road intersection per the request of the Board following a recent accident there to be incorporated into the current construction on Union Road. The Board reviewed the options and agreed with Public Works Director Jim Fortin that Alternative "A" was the best option.

Chairman Cormier moved to accept Alternative "A" and authorized Town Administrator Beaudin to initiate a change order for the work. Selectman Pike seconded and the motion passed unanimously.

### **Recreation Building Update**

Town Administrator Beaudin advised the Board that following the request of Chairman Cormier, cost to erect a steel building for recreation purposes were looked into. Through local contractors an estimated cost of \$40-\$80 per square foot for a 60 x100 building was received. She noted that a steel building company from Kentucky was contacted and they provided a quote for \$87,000+ for just the building not erected to be shipped to Belmont and then the site work would be additional. Both of the estimates were much higher than Chairman Cormier had anticipated. Donna Cilley asked why steel over a wood structure, Chairman Cormier indicated that for cost reasons and the type of building he initially thought it would cost less to go with steel. Donna noted that she didn't understand how a building for Parks & Recreation could be put up when the need for the other departments still exists and a plan to address those needs should be put back in place. Chairman Cormier commented that the plan for the other buildings hasn't been cast aside, those needs still exist however after to multiple plans being shot down you start to think about other options. He feels that the community may look at this as an investment where there are many residents looking to have a facility to hold events at and there currently isn't such a place. He added that it was a thought that needed research not a plan to build a building.

Linda Frawley noted that the Huot program in Laconia has a building program for the construction trade and it may be worth talking to them. Selectman Pike commented that it is difficult to continue to put plans forward that continually get shot down. Donna added that the Town should continue to put \$200,000 a year into the Capital Reserve account to continue plans for the facilities that are still in need. Chairman Cormier noted that he has received

comments from residents that they wished they had voted differently on the Bank building plan and that could be put back as a possibility, the plans for the other facilities have not been abandoned.

### **Miscellaneous**

Town Administrator Beaudin reviewed with the Board a letter from Paul St. Hilaire of Bestway Disposal requesting to place a gate on the public way off of Industrial Drive. He indicated that there has been a lot of dumping and partying going on out that way and feels the gate would help control the problem. Town Administrator Beaudin noted that through her research, a gate can be placed there, it just can't be locked. Mr. St. Hilaire has indicated that he will pay the expense of the gate and having it installed. The Board was assured that it would not interfere with the snowmobile trail system that runs through there. Paul is to discuss the gate with Jim Fortin before purchase and installation.

Selectman Pike moved to authorize Paul St. Hilaire to install a gate at his expense on the public way off of Industrial Drive per RSA 231:32. Selectman Caldwell seconded and the motion passed unanimously.

Prior to entering the non-public Selectman Caldwell moved to appoint Jon Pike as the Selectmen's Alternate to the Planning Board for tonight's meeting; Chairman Cormier seconded and the motion was unanimous.

### **Non-Public Session**

Chairman Cormier opened the non-public session at 6:40 p.m. in accordance with RSA 91-A:3 II (c) - Roll call was taken those present and voting were Ronald Cormier, Reginald Caldwell and Jon Pike. Also present was Town Administrator Jeanne Beaudin.

Chairman Cormier closed the non public session at 6:50 no decisions were made and the meeting adjourned.

### **Next Meeting**

The next regular Board of Selectmen's meeting will be Monday, September 22, 2008 at 5:00 p.m., at the Corner Meeting House.

### **Adjournment**

The meeting adjourned at 6:50 p.m.

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Ronald Cormier, Chairman

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Reginald Caldwell

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Jon Pike