

## Selectmen's Meeting Minutes

September 19, 2005, 5:00 p.m.

Corner Meeting House

Chairman Brian Watterson called the meeting to order at 5:03 p.m., also present were Selectman Reginald Caldwell, Selectman Ronald Cormier, Jr., Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, General Assistance Director Donna Cilley, Melanie Nelson with the Citizen, and Ray Carbone with the Daily Sun.

Those present stood for the Pledge of Allegiance.

### **Minutes**

Selectman Reginald Caldwell moved to accept the minutes of the meeting held on September 6, 2005 as written. Selectman Ronald Cormier seconded the motion and the motion passed unanimously.

### **Harassment and Discrimination Policy Revision Adoption**

Town Administrator Beaudin explained that the Harassment and Discrimination Policy has been updated in line with training that Town Employees will be receiving. The Board had previously reviewed the policy and will need to adopt the changes so they can be added to the Employee Personnel Manual. Selectman Caldwell moved to accept the revisions to the Harassment and Discrimination Policy as presented, Selectman Cormier seconded the motion and the motion passed unanimously.

### **General Assistance Memo**

General Assistance Director Donna Cilley had presented the Board with a memo requesting changes to the General Assistance guidelines in order to better define disbursement of funds for prescription drugs. RSA 165 addresses how to administer town welfare, but allows Town's to modify the guidelines. Donna explained the need to update specifics in the policy as to how to pay for medications. The change will require that all options be exhausted before the Town considers covering a prescription and the prescription must be a life sustaining drug, or be determined by a physician to be life sustaining.

Selectman Caldwell asked if legal counsel needed to look at the changes and Donna indicated that the change is not out of the normal procedure, and the change will allow for easier enforcement. With no further discussion Selectman Caldwell moved to accept the changes to the General Assistance guidelines as presented, Selectman Cormier seconded the motion and the motion passed unanimously.

### **Solid Waste – Commercial Tipping Fee Customer List Exemptions and Administrative Fees**

Town Administrator Beaudin reminded those present that at Town Meeting the voters approved a new Solid Waste Ordinance that allows the billing of tipping fees to commercial entities. She noted that her office has begun preparing the letters that will be sent to haulers and commercial entities within Belmont that will be affected by the change.

The Board was presented with a list of exempt accounts which is made up of Town and School properties. It is anticipated that this change will generate approximately \$100,000 in revenues. The change will go into effect January 1, 2006.

Selectman Cormier moved to accept the list of exempt properties as presented, Selectman Caldwell seconded the motion and the motion passed unanimously.

Town Administrator Beaudin advised the Board that she has had conversation with Mike Donovan of Bestway Disposal regarding the administrative fee, he indicated that all of the Town's he deals with charge an administrative fee, anywhere from \$1-\$14 per ton. He noted it helps cover the costs associated with the billing, additional time spent dealing with issues that may arise from the new process. There was discussion about the significant change that this will be for the commercial accounts and that perhaps easing into an administrative fee later would be better.

Town Administrator Beaudin noted she had spoken with Jim Presher from the COOP regarding the process and she doesn't feel that billing will consume a lot of time, as Waste Management and Bestway will continue to bill each commercial account and the Town will only bill the haulers.

Selectman Caldwell moved to not charge an administrative fee at this time, however the Town reserves the right to do so in the future, Selectman Cormier seconded the motion and the motion passed unanimously.

### **Other Business** **Fire Department Homeland Security Grant**

Town Administrator Beaudin advised the Board of a Homeland Security Grant that was awarded to the Fire Department in the amount of \$3595.00 and she will schedule the Public Hearing to accept the grant. Selectman Cormier asked what specifically the fund would be used for; Town Administrator Beaudin indicated the

original application included a long list of equipment which appears to be related to repelling.

### **Meeting With School Board**

Town Administrator Beaudin noted the request from Mike Cozort of the School District to meet jointly with the Board on November 10, 2005 at 7:00 p.m. at the Belmont High School.

### **Dispatch Positions**

Town Administrator Beaudin reviewed with the Board a memo submitted by Chief Baiocchetti requesting approval to hire Nikki Wheeler to fill a full time dispatch position. It was noted that she was chosen unanimously by the Oral Board members involved in the hiring process. Town Administrator Beaudin explained that this does not create any conflicts with her current functions as Treasurer, and Nikki has expressed a willingness to do her Treasurer functions around the schedule set for her by the Police Department.

Selectman Caldwell moved to hire Nikki Wheeler for a fulltime dispatch position at grade 10 step 1 on the 2005 union scale and after her successful completion of her probationary period, she will move to grade 10 step 2 on the 2006 union scale and participation in the New Hampshire Retirement System, Selectman Cormier seconded the motion and the motion passed unanimously.

Town Administrator Beaudin noted the other hiring stipulations on the memo, including successful completion of Department Field Training Program, completion of State Police SPOTS training period, completion of Telecommunication School, and successful completion of the criminal background.

Town Administrator Beaudin also advised the Board that she had received a letter of resignation from Dispatcher Elizabeth Morse and noted the Chief hopes to hire an additional candidate from the most recent dispatch hiring process to fill her position.

### **Miscellaneous**

Town Administrator Beaudin provided the Board with a copy of the article regarding Sargent Lake Road that was published in the Daily Sun newspaper.

The Board was advised that the Underwood proposal was provided for their review and will be discussed next week at the Capital Improvements meeting.

The Town Administrators office should have budgets and supporting documents to the Board in their Budget books by next week. The Board discussed the original October 1<sup>st</sup> date to review budgets and it was decided that a weekday would work better for everyone and the date of October 3, 2005 at 12:00 noon was set for initial review of budgets with Department Heads.

Town Administrator Beaudin noted the funds had been appropriated for ADA compliance issues that needed to be addressed and she is moving forward with getting that work done. The compliance issues were noted at the Town Hall and the voting place (Belmont Middle School).

Selectman Watterson asked if the Town Administrator has heard from Chief Nugent regarding the Fire Station study and she advised that Winnisquam Fire Department has hired Applied GeoSystems to do the additional testing and the preliminary data looks pretty good and she will advise the Board when she receives the test results from Winnisquam Fire Department.

There was discussion regarding a tree at the Fellows Mills Road and Church Street intersection that Selectman Watterson had received a complaint for dangerous visibility. Town Administrator Beaudin had Land Use Technician Rick Ball look at the tree to determine if it is in the Towns right of way. Rick reported that he believes it is in the right of way. Selectman Cormier asked if a mirror could be put up to help with viewing and it was noted that the tree is a large spruce and has no place to attach a mirror. The Board asked Town Administrator Beaudin to confirm the tree is in the right of way then speak to Public Works Director Bob Bennett and the homeowner about removal of the tree.

### **Non-Public Session**

Chairman Brian Watterson moved to enter non-public session at 5:50 p.m., in accordance with RSA 91-A (c). Selectman Reginald Caldwell seconded the motion and the motion passed unanimously. Roll call was taken and those present and voting were Chairman Brian Watterson, Selectman Ronald Cormier, Jr., Selectman Reginald Caldwell, also present Town Administrator K. Jeanne Beaudin.

The Board came out of non-public session at 7:08 p.m., no decisions were made.

### **Next Meeting**

The next meeting was set for October 3, 2005 at 12:00 p.m. at the Corner Meeting House.

The meeting adjourned at 7:08 p.m.

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Brian Watterson, Chairman

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Reginald Caldwell

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Ronald Cormier, Jr.