

Selectmen's Meeting Minutes

December 5, 2005, 5:00 p.m.

Corner Meeting House

Chairman Brian Watterson called the meeting to order at 5:00 p.m., also present were Selectman Reginald Caldwell, Selectman Ronald Cormier, Jr., Town Administrator K. Jeanne Beaudin, Administrative Assistant Cary Lagace, Chief of Police Vincent Baiocchetti, Lieutenant Lewandoski, Ray Carbone of the Daily Sun and Melanie Nelson of the Citizen.

Those present stood for the Pledge of Allegiance.

Minutes

Selectman Caldwell moved to accept the minutes of the meeting held on November 28, 2005 as written. Selectman Cormier seconded, the motion passed unanimously.

Public Hearing – Property Liability Trust

Town Administrator Beaudin advised the Board that she had received more for this claim than anticipated so the amount to be received is \$9,465.00.

Chairman Watterson opened the Public Hearing at 5:02 p.m. in accordance with RSA 31:95-b to accept funds in the amount of \$9,465 from the Property Liability Trust for damage to the lower level of the Corner Meeting House.

Town Administrator Beaudin explained that the exterior work on the building is complete and the interior work should be complete within the next two days.

Selectman Cormier moved to accept the funds from the Property-Liability Trust in the amount of \$9,465.00. Selectman Caldwell seconded and the motion passed unanimously.

Chairman Watterson opened the Public Hearing at 5:04 p.m. in accordance with RSA 31:95-b to accept funds in the amount of \$25,000 from the Property Liability Trust for the loss of the Town's 1993 International Dump Truck.

Selectman Caldwell moved to accept the funds from the Property-Liability Trust in the amount of \$25,000.00. Selectman Cormier seconded and the motion passed unanimously. Chairman Watterson closed the Public Hearings at 5:07 p.m.

Old Business

Budget Work Session

Personnel Administration

Town Administrator Beaudin explained that there had been a meeting Thursday with Primex and Harvard Pilgrim Health to answer any questions that employees may have had regarding the change in insurance carrier. She noted she had a meeting with the union president and the union has scheduled a meeting for Wednesday, December 7, to vote on the change in coverage. The union president advised that he had spoken with other communities that have the Harvard program and they expressed their satisfaction with Harvard.

Waterline Relocation

Town Administrator Beaudin advised that she has been in contact with Mike Metcalf and requested that he contact the State of NH and advise them of the need to have the level of funding information for the budget process. She has also been in contact with Keith Pratt of Underwood Engineers regarding setting up the organizational meeting with the property owners. Selectman Cormier asked what the impact would be if the Town funding wasn't approved, Town Administrator Beaudin indicated that she had asked that of Mike Metcalf to find out from the State. She commented that she is waiting to hear from both and will keep the Board advised.

Route 140 Sidewalk at 106

Town Administrator Beaudin reviewed the memo received from the Land Use office with their recommendation to put the sidewalk on the south side of Route 140. At this time, the Town needs to get back to Alex Vogt with the Town's preference on the location of the sidewalk. The Board all agreed that the Land Use recommendation makes the most sense. Selectman Caldwell moved to recommend to the State that the sidewalk be located on the south side of Route 140. Selectman Cormier seconded and the motion passed unanimously.

Public Hearing – Building Permit Fee Schedule

Chairman Watterson opened the Public Hearing at 5:16 p.m. to amend the Building Permit Fee Schedule previously adopted in September.

Town Administrator Beaudin reviewed the memo dated November 17, 2005 received from the Land Use Office requesting amendments to the Building Permit Fee Schedule. She noted that these are areas that needed additional consideration after the schedule was implemented, through their meetings and work sessions the changes are recommended to provide clearer use in these areas.

Chairman Watterson closed the Public Hearing at 5:20 p.m. Selectman Caldwell moved to accept the recommended changes to the Building Permit Fee Schedule in the Land Use Office memo of November 17, 2005. Selectman Cormier seconded and the motion passed unanimously

New Business

Municipal Facility Building Committee

Town Administrator Beaudin explained that she had provided the Board with a sample copy of the notice to be run to solicit interested residents to participate on the Municipal Facility Building Committee. Ray Carbone inquired how this would be different than the previous Town Hall Study Committee; Chairman Watterson explained that the focus of the Town Hall Study committee was specifically the Town Hall Building. He noted the new committee will be looking into a joint Town Hall/Police Department as well as uses or the sale of the buildings that would be vacated if a new Town Hall/Police Department is to be built. Selectman Cormier commented their function will be to provide guidance of when and how the project will move forward, not "if" the project should happen. It was discussed that the committee should be made up of 5 members because it will be easier to keep focused and on task.

Town Administrator Beaudin indicated that she would publish the notice requesting those interested to respond by the end of December to be appointed at the first Board of Selectmen meeting in January.

Miscellaneous

Selectman Cormier explained that he feels the Board of Selectmen are constantly receiving paperwork that may somehow be reduced by having monthly reports that address more of what the Board needs to know. There was discussion that a task list be reviewed at each meeting to work as a checklist of things to do and Department Heads provide a summarization of work being done in their department.

Selectman Cormier also commented that he would like to see a more formal bid process in place with a certain dollar amount requiring three bids. He noted that engineering and consulting are items he was thinking specifically of, that may not currently go to bid. Selectman Caldwell commented that many times we have already been working with someone and it is best to continue with them. It was discussed that it should still go to bid but the Board is not required to take the lowest bid.

There was discussion that the amount should be set at \$5,000 for all types of purchases. Town Administrator Beaudin indicated that she would locate sample bid policies that can be reviewed for adoption.

Selectman Caldwell inquired if Bob Bennett was able to lock in a pre-buy price on salt as the Board had previously asked him to do, Town Administrator Beaudin indicated that she would follow up with Bob.

Chairman Watterson asked Town Administrator Beaudin if she had attained information regarding the Fire Department study that had previously been discussed, she indicated that she had found a source and the cost would be between \$19,000 and \$25,000, they have recently done a study for Bedford which the Board can review and decide if that is what they are looking for.

Town Administrator Beaudin advised the Board that if they wanted to move ahead with the study, they would need to amend the Executive Budget to reflect the cost; if they approved the high end she would look further for additional sources for the study. Chairman Watterson indicated that it hasn't been looked at before and with the many changes, going to fulltime staffing and the new station he feels we should move forward with the study. All Board members agreed.

Selectman Caldwell moved to amend the Executive budget to \$198,365, with \$25,000 being designated for Fire Department Study. Selectman Cormier seconded and the motion passed unanimously.

Ray Carbone commented that at the Board's meeting with Shaker School District that it had been discussed that Town and School events be taped and run on cable TV and has the Board discussed that. Chairman Watterson advised that they have never discussed it.

Town Administrator Beaudin advised the Board that email addresses have been set up for them and she will be forwarding there usernames and passwords to them.

Selectman Cormier inquired the status of the web re-design, Cary Lagace explained that she has contacted DK Net Design to let them know we wish to move ahead with the project, he indicated he would prepare a contract and forward it to the Town for signature.

Next Meeting

The next meeting was set for December 19, 2005 at 5:00 p.m. at the Corner Meeting House.

Non-Public Session

Chairman Watterson moved to enter non-public session at 6:00 p.m., in accordance with RSA 91-A: 3 II (a). Roll call was taken and those present and voting were Brian Watterson, Ronald Cormier and Reginald Caldwell. Also present were Town Administrator Jeanne Beaudin and Police Chief Vincent Baiocchetti.

Chairman Watterson closed the non-public session at 6:10 p.m. No decisions were made during the non-public session.

Town Administrator Beaudin inquired if the Board had reviewed the spreadsheet prepared relative to the health insurance co-pay paid by Town employees. The Board acknowledged that they had reviewed the document. Selectman Cormier noted that although the Town may see a reduction in the cost of health insurance in light of the possible carrier change; he did not recommend changing the present policy whereby the Town pays 100% of the applicable premium for the employee and 90% of the premium for the two-person and family, with the employee paying 10%. He stated that the taxpayers and the Budget Committee have been generous in supporting the current policy, as there are communities that have begun to require larger participation from their employees due to budget constraints. Selectman Caldwell agreed. The Board unanimously agreed not to increase the Town's share of the cost of health insurance for the two-person and family.

Adjournment

The meeting adjourned at 6:20 p.m.

Brian Watterson, Chairman

Reginald Caldwell

Ronald Cormier, Jr.