

Selectmen's Meeting Minutes

December 19, 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, Janet Breton, Ray Carbone of the Daily Sun and Melanie Nelson of the Citizen.

Those present stood for the Pledge of Allegiance.

New Parks & Recreation Director

Town Administrator Beaudin introduced to the Board the newly hired Parks & Recreation Director Janet Breton. She noted Janet officially started work today and has met with Tina Fleming and scheduled an appointment to meet with Mike Cozort at the schools. Work is progressing on the office trailer being set up for Janet and she was introduced to department heads at their staff meeting this morning. The Board of Selectmen welcomed Janet and wished her luck in her new position.

Minutes

Chairman Watterson asked the status of the Municipal Facility Committee request for participants, Town Administrator Beaudin advised that thus far we have one interested candidate and the ad is scheduled to run one more time before the deadline of December 30th.

Selectman Caldwell moved to accept the minutes of the meeting held on December 5, 2005 as written. Selectman Cormier seconded, the motion passed unanimously.

Selectman Caldwell moved to accept and seal the minutes of the non-public meeting, held on December 2, 2005 as written. Selectman Cormier seconded, the motion passed unanimously.

Public Hearing – FEMA Funds

Town Administrator Beaudin advised the Board that she had received notification from FEMA that they are going to include administrative fees that previously were disallowed bringing the total reimbursement to \$80,468.99.

Chairman Watterson opened the Public Hearing at 5:10 p.m. in accordance with RSA 31:95-b to accept unanticipated funds in the amount of \$80,468.99 from FEMA for damages resulting from the October floods.

Selectman Caldwell moved to accept the funds from FEMA in the amount of \$80,468.99, Selectman Cormier seconded and the motion.

Selectman Cormier asked what percent was represented by the reimbursement amount, Town Administrator Beaudin indicated that Bob Bennett had provided them with an itemized list of associated expenses in the amount of \$103,000 and the reimbursement represents 75% with the possibility that the state could give an additional 25%. She noted that a portion will be allocated to the Fire Department for staff time, but the majority will go to Bob Bennett's general expense account for Public Works.

With no further discussion Chairman Watterson called for a vote, the vote was unanimous in favor.

Old Business **Budget Work Session**

Conservation Commission Request

Town Administrator Beaudin reviewed a memo with the Board from Ken Knowlton of the Conservation Commission indicating that the commission will no longer be pursuing the purchase of the large parcel of land they had been looking at. They are now going to request that the Board support adding \$8,000 to their budget to assist with expenses associated with future open space acquisitions. Chairman Watterson indicated that the Conservation Commission has been working in areas that have led them to understand that there are other fees associated with land acquisitions such as legal fees and surveying and they don't currently have a budget line item to cover these expenses so they are requesting additional funds to assist with future purchases.

There was discussion of whether it should go into general expenses or have a line item of its own and it was decided it should have its own line item.

Selectman Caldwell moved to put \$8,000 into a professional services line in the Conservation Commission budget, Selectman Cormier second, the motion passed unanimously.

General Assistance

Town Administrator Beaudin advised the Board that Donna Cilley had been in to see her and discuss her budget. Donna wanted the Board to know that although there are several line items in her budget that will be over run, she is relatively comfortable with the budget she has put forth for 2006.

Health Insurance Update

Town Administrator Beaudin advised the Board that although the union held their meeting on December 12th and elected new officers, they did not have the 2/3 quorum to vote on the change to the health insurance.

Request from Chief Siegel

Town Administrator Beaudin reviewed a memo received from Chief Siegel requesting a wage increase for Deputy Davis effective April 1, 2006, for his added responsibilities associated with the merger of the Winnisquam Fire Department. Chairman Watterson expressed that he is sometimes not in support of changing a salary mid year due to more work being added. He feels that it should be done at year end or during their review. There was discussion regarding what would justify a change mid year.

Selectman Caldwell asked what would happen if the merger doesn't take place? Selectman Cormier added that there are still too many questions to know if the merger will happen for sure and the budget committee approved the Fire Department study. The Board of Selectmen felt that perhaps a decision on this should wait until after Town Meeting when the Board will have a clearer knowledge of what will be taking place. Town Administrator Beaudin acknowledged that she will notify Chief Siegel of the Board's decision to wait until after Town Meeting.

Street Lighting

Town Administrator Beaudin advised the Board that half of the lights at the Park & Ride have been shut off to help reduce the street lighting expenses, however she recommends an increase of \$1500 to the line item to offset the future expense of the Park & Ride lights and the proposed addition of ten new street lights. She noted that she anticipates adding lights on Depot Street, Dearborn, and Spring Street. She also noted that all the lights except for 2 along Depot Street had been shut off several years ago. Selectman Caldwell commented that about 10 years ago this budget had been greatly reduced causing those and many other lights to be turned off.

Selectman Caldwell moved to increase the Street Lighting budget 01-4316-220 by \$1500, Selectman Cormier seconded, the motion passed unanimously.

Water Line Relocation

Town Administrator Beaudin advised she has been communicating with the State of NH regarding the water relocation project on Route 3, with her latest

conversations with Mr. Suther indicating that the State is tentatively willing to reimburse approximately \$58,000 of the proposed \$322,000 project. She noted that Mr. Suther indicated that the State feels that the proposed plan includes more than the conflict area. She added that she told Mr. Suther that the Board of Selectmen were in support of the project when it was reasonable, now with the cost to the Town well over \$200,000 the taxpayers may not support the project and what would the consequences be if the voters at Town Meeting choose not to support funding the project. Mr. Suther advised her that the State would take the Highway Block Grant funds that are sent to the Town until the project is paid for, which could be two years.

Town Administrator Beaudin inquired if she should contact our local representative, John Thomas and ask him for assistance at the State level, the Board wasn't sure if that would make a difference but took it into consideration. Selectman Cormier added that if the project is zero funded and they take our Highway Block Grant money the Town could fight that those funds can't be used for utilities. Chairman Watterson expressed that the other projects the Town is working on with the state are going well and he wouldn't want cause problems for those other projects. Mr. Suther also mentioned that there may have been an implied understanding between the State and the Town at the time of the installation of the water system on Route 3, that if in the future there was a need to move the lines the Town would.

There was further discussion of the options regarding Highway Block grant funds and whether to fund or not fund the project. Selectman Cormier moved to not fund the Route 3 water relocation project at this time, Selectman Caldwell seconded, the motion passed unanimously.

Workmen's Compensation

Town Administrator Beaudin expressed that with the union not moving forward with a decision she plans to go back to Primex to discuss the Workers Compensation policy increase. She noted that several other communities have taken a stance on the changes that caused the large increase.

New Business

Purchasing/Bid Request Policy

Town Administrator Beaudin explained to the Board of Selectmen that she has been working on a bidding policy as requested and has been looking at the purchase order policy as well. She is recommending a change from purchase orders being required on all purchases, to them only being required on purchases over \$500.00, it would be a significant reduction in paperwork for both department heads and the Town accountant. She noted that department heads would need to be more aware of their purchases and budget levels. She also noted that with the bid policy she will be suggesting certain contracts and services be exempt from the bidding process, she hopes to have a draft to the Board in January.

Selectman Cormier commented that the proposed change in the purchase order requirements makes sense as long as the process is controlled.

Public Works Promotion

Town Administrator Beaudin advised the Board that Bob Bennett is recommending the promotion of Aaron Fluery from laborer to Grader operator following the recent application process. After finalizing the applications Bob is recommending Aaron and requesting the change effective December 18, 2005. He would like him at a grade 10 step 11. Bob feels he is an eager quick learner and will do well in the position.

Selectman Caldwell moved to promote Aaron Fluery to Grader Operator at a grade 10 step 11, Selectman Cormier seconded, the motion passed unanimously.

2005 Encumbrances

Town Administrator Beaudin reviewed the list of 2005 encumbrances (attached) with the Board of Selectmen. She noted that funds will be encumbered in these areas, funds for the damaged truck, work that needs to be completed on the Parks & Recreation office trailer, \$30,000 for the Library architect, completion of ADA compliance work at the voting area, and the cemetery trustees have requested \$2406 be encumbered.

Selectman Caldwell moved to accept the list of 2005 encumbrances as presented, with the addition of the Cemetery Trustees request, Selectman Cormier seconded, the motion passed unanimously.

Other New Business

Town Administrator Beaudin reviewed an email received from Candace Daigle outlining the proposal from Mr. Mayberry to continue the impact fee schedule studies. His estimate is \$23,000, for the projects that are listed in the CIP. Town Administrator Beaudin commented that the school component is already funded. Selectman Cormier asked if the proposal could be done in pieces, she indicated that it could but it would not be as cost effective. There was discussion regarding if there were to be certain studies done which ones they would be. Selectman Cormier offered that perhaps the Library would want to help fund the portion of the study that will cover the Library. Town Administrator Beaudin indicated that she would talk to the Library Trustees to determine their interest in funding that portion.

Town Administrator Beaudin read a letter from Mr. Peverly announcing his resignation from the Conservation Commission and a letter from Ken Knowlton requesting the Board consider appointing Ginger Wells Kay to a full time Conservation Commission member. After some discussion Selectman Cormier moved to accept Mr. Peverly's resignation from the Conservation Commission, Chairman Watterson seconded and the motion passed with Selectman Caldwell voting no.

There was additional discussion regarding appointing Ginger Wells Kay to the fulltime position with Chairman Watterson pointing out that she very involved and brings a lot to each meeting. Chairman Watterson added that the commission members,

after this most recent decision to not pursue the large tract purchase, have learned a lot and are taking what they learned seriously. He noted the Ms. Wells Kay has suggested to the commission that they develop subcommittees that may be more productive.

Chairman Watterson move to appoint Ginger Wells-Kay to a fulltime Conservation Commission member for the balance of Mr. Peverly's term, Selectman Cormier seconded, the motion passed unanimously.

Town Administrator Beaudin told the Board of Selectmen that all departments had worked well together at the recent fire and did the best job they could. Selectman Cormier commented that in light of the recent fire he felt the Budget Committee may want to readdress the purchase of a ladder truck. Chairman Watterson indicated that would be fine be he is still not in support of that purchase. Town Administrator Beaudin pointed out that at this fire they could not reach the building with regular ladders, it was in a bad location. The Board confirmed that they will stay with their original decision to not support the purchase of a ladder truck.

Next Meeting

The next meeting was set for January 9, 2006 at 5:00 p.m. at the Corner Meeting House.

Adjournment

The meeting adjourned at 6:55 p.m.

Brian Watterson, Chairman

Reginald Caldwell

Ronald Cormier, Jr.