



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, February 17, 2020 – 7:00 p.m. – Town Hall Conference Room

Members Present: Chester Deorocki, Chip Hussey, Rick Hussey, Jim Rolston, Steve Smith
Also Present: Matthew Scruton - Town Administrator; Rich Winsor – Chairman, Planning Board; John McDevitt, Steve Gerrato, Bob Dion – Planning Board

Chair Hussey opened the Board of Selectmen meeting at 7:00 p.m. A roll call was taken; Chair Hussey announced there was a quorum present for the Board of Selectmen and Planning Board, and the meeting was being live streamed and recorded.

I. APPOINTMENT

1. Planning Board Joint Meeting: Building Inspector Job Description

The Selectmen invited the Planning Board to this meeting for their input with the Building Inspector/Code Enforcement Officer's job description; their feedback would be valuable. TA Scruton updated members of both Boards that the Building Inspector's last day was Friday, February 14, 2020.

One area to be discussed was whether the position should be full-time or part-time. In the interim, the Town has contracted with MRI for a part-time person who would be available one to two days per week. Continuity was important to the Board of Selectmen. There may be some scheduling interruptions based on the interim inspector's availability. Advertising would need to be done to fill the position regardless of it being full-time or part-time. Another option was to continue with an MRI contractor at the rate of \$65 per hour, which would be more expensive than other long-term alternatives. R. Winsor was concerned with MRI on a part-time basis; the enforcement would not be there.

S. Gerrato questioned if there had been an exit interview. TA Scruton stated that the Building Inspector was excited about his new opportunity in Hampton. He did provide input on his job description. R. Winsor wanted to ensure that the plans developed at the Planning Board were enforced from construction to completion and the occupancy permit was issued. Compliance enforcement needed to be included in the job description. The Planning Board would like regular reports as well, possibly on a monthly basis. C. Deorocki noted that the Selectmen did receive written reports; TA Scruton received weekly status updates.

R. Winsor stated that the Planning Board's frustration with the Building Inspector was mentioned frequently. He also expressed concern that over the last several years there may have been a communication gap between the Selectmen's rep to the Planning Board and the Selectmen. S. Smith stated he had meetings with the Building Inspector and felt Planning Board concerns fell on deaf ears. J. Rolston stated he understood that the Building Inspector would be attending Planning Board meetings on an as-needed basis. As the Selectmen's rep, S. Smith had asked the Building Inspector on several

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occasions for updates to the Planning Board. R. Winsor stated the Building Inspector was completely disengaged from the Planning Board.

J. McDevitt suggested a firmer statement be included in the job description regarding code enforcement. He also noted that the Building Inspector was a very important position and should be reporting directly to the Board of Selectmen. Chair Hussey stated that Board had this discussion many times. The Town Administrator was available during the day; the Selectmen were not. J. McDevitt stated that the authority to discipline comes from the Selectmen and not the Town Administrator. He strongly recommended there be a Selectmen's rep for the Building Inspector—he needed to be responsible to the Selectmen. R. Winsor's preference was to have the Building Inspector reporting directly to the Selectmen. C. Deorocki suggested adding "reporting to the Board of Selectmen" in the job description; it would go through the Town Administrator day-to-day, with any problems going to the Board of Selectmen. TA Scruton noted that was currently the reporting structure. R. Winsor recommended deleting "scheduling and day-to-day work is carried out independently".

C. Deorocki felt MRI was a "good band-aid" right now; he agreed with the enforcement concerns. The Planning Board members did not currently see a lot of work coming forward. If the mixed-use ordinance passed, that could change; the potential was significant. J. McDevitt recommended part-time at three days per week. J. Rolston stated it should be a full-time position based on current projects.

Wages were discussed; TA Scruton had given Board members a projection used from towns within the State; R. Winsor stated the cost estimates were reasonable. Chair Hussey stated MRI indicated that it would be easier to hire part-time. Both Boards were in agreement a Building Inspector should not be hired for less than two days per week. TA Scruton stated MRI's limitation was that the interim inspector would not be available more than two days per week. Chair Hussey would like to see a log kept similar to what was done by a previous Building Inspector. The position will be to encourage part-time and full-time applicants.

The Road Agent position was discussed. S. Gerrato suggested including it in the Building Inspector's position and making it a full-time job. TA Scruton informed both Boards that Chief Cresta had suggested job-sharing the Building Inspector position with a member of the Fire Department.

MOTION: J. McDevitt moved to adjourn the Planning Board at 7:25 p.m. Second – B. Dion; all in favor.
MOTION CARRIED

II. PUBLIC COMMENTS

Individuals wishing to speak must sign in prior to the meeting. Time limit: 3 minutes per individual. The total time allotted shall not exceed 20 minutes, unless extended by the Board.

III. APPROVAL OF MINUTES

1. Monday, February 03, 2020

MOTION: C. Deorocki moved to approve the minutes of Monday, February 03, 2020, as amended. Second – J. Rolston; all in favor. MOTION CARRIED

IV. OLD BUSINESS

1. Weeks Library Update

Marcia McLaughlin, Weeks Library Trustees Chairman, updated the Board that bids have been received and were being analyzed.

2. Coakley Update

An article written by a Union Leader Correspondent in December 2019 was given to the Board. They also received a history of the Coakley Landfill written by Drew Hoffman, NHDES.

3. Other Old Business

Advertising for the Building Inspector position was discussed. The position will be posted with a part-time and full-time option; wages will be dependent on experience and qualifications. C. Deorocki noted there were a lot of open positions right now; he would like to be somewhat aggressive on this and get it done. There were too many jobs open. Applications will be reviewed by the Board. J. Rolston stated that when the Building Inspector was hired, he started updating some of the different processes within the Building Department; J. Rolston wanted that to be part of the job description. S. Smith recommended that quarterly reports to the Planning Board should be included.

V. NEW BUSINESS AND ADMINISTRATIVE

1. Annual Easter Egg Hunt

The Community Congregational Church has requested the use of the Green (across from the School) for their annual Easter Egg Hunt on Saturday, April 04, 2020 at 10:00 a.m. Set up will be at 9:00 a.m. They will work with the Police Department to address traffic concerns.

MOTION: J. Rolston moved to approve the use of the Green by the Community Congregational Church for their annual Easter Egg Hunt on Saturday, April 04, 2020 starting at 9:00 a.m. Second – S. Smith; all in favor. MOTION CARRIED

2. Easter Sunrise Service

The Community Congregational Church has requested permission to conduct an Easter Sunrise Service on the Bandstand grounds on Sunday, April 12, 2020 at 6:15 a.m. The service should last approximately 30 minutes. They will work with the Police Department to address traffic concerns.

MOTION: J. Rolston moved to grant permission to the Community Congregational Church to conduct an Easter Sunrise Service on the Bandstand grounds on Sunday, April 12, 2020 at 6:15 a.m. Second – S. Smith; all in favor. MOTION CARRIED

3. Other New Business

Voter's Guide: TA Scruton announced to the public who may be watching the meeting that an updated Voter's Guide was available in the Town Hall. Voting will take place on Tuesday, March 10, 2020. Candidates Night is Tuesday, February 18, 2020 at Greenland School at 7:00 p.m.

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Holiday Meetings: C. Deorocki questioned if the Board should look at holding meetings on holiday nights. The staff has to come in and they get paid extra wages, holiday wages. When he said he would be here, no problem; he thought it would make everything easier. In retrospect it doesn't make it easier for anybody. If invoices come in late and don't make it in by today, the bookkeeper is in by chance, then they have wait two weeks to get paid. His thought was to keep it the same, everybody is available. The small problem it might cause may grow. Just something to think about. Chair Hussey stated one Selectman was not going to be available on Tuesday night. TA Scruton appreciated the thought and thanked the Finance Director for all work she did during the day to prepare for the meeting. He did not feel it would cost the Town any additional money; he felt the staff that came in would be taking time off during the week.

300th Anniversary: Chair Hussey noted that the Beer Festival would probably take place in the parking lot. The Transfer Station may have to close at 1:00 p.m. He asked if the Board had any concerns about closing the Transfer Station early. The majority of the Board did not have a problem.

VI. ACCOUNTS PAYABLE – THURSDAY, FEBRUARY 20, 2020

1. Payroll Manifest 04

MOTION: J. Rolston moved to approve Payroll Manifest 04 in the amount of \$62,613.30. Second – R. Hussey; all in favor. MOTION CARRIED

2. General Fund Manifest 04

MOTION: J. Rolston moved to approve General Fund Manifest 04 in the amount of \$357,933.59 (School - \$300,000). Second – S. Smith; all in favor. MOTION CARRIED

VII. ADJOURNMENT

MOTION: S. Smith moved to adjourn at 7:35 p.m. Second – J. Rolston; all in favor. MOTION CARRIED

NEXT MEETING

Monday, March 02, 2020 – 7:00 p.m., Town Hall Conference Room

Submitted By – Charlotte Hussey, Administrative Assistant

Approved: