



BOARD OF SELECTMEN
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MINUTES OF THE BOARD OF SELECTMEN

Monday, October 31, 2016 – 7:00 p.m. – Town Hall Conference Room

Members Present: Vaughan Morgan, Kevin Forrest, John McDevitt, Jim Rolston, Paul Sanderson
Staff: Karen Anderson – Town Administrator

Chair Morgan opened the Board of Selectmen meeting at 7:00 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

I. APPROVAL OF MINUTES

1. Monday, October 17, 2016

MOTION: P. Sanderson moved to approve the minutes of Monday, October 17, 2016. Second – K. Forrest; four in favor, one abstain (J. McDevitt). MOTION CARRIED

2. Monday, October 24, 2016

MOTION: P. Sanderson moved to approve the minutes of Monday, October 24, 2016. Second – J. Rolston; three in favor, two abstain (J. McDevitt, K. Forrest). MOTION CARRIED

II. OLD BUSINESS

1. Rolston Park/Riverside Drive Culvert

Earlier in the year, the Town Administrator, Property Maintenance Supervisor, Barbara MacMillan (DES), Cheri Paterson (Fish & Game) and several engineers met regarding the dam removal and Rolston Park. There has been a drainage issue since development in that area. The water has been going into Rolston Park quicker than ever; locust trees died and had to be removed, erosion was continuing and there was flooding on the road. Underwood Engineering had looked at the area and recommended the culvert be replaced. DES and Fish & Game were asked to look at the work that was proposed to ensure there would be no additional impact. There was a discussion about a waterfront access path and boat launch area that will be done by Fish & Game. The Town would do stormwater protection (a rain garden) at the top of Rolston Park and replace the culvert.

At the Town meeting in March, a warrant article was approved for \$25,000 to be used for engineering, which is being done by Underwood Engineering. The proposal was for more work than originally anticipated. The contract for the project engineering is \$23,000; no payments have been made to date. The entire project will cost approximately \$108,000. The grant would allow 12% loan forgiveness. If just the culvert were repaired, the budget would stay within the \$25,000.

DRAFT: SUBJECT TO CHANGE

P. Sanderson noted most of the runoff was on the State CA right-of-way. The culvert that is the problem is on State property. The Town Administrator noted that the Town would need to work with the State to fix the problem; otherwise the erosion would continue. P. Sanderson suggested moving the culvert to Town property and put in a rain garden.

The Town Administrator will contact District 6 about fixing the culvert as well as informing Underwood Engineering to take no further action.

2. Other Old Business

Chair Morgan reviewed several items: the tax rate had been set at \$16.65; product purchasing by vendors had been limited to Town use only; the Town Administrator had been authorized to sign the 2017 waste hauling contract with Troiano. P. Sanderson added that approximately \$350,000 may be available in the Unreserved Fund Balance for re-appropriation. An estimate of construction underway as of April 01 indicates there may be an additional \$10 million available for taxation. Based on the current tax rate of \$16.65, there may \$165,000 in additional revenue to expend.

III. NEW BUSINESS AND ADMINISTRATIVE

1. Review of Town Administrator's Bi-Weekly Report

There was no discussion of the bi-weekly report.

2. Fairpoint Abatements – Special Counsel Engagement

The Town Administrator reviewed for the Board that Donahue, Tucker & Ciandella is representing several towns in the Fairpoint lawsuit. Abatements have been filed through the courts by Fairpoint for taxation of telephone poles. DTC has been working with them on a settlement that would involve all towns. The Town Attorney recommended the Town join with DTC in a consolidated case.

MOTION: J. Rolston moved to engage the firm of Donahue, Tucker and Ciandella as special counsel for the Fairpoint Tax Appeals from 2012-2015. Second – P. Sanderson; all in favor. MOTION CARRIED

3. Waste Management Contract

Waste Management was awarded the bid for hauling and disposal of demo materials. The rate for the first year is \$180 per haul and \$70 per ton. The average monthly tonnage is 14.68; the average cost will be \$1,985 which will be offset by an anticipated revenue of \$2,119.

The Property Management Supervisor spoke to a representative at Waste Management about the metal. Depending on the cost, full size containers may be placed at the Transfer Station for metal. Hopefully, it will save half the Town's hauling cost.

MOTION: K. Forrest moved to authorize the Town Administrator to sign the contract with Waste Management for the hauling and disposal of demo materials. The contract is effective January 01, 2017 at the rate of \$180 per haul plus \$70 per ton. Second – J. McDevitt; all in favor. MOTION CARRIED

4. Road Agent Position

Chair Morgan announced that Paul Hayden, Property Maintenance Supervisor, has been appointed as Road Agent for the Town. J. McDevitt stated that a letter had been received from the Building Inspector/Code Enforcement Officer indicating his interest in the position. The Building Inspector told the Board that his resume had been submitted as an option and not as a means to undermine anyone. Responding to J. McDevitt's questions, P. Hayden stated he would be able to handle the additional responsibilities of Road Agent. J. McDevitt suggested that the Town Administrator continue to do any RFP's and/or bids relating to roads. J. McDevitt would like to update evaluations and job descriptions to include new responsibilities.

The Town Administrator is taking calls from residents regarding road issues and giving them to P. Hayden for resolution and follow-up. P. Sanderson stated that all notifications regarding roads needed to be communicated to the correct person. If any staff member, including Town employees, fire, police, etc., is notified and information is not given to the correct individual, the Town would lose immunity under the Insufficiency Law. The Town Administrator requested that she be informed of any issues as well as the Property Maintenance Supervisor/Road Agent. The Building Inspector will maintain his current role and assist the Road Agent when necessary. There was a discussion about the chain of command. J. McDevitt suggested that the Town Administrator, Road Agent, Police Chief and Fire Chief meet to discuss the standard operating procedures.

A copy of the Insufficiency Law will be emailed to the Board.

5. Other New Business

Remembrance Park Memorial: K. Forrest updated the Board that they received a request to add a name. The Board discussed adding names once a year around Memorial Day.

6. 2017 Budget Review

- Fire Department: Chair Morgan, Chief Cresta, P. Sanderson and the Town Administrator have met with Stratham and Newington in an attempt to address the decreasing numbers in the Fire Department. P. Sanderson stated that the best course of action would be to continue with a volunteer department, which isn't possible. Should there be a 365/24/7 department? If there were no volunteers, the ultimate goal would be to have at least two people on a shift; it takes four people to cover one 24 hour shift. There would need to be a minimum of eight people and an administrator, or a total of nine full-time staff. Chief Cresta's proposals would include some volunteers and some paid individuals for 2017 and 2018.

Chief Cresta gave a brief overview of the department over the last two years. He discussed three options with the Board. (A) Full-time Deputy Chief @ \$25 per hour/40 hours per week with benefits. (B) Part-time Deputy Chief @ \$25 per hour/32 hours per week and no benefits. (C) Full-time Deputy Chief @ \$25 per hour/40 hours per week with benefits, one full-time firefighter @ \$20 per hour/40 hours per week with benefits, plus part-time firefighters/EMTs @ \$15 per hour/12 hour shifts (double coverage) and overnight on-call coverage @ \$10 per hour.

Chair Morgan stated it was important that the residents were aware that the Fire Department situation was fully vetted by the Selectmen. Keeping the budget in mind, all options were thoroughly reviewed and discussed.

DRAFT: SUBJECT TO CHANGE

Chief Cresta recommended Option B to the Board. There will be turn-over with the part-timers; some are looking for full-time jobs. The Town Administrator felt it might slow down the turn over if they were to see there is a future within the department. The current budget is \$295,051; this would increase it to \$368,207 (an increase of \$73,156). J. McDevitt suggested that the Deputy Chief position be thoroughly vetted to ensure that the person hired is interested in eventually becoming Chief.

The total Fire Department budget will be \$368,207. The volunteer firefighter stipend line will be \$64,000, down from \$84,000; part-time labor will go from \$111,384 to \$203,040. There will also be an impact on retirement and insurances, which will be an additional \$75,000 to \$80,000.

The increase in the Police Department budget, based on a 3% salary increase will be approximately \$100,000 which includes eight officers, retirement and insurances.

P. Sanderson stated that between the Police and Fire Departments, the budget has increased \$175,000; the additional revenue from projected growth has been spent.

- Wages: Several options for Town Hall employees were prepared by the Town Administrator. (1) 3% increase; (2) 2.25% increase; (3) bonus or flat rate amount based on 3% and 2.25% evenly divided between seven employees. There was a discussion about the flat rate amount vs. a percentage. P. Sanderson reminded the Board and those present that the Town is now SB2. If there is too much difference between the proposed budget and the default budget, they would be dealing with the default budget. At this point in the discussion, the difference between the proposed budget and last year's budget was \$463,000 or 12.8%.

The difference between the flat rate increases at 3% vs. 2.25% was approximately \$2,500; 3% flat rate for Town Hall employees and 3% across the board for police would have a significant impact on the budget. The Board was in agreement that the Police Department wages will be 2.25% across the board, and includes eight officers; Town Hall employees will receive a 2.25% flat rate increase.

- General Government – Town Office Improvements: Windows, security camera and new back door were discussed. A security camera in the main hallway can be done through the current budget. The back door will be revisited next year; the heating system is a priority. Windows will be included in the budget, with the exception of the one-way window. Wiring in the Town Clerks Office will also be included in the budget.

P. Sanderson recommended reducing the training funds for the Town Administrator by removing the ICMA Conference and dues costs. The ICMA Conference, which the Town Administrator attends every other year, was removed. She stated the dues were invaluable and information could be obtained through the website; dues will remain in the budget.

Replacing the Town truck was discussed and will be submitted as a warrant article; \$5,000 will be included in the budget for the truck. The four-wheeler and back hoe owned by P. Hayden were also discussed; they will be included in the budget.

Computer programs were discussed. P. Sanderson recommended Nuance rather than Adobe; he felt the document scanning software was missing some key elements and was removed from the proposed budget.

DRAFT: SUBJECT TO CHANGE

The changes in the budget at the close of discussions brings the overall budget increase to \$380,127 or 9.91%. No major warrant articles are anticipated.

7. Website

The Town Administrator updated the Board on the status of the new website. It should go online as of December 09, 2016.

IV. ACCOUNTS PAYABLE – THURSDAY, NOVEMBER 03, 2016

1. Payroll Manifest 22

MOTION: J. Rolston moved to approve Payroll Manifest 22 in the amount of \$49,429.10. Second – J. McDevitt; all in favor. MOTION CARRIED

2. General Fund Manifest 22

MOTION: K. Forrest moved to approve General Fund Manifest 22 in the amount of \$430,379.41 (School - \$350,000). Second – J. McDevitt; all in favor. MOTION CARRIED

3. Fire/Safety Revolving Fund Manifest 11

MOTION: K. Forrest moved to approve Fire/Safety Revolving Fund Manifest 11 in the amount of \$96.89. Second – J. McDevitt; all in favor. MOTION CARRIED

4. Police Special Revenue Fund Manifest 07

MOTION: J. Rolston moved to approve Police Special Revenue Fund Manifest 07 in the amount of \$842.14. Second – J. McDevitt; all in favor. MOTION CARRIED

V. ADJOURNMENT

MOTION: P. Sanderson moved to adjourn at 9:25 p.m. Second – J. McDevitt; all in favor. MOTION CARRIED

NEXT MEETING

Monday, November 14, 2016 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted – Charlotte Hussey, Secretary to the Boards

Approved: