

Selectmen's Meeting – November 8, 2011

Present were Selectmen Bruce L. Tatro, Deborah J. Davis and Nancy L. Carlson. Also present was Town Administrator Elizabeth A. Fox.

Chairman Tatro called the meeting to order at 6:10 p.m.

Financial Matters. Selectmen reviewed and approved accounts payable and payroll manifests.

Voluntary Benefit Program. Michael Cushman met with Selectmen requesting consideration by Selectmen of extending to town employees opportunity to participate in a group savings plus program offering Liberty Mutual insurance products. The program is offered by some other local employers such as SAU #93, the Town of Troy and Cities of Concord and Manchester. If Selectmen are interested in participating, they should execute the hold harmless agreement submitted.

Police Chief Recruitment. Selectmen reviewed and discussed information received from MRI and LGC regarding police chief recruitment processes and services offered by each.

Non-public session – RSA 91-A:3Ib, Hiring. Selectmen voted unanimously by roll call to go into non-public session at 6:40 p.m. Present were Selectmen and Town Administrator Beth Fox. Selectmen came out of non-public session at 6:55 p.m. voting by roll call unanimously to seal the minutes of the session.

Non-public session – RSA 91-A:3IIa, Personnel Matters. Selectmen voted unanimously by roll call to go into non-public session at 6:56 p.m. Selectmen came out of non-public session at 7:00 p.m. Selectmen voted to extend through November 14 the LOA status of S. Stewart.

Budget 2012 – Fire Department. Selectmen met with Chief Skantze reviewing his budget submission for Fire Department & Related Services – Attachment #1. Highlights within the operating budget detailed by Skantze include one of his priorities, a Saturday coverage program (proposed in 2011 but not implemented as Selectmen have requested provision by the chief of additional information). Call pay has been reduced as certain expenses anticipated for posting to call and training, such as administrative support, vacation coverage and extra details such as the Cheshire Fair, have been posted to the department's part time wage line item (v. calls/training). Funding has again been requested for department uniforms with the Chief advising that he had formed a committee to come up a plan and cost estimates. Currently, employees are provided with polo shirts and t-shirts. He would propose a minimum uniform to include uniform shirts and pants. Protective clothing is a line item requested to increase and allow for purchase of 10 new sets of gear annually in 2012. If ten sets are purchased in 2012, Skantze anticipates being able to return in 2013 to a cycle of purchasing 5 sets annually. Increased funding for vehicle fuel (gas and diesel) with usage information being provided to Skantze. Based on expenditures this year, additional funding has been requested for the gas line item. Radio repair, covering 3 base stations, 18 mobile units and minitors was discussed. Skantze advised that purchase of batteries has been deferred and will need to be included in the upcoming year. Three mobiles are maintained by the department in personal vehicles (2 captains and deputy chief). Those units will require replacement before 1/1/2013 to be compliant with federal regulations.

Items intended for funding through the various expendable trusts related to the department were reviewed. Purchase of pagers (10), with funding from the emergency communications expendable trust, attain compliance is again planned in 2012. Utilities were reviewed and building maintenance discussed. Facility plans (to be funded through the fire

station expendable trust) include replacement of a roof at Station 1 to reduce ice build up, replacement of lights at Station 1 and 2, finishing off the downstairs at Station 3 (to include construction of a controlled entrance and customer service window which will require some type of monitoring or communications system). Additional funds are not requested in 2012 for the fire pond and water holes expendable trust with Skantze advising that he wanted to investigate in 2012 whether it is possible to collaborate with DPW forces versus bidding out water supply improvements. Equipment purchases proposed for 2012 include upgrade to the town's thermal imaging cameras with Skantze advising that one of the 3 units was currently out of service and the other two experiencing battery issues. A wireless unit that would allow cameras to be read at the command car is also being considered. Selectman Carlson reported positive feedback from Nancy Brown regarding the thermal imaging cameras which were used at a recent fire at her home.

Status of the not for profit associations affiliated with the department was reviewed with Skantze reporting of efforts by those organizations to retain compliance with state regulations. Coverage provided by the department at the annual Cheshire Fair and whether those services were "in exchange" for use of the fairgrounds by the not for profit associations was discussed. Skantze advised there was no formal agreement detailing that the department would provide manpower for the fair's annual event in exchange for use of the grounds. He also advised that the department planned to reduce coverage at the fair in 2012.

The department's fleet was discussed with Skantze advising that the 1972 reel truck and 1980 pick up at Station 2 had been taken out of service and deemed surplus by the department. He recommended decommissioning the reel truck and not scheduling replacement as front line trucks now carry sufficient hose (4,000' each). The command car has 11,000 miles on it currently. Replacement of the 1980 pick up with a SUV unit has been proposed to Selectmen. Other vehicle replacement plans, including the 1987 Pierce and 1978 Ladder at Station 3 were discussed. Replacement of the 1987 Pierce is under discussion and tentatively scheduled for 2013. Replacement of the 1978 Ladder targeted for 2015. Discussions about whether replacement of the ladder with another used truck might be more feasible due to cost.

Skantze advised he would like to return to a future Selectmen's Meeting for consideration of purchase orders for tools. He advised member with questions regarding budget submissions to feel free to contact him.

Ashuelot Rail Trail Dedication. The dedication of the improved trail has been scheduled for Monday, November 21 at 11 a.m. Assembly point is the Krif Road Trail intersection.

CDBG Feasibility Study Grant. Selectmen approved proceeding with Provan and Lorber, the engineering firm recommended by the Viewpoint Cooperative Screening Committee.

Site Plan Approval & Landscaping Security – Sevene, Tax Map 57 Lot 118. Selectmen considered the judgment of the court and payment arrangement authorized requesting staff prepare a letter advising Mr. Sevene they propose retaining the funds currently held in exchange for a release of the balance of the judgment due the town.

Budget 2012 – Health Insurance. Premium increases, options for cost sharing and plan design were reviewed.

Consideration of Minutes of Selectmen's Meeting of November 1 and November 5, 2011. Selectmen approved the minutes of their meeting of November 1 noting a typographic error requiring correction in the non-public minutes of that date. Minutes of the November 5, 2011 meeting were approved as written.

Consent agenda. Selectmen authorized and/or executed the following consent agenda items:

- Certificate of Final Completion of Work – Ashuelot Rail Trail Project, designating the chair to execute on behalf of the Town.
- Correspondence to NH Housing Finance Authority re: 6 Railroad St.
- Raffle Permit #2011-22, Viewpoint Cooperative.

Meeting adjourned at 9:15 p.m.

Submitted by,

Elizabeth A. Fox
Town Administrator