

Selectmen's Meeting – March 20, 2012

Present were Selectmen Deborah J. Davis, Nancy L. Carlson and Kenneth P. Colby, Jr. Also present was Town Administrator Elizabeth Fox.

Vice-chairman Davis called the meeting to order at 6:10 p.m.

Election of Board officers for upcoming year – Chair, Vice-chair & Secretary. Selectmen voted to elect Deborah J. Davis to serve as Chairman, Nancy L. Carlson to serve as Vice-chairman and Kenneth P. Colby, Jr. to serve as Secretary. The board voted to continue to rotate service as ex-officio Planning Board member with each serving for 4 months (Carlson from April thru July, Colby from August thru November and Davis from December thru March). Action on designating an Open Space Committee representative was deferred.

LGC Officials Workshops. Information on upcoming local official's workshops was shared with members.

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

Selectmen recessed their meeting at 6:15 p.m. to participate as members of a Board of Recount in a recount of Articles 7 and 8 from Town Meeting 2012 – Attachment # 1, Notice of Recount.

Selectmen reconvened their meeting at 7:40 p.m.

PSNH Smart Start Program. Selectmen reviewed a spreadsheet detailing the estimated net costs and pay back periods for lighting improvements at the below listed town facilities. The balance of funds available in expendable trust or capital reserve accounts for various facilities were also reviewed as opting out of financing through PSNH maximizes rebate dollars resulting in the lowest net project costs. Rebates for each project are paid by PSNH to the installing vendor so action accepting those funds pursuant to RSA 31:95-b is not required. Selectmen authorized the Town Administrator to execute contracts and other necessary documents for the work detailed below:

- DPW Barn. Selectmen approved initiation of lighting upgrades at the DPW Barn with an estimated net project cost of \$4,087.49 authorizing up to \$4,300 to be withdrawn from the expendable trust for DPW Facilities Maintenance, Repair and Improvements to fund the project.
- Recycling Center. Selectmen approved initiation of lighting upgrades at the Center with an estimated net project cost of \$538.47 authorizing up to \$600 to be withdrawn from the capital reserve fund for recycling center improvements to fund the project.
- Town Hall & Fire Station #2. Selectmen approved initiation of lighting upgrades at the Town Hall (estimated net project cost \$2,443.93) and Fire Station #2 (net project cost estimated \$1,570.99 with amendment required for light in downstairs restroom) authorizing withdrawal of up to \$2,650 from the expendable trust for Town Hall Maintenance, Repair and Improvements and up to \$1,750 from the expendable trust for Fire Station and Related Facilities Maintenance, Repair and Improvements to fund the project.

With very long pay back periods, Fox relayed that Chief Skantze advised he would pursue work for Station 1 and 3 lighting improvements independent from the PSNH program.

Rules of Procedure. An updated draft of the Board's Rules of Procedure that included several forms aimed at assisting in organizing agenda information was distributed for members review.

Sale of Fire Department Surplus Equipment – 1980 Chevy pick up and 1972 International Reel Truck. Selectmen discussed disposal of these vehicles deemed surplus last fall determining that no minimum bid requirement would be set for the 1980 Chevrolet. Selectmen requested Fox query the Fire Chief and former Selectman Tatro seeking input to assist the board in determining an appropriate minimum bid amount.

Budget 2012. Fox advised, with failure of the MRSD warrant article to fund the SRO, she was reviewing and preparing for members consideration re-allocation of the proposed budget to meet the board's goal of filling the 12th officer's position with the officer currently assigned as SRO. It is expected that re-assignment of personnel from the school to the town will result in modifications to the Police Operating Budget, SRO budget and several sections of the General Government budget. Additional funds included in the budget for a police position that would have been added July 1 if the SRO program had been funded by the district will be assigned to the general government section of the budget.

Amendment of Carpenter Home Rate Schedule. Selectmen amended the Carpenter Home rate schedule to include a respite rate of \$110 per night effective 3/1/2012 – Attachment #2.

Personnel Policy Modifications effective 3/30/2012 related to salaried police sworn personnel. Selectmen approved amendments to several sections of the town's personnel policy – Attachment #3 – aimed at aligning the holiday related leave schedules for salaried police sworn personnel.

Friends of Airport Group. Selectmen requested that Bruce Tatro continue to represent the town on this ad-hoc group organized by Emile Legere.

Annual Adoption of Liability Statutes, RSA 31:104, 105, 106, RSA 508:12-b. Selectmen re-affirmed adoption of the provisions of RSA 31:104, 105 & 106 and RSA 508-12-b providing liability and indemnification protection to officials, employees and volunteers of the town in accordance with the terms of these statutes.

FD Invoice – Repair of Ladder truck \$1,791.07. Selectmen requested scheduling of Chief Skantze so he could review with them the circumstances and problem with the truck resulting in this repair invoice.

Payment Arrangement – Tax Map 88 Lot 23. Selectmen reviewed the satisfactory efforts by the taxpayer complying terms of a payment arrangement with the Town dated 4/21/2011 authoring Fox to establish a continuing payment arrangement with the taxpayer. Selectmen also approved abatement of \$150 of the outstanding tax liens requesting necessary paperwork be prepared for their next meeting.

Non-public session, RSA 91-A:3IIa, Personnel. Selectmen voted unanimously by roll call to go into non-public session at 8:25 p.m. Selectmen came out of non-public session at 8:28 p.m. Selectmen set the starting salary for a newly elected official.

Non-public session – RSA 91-A:3IIb, Recruitment. Selectmen voted unanimously by roll call to go into non-public session at 8:29 p.m. Selectmen came out of non-public session at 8:35 p.m.

Resignation. Selectmen accepted with regret the resignation of Town Administrator Elizabeth Fox effective April 20, 2012.

Town Administrator Recruitment. Selectmen discussed various processes for recruiting an administrator and options for supporting the board and organization through an interim period requesting Fox compile information and proposals for further consideration.

RSA 91-A:3IIb, Recruitment. Selectmen voted by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 8:50 p.m. Selectmen came out of non-public session at 8:55. Selectmen discussed need to recruit individuals to serve as deputy town clerk and deputy tax collector authorize Fox to develop staffing plan for 2 part time individuals.

Department Head Evaluations. Members discussed scheduling of this effort setting a goal to complete it prior to starting the 2013 budget process.

Consent Agenda. Selectmen voted to approve the following consent agenda items:

- Confirmation of J. Johnson and G. Coburn – Conservation Commission members with terms expiring TM 2015.
- Confirmation of Paula Shanks - Open Space Committee member term with term expiring TM 2015.
- Raffle Permit # 2012-07.
- Letter to DMV – advising that Town Clerk Donna Munson was authorized by the Board of Selectmen to serve as a municipal agent.
- Personnel Action Form, R. Morgan – Fire Department.
- Intent to Cut, Tax Map 89 Lot 5.

Consideration of Minutes of Previous Meetings. Selectmen took the following actions regarding minutes of their previous meetings:

- Approved as written the minutes of their emergency meeting of February 28, 2012 – Selectman Colby abstaining.
- Approved as written the minutes of their meeting of March 6, 2012 – Selectman Colby abstaining.

Enforcement. Correspondence from R. Dell'Erba was noted. Information regarding the matter will be compiled for members.

Impending Tax Deed Notices. Selectmen were advised notices had been issued. Unpaid balance reports dated 3/20/2012 were available for members review – Attachment #4.

Upcoming Meetings. Selectmen discussed upcoming meetings the scheduling of department heads and appointments requesting that efforts be made to provide to board members information in advance that will expedite consideration of matters. Next week's agenda is anticipated to include EMD Bohannon, Fire Chief Skantze and Police Chief DeAngelis. Selectmen requested they be advised that the board intention was to schedule appointments of approximately 15 minutes each. Opportunities for length discussion of department matters will be scheduled later in April. Davis requested Fox distribute to members the "pending items" list.

Meeting adjourned at 9:20 p.m.

Submitted by,

Elizabeth A. Fox - Town Administrator