

APPROVED

**Board of Selectmen
5 December 2011
Minutes**

6:00 pm – Chairman Don Guarino called the meeting to order. Present were Chairman Don Guarino, Selectman Ralph Lavin, Town Administrator Tim Warren and Clerk Lois Dionne. Also in attendance were Phyllis Buchanan, Bernadette Gallant, Roger and Elena Ball, Rich and Judy Bakos, Brett Currier and Chief Phil O'Brien.

After attendance, everyone stood for the "Pledge of Allegiance".

Police Dept. Budget – Chairman Guarino stated that due to a state mandate making changes to the retirement system, the town has to pay a greater share, especially in the fire and police departments. The fire and police chiefs were asked to find a way to make changes to their budgets to include the extra \$20,000 in retirement payments while level funding their budgets.

Chief O'Brien presented his budget with cuts to level fund the budget. He stated that, because no one has been in the sergeant position for a year, the Selectmen had discussed cutting that position, and since he could find no other way to come up with the kind of money needed, he had cut the sergeant position from a full-time position to a part-time position. This cuts \$14,000 from the budget and would allow him to have someone in the sergeant's position for four days a week. In addition to wages, benefits expenses would also be less bringing his budget request in under budget from last year.

Police Cruisers – At previous meetings, the Selectmen had been asked about extra cruisers that are just hanging around town rather than being sent to auction. Chief O'Brien was asked how many vehicles the department has. He said they have a total of eight vehicles - 5 duty units, and three special. One of the three is used for detail, one is a DARE vehicle, and one is at Belknap Communications and will be used as an unmarked vehicle. They also have an old cruiser that was totaled in an accident, and it has been being used for parts.

Selectman Hatch arrived at meeting.

Budget Review – The Selectmen reviewed the budget for General Government Buildings. Tim had just gotten the final numbers they need to complete that budget. Tim

reported that the Road Agent had also made adjustments to his budget, as had been requested, and brought the budget in just under last year's, as did the building inspector.

Joanne and Frank Gianni joined the meeting during the budget discussion.

Tim distributed copies of warrant articles he has drafted so far for the Selectmen to review for next week.

The capital outlay account was reviewed; a warrant article will be drafted for a new driveway for the recycling center. There was a brief discussion of a new ambulance due in 2012 on the capital improvement plan, and whether it would be better to do a lease-purchase rather than buy it now, or if we could just lease one. Tim didn't think we could get a simple lease for an ambulance; he will have the fire chief look into it.

Cemetery Budget – There had been questions about the cemetery trustee's budget. Tim had a letter explaining their request. Chairman Guarino had also spoken with Candace Daigle. One of the major increases was for a stonewall project in the Beech Grove Cemetery, grounds keeping and the removal of some trees.

Mandatory Recycling – Chairman Guarino stated that when the Selectmen had held a public hearing for mandatory recycling, it had been his opinion that residents didn't want the Selectmen to make a decision, but leave it up to the voters at Town Meeting to decide what way the town should go with their recycling. He said the options are to leave things the way they are, go to mandatory recycling or institute pay-per-throw; single-stream recycling is not an option due to the set up of the facility.

There was a brief discussion of what the Selectmen would support in regards to recycling. RCAP Solutions, who did a survey of the facility, recommended pay-as-you throw, and residents, in response to a survey, wanted things to stay as they are, but the recycling committee recommended mandatory recycling. After a brief discussion, it was decided to try to set up a meeting with the lady from RCAP before making a decision.

Thank You – We received a thank-you letter from CASA for our support in 2011.

Loon Pond Dam – We received a letter from DES informing us that in an inspection done on October 26, 2010 they found trees and brush they felt were too close to the dam, within 15', and recommended that they be removed. Pictures were included with the letter. Looking at the pictures, Tim felt if the trees were removed fifteen feet back, it would be close to some of the cottages in the area; he also questioned if we would have to get a shoreline protection permit.

Public Input- Chairman Guarino read "Public input is reserved to allow residents, without prior notice, to bring forward new information on matters of interest to the Town. Existing cases or applications shall not be heard. Residents with existing cases or

applications shall use the channels established for appeal or submission of new information in their cases. The Selectmen reserve the right to place time limits on public input. No vote will be taken on any matter brought in through public input unless a dire emergency requires such action.”

Police Budget – Brett Currier stated that he appreciated that the Selectmen are trying to cut the department’s budgets, but he was very disappointed tonight when he heard the police chief take a \$14,000 cut in his budget by cutting the sergeant position from a full-time position to a part-time position. He felt it was going backwards, and the cut should be found in different line items. Brett said he didn’t care if the position is not filled right now, but once the position is taken out, it is hard to get back. Chairman Guarino noted that the position was not being removed, but the Chief was asking to make it a part-time, rather than a full-time position; there was only one day being taken out of the position. The Selectmen will discuss it later.

Anne Kirby, Steve Bedard, Officer Matt Currier, Tom Scribner, Linda & Ernie Hudzeic and John Wahlstrom joined the meeting.

Corners Library – Elena Ball stated that at the last Selectmen’s meeting, when the Selectmen were reviewing the budget, it was mentioned that the Corners Library had requested \$3,500 this year, but the Selectmen were recommending \$2,500. She asked if there was any chance of finding funds by having employees (fire & police personnel) in the 4th of July parade volunteer their time rather than getting paid.

Memo – SAU – Roger Ball stated that at the end of last week’s meeting Selectman Lavin had come up with an excellent idea of having a memo sent to all department heads telling them to refrain from doing Town business at the SAU Office. He said Tim had said he had verbally told the department heads, but Mr. Ball felt it should be documented because verbal does not “stand the test of time”.

There was no more public input at this time, but Chairman Guarino said he would hold public input open until 7:30. This, however, did not mean the public could address items the Selectmen would be addressing during that time.

Unfinished Items – Selectman Hatch reminded the board that they had some unfinished items that had to be addressed. These include update of the personnel policy, appointing a Records Retention Committee, and addressing the use of Alcohol at Crystal Lake Park with the police chief and parks director.

Fire Department Overtime – Selectman Lavin stated that there had been confusion about when overtime had to be paid to firefighters. He asked what the decision had been. Tim replied they were to be paid overtime after 48 hours. Ralph asked if we had compensated them with retro pay for hours in the past. Selectman Hatch said it was her understanding that there would be no retro pay, but overtime would be paid after 48 hours

from the date of that decision forward. Tim asked if they had discussed giving retro pay back to the first of the year. Rachel said that was not her recollection. Selectman Lavin felt, some time ago when he had signed payroll, he had seen checks for retro pay. Selectman Hatch asked Tim to look into the manifest, and Lois to look into the tape.

Public Input – Chairman Guarino asked if any members of the public had more input before he closed the session.

Police Budget – Brett Currier reiterated what he had said previously about cutting the sergeant position from full time to part time, and said the Selectmen should discuss it soon.

Officer Currier stated that the town has been getting slammed with burglaries during the past few months; they have been occurring during the daytime, and the reason they are getting “whacked” is because they don’t have enough people out there, and to cut the sergeant position isn’t going to help the department or the town.

Selectman Lavin said the chief had come up with the idea.

Chairman Guarino closed public input.

Year-Round Library Update – Anne Kirby, president of the Year-Round Library Association stated that the Year-Round Library had a successful year. There have been a lot of changes. They have four new board members, a new assistant for the children’s services and a new librarian. They now have over 1,200 cardholders. They have had 8,500 visitors and over 10,000 items have gone out. They have a very successful newsletter, and will be having a better website; they have also worked on policies and employee handbooks. Ms. Kirby said they have had successful grants and fund raisers, so it looks like they would be requesting less funding from the Town than last year.

Ms. Kirby asked the Selectmen to consider including the library request in the Town warrant this year, rather than having to submit a petition warrant article.

Bob and Diana McElwee joined the meeting.

Corners Library Trustees – Tom Scribner stated that they had received a letter requesting their appropriation for the year, and returned it to the town with their request, but hadn’t heard anything more. He said he had received a phone call informing him that the Selectmen had discussed the library budget, but he added they hadn’t talked to any of the trustees. Mr. Scribner said he knew, by looking at the minutes that the Selectmen had all the other departments in; he was concerned so had called Tim, who told him the budget had to be in by Wednesday. Mr. Scribner said the trustees were concerned because he had heard the Selectmen were considering cutting the budget request, and asked if that were true. Selectman Hatch said they had talked about it. She said they had

recapped that the trustees had brought forward a budget to the Selectmen that they (selectmen) had recommended and brought it forth at Town Meeting, and on the floor at Town Meeting Mr. Hudzeic had increased the amount of money, and the residents voted for the increase. She said the Selectmen talked about bringing the amount back to where it had been before Mr. Hudzeic had asked to increase it.

Selectman Hatch asked if all department heads were asked to meet with the Selectmen. Tim replied that they don't usually meet with department heads with the smaller budgets, such as planning, zoning, HDC, assessing, etc.

There was a great deal of discussion during which it was stated that the monies the library receives does not meet their needs, and Phyllis and Willie Buchanan and other people had been using their own money to meet their needs. Selectman Hatch said the Selectmen were never informed of this, and that they had never been presented with a breakdown of income and expenses for the library, so they had no way of knowing this; there seems to be a break down in communication in what they are asking for, and why. Steve Bedard said the Town should fund what it costs to run the library. The trustees were asked to present figures of what it actually costs to run the library; without true figures the Selectmen have no way of knowing what should be budgeted.

7:45 pm – Recess

7:54 pm – Back in Session

Approval of Minutes – The Selectmen reviewed the minutes of last week's meeting. Chairman Guarino wanted it clarified that last week when they had been discussing the possible repair of the foundation and drain at the Old Town Hall, he had stated that because of all the expenditures, he was against the expense, whereas Rachel had said she would be willing to put it on a warrant article.

MOTION – Selectman Lavin moved to accept the minutes of November 28, 2011 as amended. Selectman Hatch seconded. Motion passed 3-0.

Representatives to Concord Regional Solid Waste – Tim said we had a request to make sure the names of the representative and alternate Concord Regional Solid Waste representative are up to date; Justin Leavitt is the representative and Tim Warren is the alternate. He said they need a motion to continue with those representatives.

MOTION – Selectman Hatch moved to continue to have Justin Leavitt as representative and Tim Warren as alternate representative to Concord Regional Solid Waste. Selectman Lavin seconded. Motion passed 3-0.

Recycling Income for the month of November was \$1,622.

Recycling Committee – Present were recycling committee members Barbara Swanson, Justin Leavitt and Lew Henry. Ms. Swanson stated that the recycling committee had met last week, but didn't know what they are supposed to do next. She asked if the Selectmen were going to support the recommendation they had made last summer to go to mandatory recycling. She said they had heard nothing more.

Selectman Lavin stated that at the public hearing residents had continually expressed that residents wanted the opportunity to vote on it at Town Meeting on a warrant article. Chairman Guarino said the Selectmen were told the recycling committee had made their recommendation, and then had disbanded, so, therefore, there was no reason to communicate with the committee.

Ms. Swanson said they had been given reappointment letters to keep going, and several of them had been sworn in. She said she hadn't know if the selectmen were going ahead with a warrant article, and asked if there was anything they could do to help to get the article done. She asked if they would be putting in a warrant article for a new driveway.

There was discussion about which way the town should go, and getting information to the people before town meeting. Barbara was encouraged to resurrect the articles they had published during their research, and put them in the papers again.

The Selectmen said there would be warrant articles presented at Town Meeting, one for pay-per-throw, and if that passed they would need to present an article to set up a fund to raise money for the bags; there would also be an article for mandatory recycling. If residents vote down both articles, recycling would stay the same as it is. Selectman Hatch said the Selectmen had discussed a warrant article for a new driveway for the facility.

Boot Drive – Rachel stated that Israel Willard had brought up the issue of the Boot Drive the Firemen's Association hold. She asked if the Boot Drive was a Selectmen's issue. Chairman Guarino stated that the fire department equipment would not be used for Veterans Day. He said he had talked to the fire chief about the funds for the Boot Drive, and was told that the boot drive all has to do with the Firemen's Association. Tim said the chief had said the association uses some of those funds to purchase items for the fire department. Tim said it is his understanding that the reason for use of fire equipment during the Boot Drive is so that if there is a fire, the men could go to the fire from there rather than having to go back to the station. It was felt the issue is between Mr. Willard and the firemen's association.

Cash Receipt Policy – Last week the Selectmen were presented with a draft of the Cash Receipt Policy for review. The Selectmen had asked Jen Correia to establish a policy for the Town. There was a brief discussion of the policy.

MOTION – Selectman Hatch moved to adopt the Cash Receipt Policy as Drafted. Selectman Lavin seconded. Motion passed.

Personnel Policy – The Selectmen will hold a work session on Tuesday, January 3, 2012 to work on updating the personnel policy.

Uniformed Officers at Town Meeting – Selectman Lavin had previously brought to the Board's attention a concern of a resident having the police and fire personnel in uniform at Town meeting because he(the resident) feels uncomfortable voting on big fire and police issues with them watching him for fear of retaliation. He had been told he could request a secret ballot vote, but the resident didn't feel comfortable doing that. Chairman Guarino said the selectmen could not help the resident with that issue.

Record Retention Committee – The Selectmen had been notified that the Town had to establish a Record's Retention Committee. At a previous meeting it had been formally moved and voted to establish the committee. The letter stated that members had to be the town clerk, tax collector, treasurer and assessor for each town.

MOTION – Selectman Hatch moved to appoint Deputy Treasurer Lois Dionne, Town Clerk Debra Cornett and Assessing Clerk Cindy Bedford to the Record's Retention Committee, with the strong recommendation that they set up an initial meeting in January 2012. Selectman Lavin seconded. Motion passed 3-0.

Police Department Budget – The Selectmen discussed the recommendation of the Police Chief to level fund his budget by cutting the sergeant's position from a full-time to a part-time position. There was a very lengthy discussion of the budget, what impact making the position a part-time one would have, and the fact that the chief was the one who had recommended the change. Selectman Hatch didn't like the idea of cutting the position to a part-time one; Chairman Guarino felt they should honor the Chief's request. Selectman Lavin stated that it was the chief's idea.

The issue was tabled while the Selectmen discussed the Corner Library budget. After a brief discussion, during which Selectman Hatch reiterated that they need actual figures on what it costs to fund the library, the Selectmen agreed to support the trustees' request of \$3,500.

Continuation of the Police Budget - The Selectmen and Town Administrator reviewed the police department budget line by line, making cuts they felt could be made, including cutting the sergeant's position salary by \$10,000 and keep the position full time. Tim will inform the chief of the recommended changes.

9:40 pm – Selectman Hatch moved to enter into Non-Public Session per RSA 91-A:3, II(a) – Dismissal, promotion or setting compensation for public employees or the investigation of any charges against him, unless the employee affected has a right to a

12-05-11 BOS

APPROVED

meeting or requests that the meeting be open, in which case the request shall be granted. Selectman Lavin seconded. Motion passed 3-0.

The Selectmen discussed a personnel issue.

9:45 pm – Selectman Hatch moved to come out of Non-Public Session. Selectman Lavin seconded. Motion passed 3-0.

MOTION – Selectman Hatch moved to seal the minutes of the above non-public session. Selectman Lavin seconded. Motion passed 3-0.

9:46 pm – MOTION – Selectman Hatch moved to adjourn the meeting. Selectman Lavin seconded. Motion passed 3-0.

Respectfully submitted,

Lois Dionne
Recording Clerk