

SELECTMEN'S MINUTES

MONDAY, DECEMBER 11, 2017

The Selectmen's meeting for Monday, December 11, 2017 started at 6:30 p.m. Present were Selectman Ayer, Selectman Bailey, Selectman Hatch, Selectman Knapp, Chairman O'Brien, Administrator Scruton and Clerk McNeil.

Chairman O'Brien welcomed everyone and led in the Pledge of Allegiance.

APPOINTMENTS

Open Fire Department Pick-Up Truck Bids – Nine bids were received. Chairman O'Brien opened the following bids: Irvine - \$1150, Woodworth - \$2010, M. Scruton – \$4127.50, Dabbagh – \$1768.00, Laste - \$2100, Knight's Garage - \$1260, Richards - \$1010, Brown - \$1500, Berry - \$2797. Selectman Bailey moved to award the bid for the 2008 Chevrolet Pick-Up Truck to Matthew Scruton, seconded by Selectman Knapp. It was unanimously voted in the affirmative.

Open Highway Department Truck (2) Bids – Two dealerships submitted bids. Chairman O'Brien opened the following bids: Foss Motors – 2018 Dodge Ram - \$29,627 plus two plow options 9' plow - \$5,500 and 9-1/2' plow - \$6,850. Also, 2018 Dodge Ram with dump body and 10' plow - \$61,615. Dover Chevrolet bid on a 2018 Chevrolet Silverado Pick-Up Truck - \$37,136.34 with 9' plow. Peter Cook will review the bids and check on the current state bid.

The remainder of the meeting focused on a meeting with the Recreation Commission, town Attorney Jae Whitelaw and the Board of Selectmen. – The Board along with the Recreation Commission sent questions to the town's attorney to review and comment mainly regarding the use of the Revolving Fund and being "self-sufficient" from a 1997 warrant article. At a town meeting, the town voted for a Recreation Commission, a revolving fund and money in the town's operating budget. The Recreation Commission is in charge of recreation in the town. As voted the money comes in from programs and goes out of the revolving fund for those programs. It was asked whether the funds in the revolving fund could be used for capital expenses. Attorney Whitelaw believes that they can. The statute provides that the revolving funds can be used "for lands and other purposes described in RSA 35-B:1", which included constructing facilities, provided no commitment to future costs by the town. Selectman Knapp had proposed the cut of \$20,000 from the operating budget hoping that the \$20,000 would come out of the revolving fund with the goal for the department to be more self-sufficient. A memo of understand (MOU) was signed in 2013 that provides that most recreation employees will be paid from the revolving fund, except for the director, assistant director and administrative assistant who will be paid from the town's operating budget. Either party, the town administrator or the recreation director can seek to revisit the terms of the MOU. The Board of Selectmen has the final authority if an agreement can't be reached. Selectman Ayer, who ran on the voice of the people, stated that the town elders feel that the Recreation Department was outlined to be self-sufficient. Recreation Commission member, Jim Noble would like to settle this once and for all. There is the option of a warrant article if they don't

agree with the decision of the Selectmen with funding, however the Selectmen do not have to spend it. Selectman Knapp stated that the Recreation Department started with one employee and it has gotten bigger. We are trying to manage town costs so we are caught on how are we going to balance out this issue. Jill Hilfiger noted that recreation commission has been moving operating costs to the revolving fund and the programs pay for themselves. The foundation of the department is salaries and benefits and minimal operating supplies. The operating budget is for basic structure and needs. The Recreation Department benefits the entire community and they have a huge impact. They have been building for the future to be prepared. They will be rebuilding the playground which could cost upwards to \$150,000 and won't have to ask the taxpayers for any money to do so. If people don't use the Recreation Department, it is their choice. The current Recreation Commission and director have done a great job. Selectman Bailey asked if they are charging too much money for the programs to be able to add so much money to the revolving fund. Tara Barker explained the upcoming plans for money in the revolving fund - upgrade the playground, strategic planning needs assessment, resurface the gym floor, night and weekend supervisor and his/her benefits. Selectman Knapp suggested reviewing the MOU as a group. A special fund, capital reserve account, could be established if they have another purpose for some of the revolving fund money. Chairman O'Brien noted that other departments have revolving funds for future needs. Selectman Knapp moved to retract his motion that had been tabled to pull \$20,000 out of the Recreation Department operating budget and review the MOU before Deliberative Session, seconded by Selectman Ayer. It was asked if the Recreation Commission would consider picking up the cost of the custodian through the Revolving Fund. Selectman Knapp noted that this will leave the three administrative positions in the operating budget as sustained positions. Several years ago this position was moved from the general government budget to the Recreation operating budget.

There was a five minute recess for the Commission to discuss this request.

The Recreation Commission agreed with the Board and will pick up the cost of the custodian and benefits through the Revolving Fund. Currently the salary and benefits are approximately \$10,000. Selectman Knapp moved to pull the custodial position salary and benefits out of the operating budget, seconded by Selectman Ayer. Chairman O'Brien asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Knapp – aye, O'Brien – nay. The motion passes. The MOU will be reviewed at the January 8th meeting. Selectman Knapp thanked the Recreation Commission as he knows this is a challenging position and it was great compromise. He thanked them for all the time and commitment - they do an amazing job.

PUBLIC COMMENTS

REVIEW OF MINUTES – December 4, 2017 – Selectman Knapp moved to approve the minutes of December 4, 2017, seconded by Chairman O'Brien. It was unanimously voted in the affirmative.

STAFF REPORT

Administrator Scruton

1. Administrator Scruton noted that he received “estimating details” from Groen Construction for an addition to the police side of the public safety building and the cost for a new police station. It was noted that an addition to the public safety building would need to include the whole building having a sprinkler system installed. Groen Builders gave a cost to renovate at approximately \$1,050,000 and to build new at \$1,350,000. The Fire Dept. would get the finished space that has been occupied by the Police Department. Selectman Ayer moved to table the numbers and discuss in non-public session at the end of the meeting, seconded by Selectman Knapp. Chairman O’Brien asked for a roll call, Ayer – aye, Bailey – nay, Hatch – aye, Knapp – aye, O’Brien – aye. The motion passes.

Clerk McNeil

Clerk McNeil requested signatures on the following: two abatements, equalization survey, and payroll manifest dated 12/3 and vendor manifest dated 12/5.

PUBLIC COMMENT

Ron St. Jean asked where would a proposed new police station would be located. He hoped that it wouldn’t be located at the old town office site as that is where the proposed new library will be built. It was noted that they aren’t looking at that piece of land.

Selectman Hatch noted the she was pleased to see picture of Polly Swain and Chief Williams in the newspaper.

Selectman Knapp moved to go into non-public session at 8:54 p.m. per RSA 91-A:3 II for reputation, land and personnel, seconded by Selectman Ayer. Chairman O’Brien asked for a roll call, Ayer –aye, Bailey – aye, Hatch – aye, Knapp – aye, O’Brien – aye. The motion passes.

Selectman Knapp moved, Selectman Hatch seconded to exit nonpublic at 9:25 p.m. Dan Ayer-aye, George Bailey-aye, Dawn Hatch-aye, Andy Knapp-aye, Casey O’Brien-aye. Approved 5-0.

In open session:

Selectman Knapp moved, Selectman O’Brien seconded to seal the minutes indefinitely to avoid adversely affecting the reputation of a person not a member of the Board. Dan Ayer-aye, George Bailey-aye, Dawn Hatch-aye, Andy Knapp-aye, Casey O’Brien-aye. Approved 5-0.

The Board discussed the needs for replacing the rented Town Offices and the serious needs at the Police Station. The Board discussed how to approach meeting both needs. The Selectmen felt the two should be addressed together with both either attached or in close proximity to each other. Building new for the Police Station made more sense than the addition at the

current public safety building. Renovation could cost more. Moving would free up over 2,000 square feet of space for the Fire Department as it continues to expand. The Board felt the property on Redemption Way would be a good location and free heat could be provided from TURBOCAM's operation. The Board directed the Town Administrator to include a bond article in the budget for \$1,500,000 and to have a warrant article for \$1,000,000 to be provided by Fund Balance for the project. Mallego Road Bridge would be the other priority for a separate article using Fund Balance. Fund Balance would also be used to offset the tax rate impact of the bond for Stonehouse Forest in the operating budget. The Town Administrator was also directed to post for the public hearing on the bond.

Selectman O'Brien moved and Selectman Knapp seconded to enter nonpublic session for Personnel RSA 91-A:3ii (a) at 9:50. Dan Ayer-aye, George Bailey-aye, Dawn Hatch-aye, Andy Knapp-aye, Casey O'Brien-aye. Approved 5-0.

Selectman O'Brien moved, Selectman Knapp seconded to recess to a non-meeting for discussion of labor negotiations. Approved 5-0

Selectman Ayer moved, Selectman Bailey seconded to come back from recess into the nonpublic session. Approved 5-0.

Board signed the nonpublic public minutes from December 4, 2017.

Board decided to wait until the December 18th meeting to discuss candidates for the Deputy Town Administrator position.

Chairman Knapp moved, Selectman O'Brien seconded to exit nonpublic session at 10:10 PM. Roll call, Dan Ayer-aye, George Bailey-aye, Dawn Hatch-aye, Andy Knapp-aye, Casey O'Brien-aye. Approved 5-0.

Meeting adjourned at 10:10 PM.