

## SELECT BOARD MINUTES TUESDAY, OCTOBER 9, 2018

Chairperson Bailey opened the meeting for Tuesday, October 9, 2018 at 6:30 p.m. Present were Selectperson Ayer, Selectperson Hardekopf, Selectperson Hatch, Selectperson Knapp, Chairperson Bailey, Administrator Scruton, Intern Conner MacIver, and Clerk McNeil.

Chairperson Bailey welcomed everyone, led in the Pledge of Allegiance and noted his rules of order for the meeting.

### APPOINTMENTS

BUDGETS – Overall Presentation – Administrator Scruton presented a power point of the overall budget. Administrator Scruton noted how we pay for local governmental services with the various revenues. He showed the change in the town's portion of the tax rate for six years and spoke of measures of financial stability. There is a difference of \$115,019 in the operating budget from 2018 to 2019. He discussed changes in the operating budget noting the lines which have an increase of over \$10,000 and the lines that have decreased. There are also items that are still outstanding or needing to change. The assessed values will be looked at as part of the town's certification. One of the major items not included in the budget are upgrades to the Police Station/Public Safety Building regarding risk, regulatory and compliance issues. There are two bond articles which include a new town office and a new library. The town hall bond would be for \$2,000,000. Five acres of good land has been offered free to the town provided the town would build within a specific timeframe. The location is on Route 125. The proposed town office would include meeting space, record storage and more parking. The proposed library would cost is \$5,139,000. It would have meeting space and add a lot more space for the library use. Other warrant articles were reviewed including road paving and maintenance and capital reserve articles. Selectperson Hardekopf noted that there needed to be a line item for the Tri-Centennial celebration. Administrator Scruton noted that he line for this was mislabeled and will be corrected.

CIP – Capital Improvement Program – Marcia Gasses noted that the Barrington Planning Board has been working on the CIP. This is a plan - no expenditure of money. CIP is defined as outside normal operations and maintenance and is used to anticipate major projects. It is a snapshot of what the town needs to look forward to in the future for large-scale capital expenditures. Ms. Gasses explained the various proposed expenditures for 2018, 2019, 2020 and 2021.

Open Truck Bids – Three bids were received for the new dump truck – Viking, Liberty and Freightliner. There was various paperwork attached that will be reviewed by Peter Cook and he will make a recommendation to the Board.

### PUBLIC COMMENTS

Peter Royce – Chairman of the Budget Committee – He discussed the procedure for the 2019 budget season. He would like the Board's support to continue the same procedure as last year.

REVIEW OF MINUTES – October 1, 2018 – Selectperson Hatch moved to accept the minutes of October 1, 2018, seconded by Selectperson Hardekopf. It was unanimously voted in the affirmative.

## STAFF REPORT

### Administrator Scruton

1. Administrator Scruton asked the Board if they would support the Recreation Department moving into the current Library space when the Library moves out of their current location. Selectperson Knapp moved to support the Recreation Department moving into the current Library space when the Library moves out, seconded by Selectperson Ayer. It was unanimously voted in the affirmative.
2. Administrator Scruton asked the Board how they want to proceed with the upgrades to the police station and the proposed town office. The process and timeframe. Selectperson Knapp noted the Building and Life Safety Code Review for the Public Safety Building. Selectperson Knapp had further questions and concerns. But feels the Board needs to find a solution to the current problems. It was suggested to ask the representative from JCM Code Specialists to explain the review to the Board. John Huckins reviewed the “code review” and noted his opinions and felt that the town needs more information. The report really doesn’t say anything. Selectperson Hatch feels the Board should be copied on this information. The Board suggested not paying the contract until all the information is received. Selectperson Ayer supports the police station upgrade and the proposed library.
3. Deputy Town Administrator job description. Selectperson Hardekopf moved to accept the revised Deputy Town Administrator job description, seconded by Selectperson Knapp. It was unanimously voted in the affirmative.
4. Water Committee Direction - Chairperson Bailey has talked with people who were involved in the committee in the past. Selectperson Hardekopf suggested checking with like size town’s to see their mission. The town has a considerable amount of water on parcels are owned by other communities. Administrator Scruton will contact the Town of Auburn which feeds water to the City of Manchester. This issue will be tabled for 30 days.

### Clerk McNeil

Clerk McNeil requested signatures on the following: one Intent to Cut Timber, two Land Use Change Tax Warrants, Abatement #'s 24, 25, 26, 27, 28 & 29, Warrant for the General Election, Payroll Manifest dated 10/04, Vendor Manifest dated 09/30, Second Half Property Tax Warrant and Deed Waivers will be discussed in non-public session.

## OLD BUSINESS

Proposed addition of town owned land to Haley, Rubinstein, Panish Project – Selectperson Knapp moved to support including the 4 acre parcel of town owned land in the Haley, Rubinstein, Panish Project, seconded by Selectperson Ayer. It was unanimously voted in the affirmative. Administrator Scruton said the abutters were offered the property first and there was no interest.

## NEW BUSINESS

New Town Hall – Selectperson Hardekopf had two thoughts on the proposed new town office – the concern of increase in interest rates and there is currently no plan for these five acres of land before the Planning Board. She further stated that the library is in a better spot to build as they have

completed all of their preliminary work. Could we accept the land and push off the town office until next year. Selectperson Knapp noted that the Technology Committee has looked at options to help with space issues in a building. He further stated that the Board needs to put in the effort to get it right this time. He feels that a 10,000 square foot building can be built for \$1,500,000 as there are great building techniques out there which would make good sense. Administrator Scruton will check with the landowner to see if the offer would still be available. All Selectpersons would like to postpone a warrant article until a site review and plans were put in place. There was consideration of a warrant article for work on the property alone in 2019. Discussion with the property owner needs to come first. Also, would a police station work on that property? We are not ready to present anything at this point. Selectperson Ayer would support a warrant article to set money aside.

Selectperson's Request for Warrant Articles – Any Board member can contact Administrator Scruton if they have a proposed warrant article.

Budgets – Administrator Scruton reviewed the budgets that he is responsible for. Executive – biggest changes would be a stipend for the Board, and the new town administrator would be salaried. Administrator Scruton described the changes from his salary and benefits to having a new town administrator. Finance – contract line increase is for Office 365 licenses, assessing contract will increase to \$45,000, Revaluation will be \$54,000. Legal is staying the same. This line can be hard to predict. In General Government Buildings there is an increase for the air handling system at the public safety building – it is in the building maintenance line. The Board may want to revisit the heating fuel line as we get towards the end of the year. Insurance – went out to bid. Primex will handle our insurance and have lowered the rate. Advertising and Regional Assoc – SRPC at \$8,300. Health Dept. – these are agencies that the town has supported – Lamprey HealthCare, Homemakers Health Services, CASA, American Red Cross to name a few. General Assistance - the Food/Rental/Utilities line will go down \$20,000. The Advisory Budget Committee will review and make comments.

#### SELECTPERSON'S REPORT AND CONCERNS

Selectperson Ayer – no comments

Selectperson Hardekopf - Trunk or Treat and Kid Kaos will be held on Saturday, October 20<sup>th</sup>.

Selectperson Hatch – no comments

Selectperson Knapp – Selectperson Knapp attended the recent Planning Board meeting where there was a continuance until February 5<sup>th</sup>. Marcia Gasses stated that the Planning Board is looking for volunteers to work on the Facilities and Utilities Chapter of the Master Plan that SRPC will be facilitating. The Technology Committee reviewed the Network Assessment Report. Selectperson Knapp moved to purchase a flat file scanner within the 2018 budget if possible if not from next year's budget, seconded by Selectperson Ayer. The motion passes. Selectperson Knapp thanked the Technology Committee for all the work they did – Chief Williams, Administrator Scruton, Will Lenharth and Dave Hallbach.

## PUBLIC COMMENTS

Marie Harris representing the Library Foundation feels that the town office would fit into a town campus on Ramsdell Lane with shared space and infrastructure with the library. She gave an update on the forming a Library 501-C3 for the Library Foundation. To date they have money and pledges in the amount of \$410,000. The site has been looked at if an additional building is added. The Library has a concern that if a second bond appears on the warrant for a new town office it could jeopardize the project that has been in the making for several years for a new library.

Traci Bisson noted that having a new town office is important to the town. The site work has already been done at the Ramsdell Lane site where the proposed site on Route 125 will need a lot of work.

Kim Nichols noted that she has done a lot of presentations about the library. People want to know the town's plans for a town office. The town campus concept has been appealing to the taxpayers with shared infrastructure. Selectperson Ayer had concerns about too much building on that lot if the Ramsdell Lane property turns into a campus.

Sam Boduch commented on the cohesiveness of Board. He appreciates the interesting situation that the Board has been put in. He feels that the Board is working on a tight timeline before March.

Dan Ayer, speaking as a taxpayer, feels that the campus idea is asking a lot on that Ramsdell Lane property.

Rebecca Butcher felt that the Board doesn't have all of the facts and hasn't fully explored the Route 125 parcel. The taxpayers have asked the library for all of the facts on their building. If we give the voters multi-building plans in the same year, there are too many choices on the warrant.

Lindsey Maziarz, Chairman of the Library Trustees asked the Board to wait on the consideration for a new town office on the 2019 warrant.

Selectperson Ayer moved to go into non-public session at 8:40 p.m. per RSA 91-A: 3 II c, e, i for personnel, legal and severe damage to property, seconded by Selectperson Knapp. Chairperson Bailey asked for a roll call, Ayer – aye, Hardekopf – aye, Hatch – aye, Knapp – aye, Bailey – aye. The motion passes.

Selectperson Knapp moved to exit non-public session at 9:45 p.m., seconded by Selectperson Hardekopf. Chairperson Bailey asked for a roll call, Ayer – aye, Hardekopf – aye, Hatch – aye, Knapp – aye, Bailey – aye. The motion passes.

Selectperson Knapp moved to seal the minutes indefinitely, seconded by Chairperson Bailey. It was unanimously voted in the affirmative.

The Board appointed Conner MacIver as Deputy Town Administrator as of October 15, 2018.

Meeting adjourned at 9:50 p.m.