

SELECTMEN'S MINUTES MONDAY, NOVEMBER 20, 2017

The Selectmen's meeting for Monday, November 20, 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.

Chairman O'Brien opened the public hearing to accept and expend \$1,000 from a fund-raiser by Eli Obrey for the design graphics for a police cruiser at 6:33 p.m. Chief Williams noted that he and Eli had been before the Board with his proposal. Eli stated that this has been a tremendous experience. He attended the recent Friends of Music craft fair to fund raise and raised all of the money and turned it over to Chief Williams. Mike's Sign and Design will do the decals. Seventy-two designs were submitted from the middle school students. They chose several and turned the designs over to Mike's Sign and Design for design of the decal. Selectman Knapp moved to accept and expend \$1,047.22 for the design graphics on the police cruiser, seconded by Selectman Hatch. It was unanimously voted in the affirmative. The public hearing closed at 6:35 p.m.

APPOINTMENTS

BUDGET PRESENTATIONS – Tax Collection, Town Clerk, Building/Codes

Linda Markiewicz presented the Tax Collection budget. This budget decreased from last years by \$6,148.00. Linda explained the postage line where some of the postage is charged to the customer. There are two new line items - copier and Registry of Deeds that were previously both under contracts. There were no questions from either the ABC or the Board.

Election – Stan Swier presented this budget. This budget is going up because of more elections in 2018. Wages increased by \$7,500, again, due to more elections. The ABC and Board did not have any questions.

Town Clerk – Kim Kerekes presented this budget. The largest increase is this budget is in employee benefits. Selectman Knapp asked about the copier lease and maintenance line. This is one of the copiers that are leased. Mrs. Kerekes said the company doing the maintenance is local and she uses that machine every day. Selectman Knapp suggested sharing copiers amongst the offices. Administrator Scruton noted that the layout of the building poses a problem for going from office to office. Selectman Hatch felt Kim did a good job with her explanations.

Building/Codes – John Huckins presented this budget. The largest increase in this budget is in employee benefits. There is an overtime line due to the need for Friday inspections, training and emergency inspections because of weather. His town owned vehicle is almost seven years old. He added \$200 to vehicle maintenance. It was suggested that the two building inspectors have shirts and coats to be more professional when doing inspections. Mr. Huckins noted how pleased he is with the new Avitar software that was recently installed. Administrator Scruton will check the hourly wage lines to make sure that overtime is not still included in that line. After review, Administrator Scruton will remove \$2,000 out of each of the salary line since renamed overtime line.

PUBLIC COMMENTS

Charter Weeks commented on a previous meeting where it was noted that the Recreation Director did not live in town and he noted that there are a lot of employees that don't live in town and that is not a prerequisite.

Peter Royce asked when there would be discussion of the warrant articles. Administrator Scruton noted that discussion of the warrant articles was presented during the individual budgets. There are still some matters that may be addressed with a warrant article but there is not enough information at this time.

REVIEW OF MINUTES – November 13, 2017 – Selectman Hatch moved to accept the minutes of November 13, 2107, seconded by Selectman Knapp. It was unanimously voted in the affirmative.

Space needs for the public safety building – Chief Williams introduced James Korth who has helped with the LEAN process of the public safety building. Mr. Korth noted that LEAN is an approach for office layouts to eliminate wasted space. There is a process with a charter statement and an ending a goal. They have come up with their best solution for a plan. It is a straight forward process. Sgt. O'Brien and Ofc. Barber presented a power point noting the risks and regulatory issues with their portion of the facility and the solutions. They reviewed a "blueprint" of the building. These are serious issues that are real concerns for the town. They would like to have a warrant article ready for 2018 town meeting. Administrator Scruton noted that they need to come up with a budget number. Selectman Knapp asked about what they used for square footage per person. Chief Williams noted that this is a picture of what they need, but it is an architect/engineer that helps determine the size of spaces. Chief Williams asked for the Board's approval to go to the next step. Selectman Knapp moved to allow them to go forward with having an architect/engineer look at their plans with the money coming out of the executive incident fund not to exceed \$4,000, seconded by Selectman Bailey. Chairman O'Brien asked if this goes out to bid at \$1,500,000 would they consider building a new building at another location. Chief Williams stated "hopefully not". The various systems are maxed out, the septic would need to be made larger and what about the increase in staff for the Fire Department in the future. Chairman O'Brien asked for a roll call – Ayer – nay, Bailey – aye, Hatch – aye, Knapp – aye, O'Brien - aye. The motion passes.

STAFF REPORT

Administrator Scruton

1. The Highway Department is being recognized by the Community Action Partnership of Strafford County for their help with the distribution of federal food. The Highway Dept. crew helps empty trucks with pallets of food. Upwards of up to 30 food pantry's come and pick-up their food. This process takes place once a month. The award is for an organization "who embodies the spirit of hope, improves communities and makes Strafford County a better place to live". The organization "turns hope into reality, treats people with respect, gives a voice to the poor and mirrors the diversity of our communities". The presentation will be at their annual meeting and breakfast on Tuesday December 12th at the Grandview Ballroom at The Oaks.
2. There is a request to computerize the cemetery records. Cemetery Trustee, Rick Walker stated that this would help as there is a turnover of employees who work with these records, there needs to be access to this information when the town office is closed and the records are currently all paper at the town office. He would like to see the information on line for

people who are doing genealogy. He would like the Board to consider a warrant article. Selectman Knapp asked if this should be presented to the Technology Committee. It is the consensus of the Board that the funds are available in the software/hardware warrant article from 2017.

3. It was the consensus of the Board that there will be no meeting on November 27th.
4. A new proposed budget with expenditures was passed out. This included suggestions that had been made through the budget process. The Board asked for further consideration on several lines and Administrator Scruton reviewed these lines. Some lines went up and others went down. With regard to the request for an administrative assistant for the Fire Department it was asked how the current staff is being used. Administrator Scruton asked about the request for a Highway Department administrative assistant going from part-time to full-time. Administrator Scruton feels that the increase in hours adds a lot of value to the department for this administrative position. Selectman Knapp moved to reduce the budget from full-time down to part-time for the Highway Department Administrative Assistant, seconded by Selectman Hatch. Chairman O'Brien asked for a roll call, Ayer – aye, Bailey – aye, Hatch – aye, Knapp – aye, O'Brien – abstained. The motion passes 4-0-1. Erin Paradis asked Selectman Knapp why he would not increase the hours. Selectman Knapp stated that he had not received the information that he requested regarding the position. The request will be resubmitted. Peter Cook noted his displeasure with the Board's decision as this is a valuable position and she is also the Assistant Emergency Management Director. Selectman Knapp moved to add \$1,500 to the budget for Meals on Wheels, seconded by Selectman Ayer. It was unanimously voted in the affirmative. Administrator Scruton stated that the Mallego Bridge project estimate came in at \$1,300,000. The work won't be able to be done in 2018. Hoyle-Tanner Associates will be attending the meeting on December 4th where questions can be asked about the bridge work.

The warrant articles were reviewed.

The draft questions from the Board for the Recreation Commission/Attorney meeting were available. The questions from the Recreation Commission will be forwarded to Administrator Scruton and then sent to the town's attorney for review before the meeting.

Clerk McNeil

1. Clerk McNeil requested signatures on the following: a deed returning property to a previous owner, eviction notices for two properties, vendor manifest dated 11/15/2017 and payroll manifest dated 11/12/2017.

OLD BUSINESS

Selectman Ayer stated that he submitted a Petition signed by three residents requesting that St. Matthew's Drive be accepted as a town road.

NEW BUSINESS

Selectman Bailey asked that after the proposed 2018 budget discussions can the water committee be reactivated.

SELECTMEN'S REPORT

Selectman Ayer attended a Conservation Commission where they discussed the town owned parcels within the proposed SELT property. Also, Forester, Charles Moreno will be doing some forest management on the Tamposi property.

Selectman Bailey had nothing to report.

Selectman Hatch attended the ZBA meeting where one case was continued and one extension was granted.

Selectman Knapp attended a School Board meeting where they discussed the following: the budget, food service, bond for the middle school which will be paid off on 10/1/2022, there is an increase in their proposed budget of 4.7 but it has not been finalized.

The Technology Committee met and discussed the following: website, video streaming, emails, fiber into the building, web domain, fuel monitoring, timeclock, vehicle tracking with the police and a new server for the building.

Chairman O'Brien had nothing to report.

PUBLIC COMMENT

Chief Walker noted that the new pick-up truck is being lettered. He also noted that the updated MCI (Mass Casualty Incident) plans are being looked at. Chief Walker also stated that Paul Sanders will be recommending the purchase of a new auto-start generator at the public safety building with the change-over to propane.

Tara Barker stated that the RFPs for strategic planning for recreation are due Tuesday.

ABC member Dale Sylvia reported that the ABC will be meeting Monday at 2:30 p.m. in the conference room of the town office.

Regarding the Community Action Partnership award, Peter Cook thanked Knights Garage for hauling the fork lift to the food distribution and members of the Police and Fire Departments should be recognized for their help.

Selectman Knapp moved to go into non-public session at 9:10 p.m. per RSA 91-A:3 II for personnel, seconded by Chairman O'Brien. 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 to recess to discuss collective bargaining negotiation strategy, seconded by Selectman Hatch. It was unanimously voted in the affirmative

Selectman Knapp moved to return to non-public session from recess, seconded by Selectman Bailey. It was unanimously voted in the affirmative.

Fire Chief Rick Walker discussed various salary grades for firefighters.

Chief Walker left the meeting.

Town Administrator Scruton brought up salary grades, but being it was nearly 10:30 p.m., the Board indicated they would continue the discussion at another meeting.

Selectman Knapp moved to exit non-public session at 10:30 p.m., seconded by Chairman O'Brien. It was unanimously voted in the affirmative.

The meeting adjourned at 10:30 p.m.