

SELECTMEN'S MINUTES
MAY 21, 2012

The Selectmen's meeting for Monday, May 21, 2012 started at 6:30 p.m. Present were Selectman Malloy, Selectman Gaudiello, Selectman Hatch, Chairman Clark, Administrator Scruton and Clerk McNeil.

Chairman Clark welcomed everyone and led in the Pledge of Allegiance.

APPOINTMENTS

John Wallace and Mike Speltz – Non-public Session – Potential Land Transaction.

Selectman Gaudiello moved to go into non-public session at 6:32 per RSA 91A: 3 II a, c, d or e, seconded by Selectman Hatch. Chairman Clark asked for a roll call, Malloy – aye, Gaudiello – aye, Hatch – aye, Clark – aye. It was unanimously voted in the affirmative. Mike Speltz was unable to attend. Selectman Pratt joined the meeting in progress. Selectman Gaudiello moved to come out of non-public session at 6:55 p.m. and to seal the minutes, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

REVIEW OF MINUTES - May 7, 2012 - Selectman Gaudiello moved to accept the minutes of May 7, 2012, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

PUBLIC COMMENTS

Richard Senechal of 19 Kelly Lane, an abutter to the Turbocam project, noted that he would like to express his concerns with setbacks and how close to his property line is to the loading docks. He would like Turbocam to follow the same setbacks from wetlands as he had to follow and also to leave some trees. Administrator Scruton explained that this project will be going before the Planning Board for site review and he will be notified as an abutter. He is also concerned about the value of his property.

John Wallace again stated the request from the Conservation Commission that they would like a Selectmen representative to the Conservation Commission. He also expressed concerned with how much brush was cut along Young Road by Swains Lake. Peter Cook felt the edges of the road needed to be cut and the town has kept up with it every year. Mr. Wallace was concerned with the protection of natural resources.

STAFF REPORT

Administrator Scruton

1. The posted public hearing to accept 8 Motorola police radios from the US Dept. of Homeland Security opened at 7:12 p.m. Chief Conway stated that it is hard to get parts for the old radios. This grant is worth \$16,784.64. The radios will be put into service when others wear out. The public hearing closed at 7:16 p.m. Selectman Gaudiello moved to authorize Chairman Clark to sign the Radio Recipient and MOU Certification, seconded by Selectman Hatch. It was unanimously voted in the affirmative.
2. Administrator Scruton noted that this week is National EMS Week. Selectman Hatch moved to support National EMS Week and thank them for their service, seconded by Selectman Malloy. It was unanimously voted in the affirmative with all Board members joining in thanking the EMS service.
3. Fire Chief, Rick Walker, would like the Board to have a different policy as related to ambulance billing for hospice patients. Chief Walker stated that they did a transport for a hospice patient and Medicare does not pick up the tab. Some communities do not charge for hospice transport. It is anticipated that this could happen 2 or 3 times a year. Selectman Gaudiello recused herself as she is on the to VNA board. Selectman Pratt moved to grant Chief Walker's request to waive the bill fee, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

4. Selectman Hatch moved to appoint Clayton Carl as a full member of the Conservation Commission for two years, and Kenneth Grossman as an alternate for one year, seconded by Selectman Gaudiello. It was unanimously voted in the affirmative.
5. The auditors have finished their field work but are waiting for information from the Trustees of the Trust Funds.
6. The Board reviewed and discussed the draft hiring procedure that includes 14 steps. Selectman Gaudiello had a couple of questions and recommendations. This will be reviewed again on June 11th.
7. Administrator Scruton recommends tightening the procedure for requesting legal advice through the New Hampshire Municipal Association. Several people will be responsible for contacting NHMA for their departments or boards. The board as a whole should be made aware of what is going to be asked and any response should be cc'd to the respective board members. Selectman Hatch stated that there should be one speaker for the whole Board. Selectman Gaudiello suggested trying this for six months to see if it works or is it too restrictive in order to get work down. Chairman Clark asked for public comment. Steve Conklin stated that any chairman needs to have access even volunteer boards. Alan Kelley, a Planning Board member, stated that he has used the NHMA the most of any Planning Board member. He feels going through the chairman is going to take time as there is not always a consensus. John Huckins, Chairman of the Planning Board, stated as far as getting answers all questions should get answers even if there isn't a consensus. This is a service to the town not an individual.
8. Under the town's paid attorney, Administrator Scruton should be consulted at least for budget purposes, but not for content. Chief Conway stated that at one time everyone got permission through the administrator. Selectman Gaudiello moved to approve the policy as amended, seconded by Selectman Hatch. It was unanimously voted in the affirmative.
9. The Board received a request asking permission to have a "5K fun run" on Smoke Street to support Kimberly's Wings. The race is scheduled for Sunday, June 10th. It was requested that they have a certificate of insurance for that day to protect the town. The town also requires that same assurance of the Chamber of Commerce for their Peeper 5K run. Selectman Pratt moved to accept Administrator Scruton's recommendation to give permission provided a certificate of insurance is obtained, seconded by Selectman Malloy. It was unanimously voted in the affirmative.
10. Administrator Scruton stated that the General Accounting Standards Board (GASB) requires towns to adopt a fund balance policy. It is recommended by GASB to target between 8% and 17%. This can be amended later on if it needs to be tightened up. Administrator Scruton will look at the wording and talk with Treasurer, Peter Royce for more input. ABC Chairman, Steve Conklin, would like to see what other towns use. He feels this is important as we move forward with the road program. Selectman Gaudiello moved to approve with one amendment, seconded by Selectman Pratt. It was unanimously voted in the affirmative.
11. During the town's recent audit it was discovered that \$130,000 of earned time buy-out had been coming out of the general ledger but was moved by the auditor to 2011 operating budget. This is an ongoing operating expense to come out of the 2012 budget. Next year there will be a line in each budget for this expense. Administrator Scruton suggests adding short term disability so people do not need to hold so much earned time. The cost would be \$14,000 a year and this would reduce the amount of time that is carried. Chief Walker stated that he is a two member department so it is hard to take time off. He will be forced to increase another line to maintain staffing. Selectman Gaudiello moved to authorize the lock down of the sick bank and no buying out time unless you are at the top and to have a public meeting for the employees on June 11th and to move forward with short term disability starting July 1st, seconded by Selectman Pratt. It was unanimously voted in the affirmative.
12. Chairman Clark commented on the over expenditure of the assessing line and the heating line. Selectman Gaudiello would like to see a revenue report.

Clerk McNeil

Clerk McNeil requested signatures on the following:

1. One Intent to Cut for Richard and Heather Warren
2. A correction on a Supplemental Warrant and the First Half 2012 Property Tax Warrant as recommended by the tax office consultant.
3. A corrective Quitclaim Deed for Leo and Marie Bourgeois
4. A Proclamation for Eagle Scout Samuel Cheney
5. Clerk McNeil noted a request the Board received from Ken Grant that she acknowledged.

OLD BUSINESS

Review of Town Administrator Performance Appraisal – Chairman Clark summarized what the Board had completed. He felt the Board had a good work session with the whole Board rating Administrator Scruton with 3-1/2 to 4 out of 4 on all functions. The following objectives for the coming year were presented: evaluate legal counsel, solidify the assessing work, long term solutions for a town hall, and effectively implementing the Road Management Plan. Selectman Gaudiello would like to see what the various department heads did this year with their goals. Selectman Scruton asked the Board if they would consider giving him a raise – maybe 3%, the average of what other town employees received. Selectman Hatch moved to give Administrator Scruton a 3% raise from June 1, 2012 to May 31, 2013, seconded by Selectman Gaudiello. It was unanimously voted in the affirmative.

Award of Paving Bids & Crushing Bids - Bids were received last Thursday and opened in the afternoon. The low bid for paving was from Pike at \$717,787.76 and the highest bid from Brox at \$844,569.00. Peter Cook recommends hiring Pike. Selectman Hatch had several concerns regarding work that Pike had done in the past. Mr. Cook stated that the process has changed with the hiring of an engineering company. Selectman Hatch wanted it noted that she doesn't want to see Peter Cook losing any control of this process. Selectman Gaudiello moved to accept Pike's bid of \$717,787.76, seconded by Selectman Pratt. It was unanimously voted in the affirmative.

Crushing Bid – Three bids were received. Mr. Cook stated that there is a big difference in price. The low bid was M. Bradsher at \$18,700 and the high bid was Renaud at \$26,250. Mr. Cook got references for M. Bradsher but two were not favorable. It was recommended to have the low bidder come back, look at the pile and give a good lock-in price with a not to exceed number. Selectman Gaudiello moved to go with the low bidder – M. Bradsher and not to exceed 10% of the bid figure, seconded by Selectman Hatch. It was unanimously voted in the affirmative.

NEW BUSINESS

Appointments to Boards and Commissions – previously discussed

Hiring Procedure – previously discussed.

SELECTMEN'S REPORT

Selectman Gaudiello stated that she recently attended the New Hampshire Library Trustees Association meeting and was elected to their Board.

Selectman Hatch attended the recent School Board meeting and stated that the Board decided to go back to a separate 5th and 6th grade but keep 7th & 8th together.

Selectman Pratt noted that the Building Committee is taking steps to get H.L. Turner in to discuss the various site options versus renovations for a town office and/or town office complex. They hope to have final numbers and come back to the Board of Selectmen in July with recommendation.

Selectman Malloy missed the Recreation Commission meeting as it is going on now!

Meeting adjourned at 9:30 p.m.

