

**Minutes: Selectmen's Meeting: Monday, September 10, 2012**

Present: Walter F. Alterisio, Clerk and Daniel F. Devlin Procurement Officer and Member; Chairman Kenneth J. Leva absent

Selectman Devlin advised that Chairman Leva's arrival was delayed. The Meeting was called to order at 7:05PM with quorum present by Selectman Devlin who noted a relatively light agenda tonight.

Selectman Alterisio noted request for use of the common behind the town bandstand from Swallow Union APT for parking during the back to school picnic scheduled for Friday, September 21st from 5-7PM. Selectman Alterisio provided motion to approve request, noting no knowledge on any conflict, 2<sup>nd</sup> Selectman Devlin and voted with both in favor.

Selectman Devlin noted correspondence from Chief Downes relative to policy and procedure review in an attempt to get the department accredited – asks for the Board of review policies as presented. Selectman Devlin advised it's a rather extensive process but secures & elevates department's standards – and helps to mitigate liability to the town. Lapses might open the town for liability but by having them certified further protects the town. Board members will take time to review and then place on file. Secretary advised she'd sent them out to the board members via e-mail so they might review at their leisure.

Selectman Alterisio also noted request from Fire Chief Brian Rich for approval of the 3 candidates he presented – Selectman Alterisio noted the individuals recommended included Steven Nasta from Nashua, currently enrolled at Lake Region Community College for a degree in Fire Science & enrolled in an EMT course, Christopher McClure of Nashua, who currently serves with Hudson NH FD Explorer Post and is also enrolled at Lakes Region in same courses as Mr. Nasta and Ryan LaCasse from Nashua who has completed his Fire Fighter 1 & 2 through State of New Hampshire Fire Academy and is currently an EMT. Chief Rich's cover letter advises he has completed their interviews and recommends their inclusion; further noted fire department currently has 23 members, 6 officers and probationary fire fighters. Selectman Devlin acknowledged the 3 gentlemen for stepping up in attempt to assist the town.

Alan Chaney then approached the board to advise the paperwork has been completed for the Best parcel. He advised that Conservation doesn't have any control over the property – looking into easement for conservation, but believes warrant didn't establish management plans – Conservation would like to do some clearing at the walls and some

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trees that cut back on hay production and also cuts down of the accessibility of the field – would like to have permission to clean up the roughage and provide some clear views for safety sake. Board approved and Selectman Alterisio indicated some support if were looking for more volunteers but Alan noted there was some power equipment involved so any volunteers would need to be experienced in that type of business.

The minutes of 8/20 were approved as written after motion by Selectman Alterisio to approve as written, 2<sup>nd</sup> Selectman Devlin and vote with both in favor.

Discussion then moved to the individuals who have expressed interest in the Dog Officer position – both have experience with other towns – need to look at how they operate in their existing towns, how they'd operate and also communications between the Chief and the Town Clerk – over the years with Sean have noticed there's been a lot of interaction with Dog Officer position and Town Clerk's office. Look into each and how they operate in respect to cooperation with Town Clerk and how best to handle. Selectman Alterisio noted that Ken has been working on connection with Groton and Selectman Alterisio has been in contact with Town Administrator in Pepperell. Selectman Alterisio would like to set up time with each individual and then take a look at budget to see whether will satisfy their expectations, if expect anything higher would need to schedule a special town meeting. Selectman Alterisio noted the likelihood of a Special Town Meeting in the fall may be come forward and indicated that fortunately haven't had any pressing issues with animal control in the interim.

He then provided update of his conversation with counsel visa vie request from Electrical Inspector with regards to compensation for emergency calls – problem is within the budget where the funds come from all line items have been appropriated but nowhere is there position for item he's calling out – this is something new – in all the years the electrical inspector has been servicing the town, it hasn't come up but due to increase in calls in emergencies, etc. has raised the issue that they should be compensated for the extra service. Two issues that counsel has is where in the budget does it allow for this type of payment – 1<sup>st</sup> would need to be documented that it is a public safety issue – like someone trying to move a pole with a vehicle or situations where storms have taken down wires, #1 would have to be public safety issue where police or fire have called electrical inspector in – or National Grid calls him in. Will have to make decision whether it's public safety or public called out or National Grid due to safety

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issue and where does it come from. Town Counsel thinks there may be a number of communities to see how they handle – secretary will poll – smaller towns and how they handle which could give Selectmen and counsel some guidance as to how to put in place. Electrical Inspector, since he opened up the dialogue, has some calls that have – Selectman Devlin told him not going to re-invent the wheel – Selectmen do not have the authority to appropriate funds can administer and insure that expenditures are appropriate; David understands that must go through proper channels

Other discussion that Selectman Alterisio had with counsel dealt with job description for Town Administrator that was being discussed recently. Selectman Alterisio's concern in getting town counsel involved was to insure not usurping authority – currently boards that have an administrator, as funding is in place to pay that personnel. Selectman Alterisio's indication is that the individual should have an oversight – not necessarily hiring and firing – current boards would define what items need to be done and administrator will insure that they are in fact being done. The highest visibility item at this point would be with the road commissioners – insuring appropriate documentation is in place for reimbursement of funding. David did extraordinary job but ended up having to do the MEMA & FEMA applications in addition to his other responsibilities. If had someone with municipal experience, that person would be taking care of all the ... Selectman Devlin indicated that reflected back into what they'd noted previously, need to keep pursuing that approach.

Selectman Alterisio reported he'd expressed to town counsel to look into the statute to insure our job description, etc. is appropriate for the Town of Dunstable and meets the requirements and needs. Town administrator should have oversight for all the individuals in the town who answer to other department heads, making sure things are done in the appropriate manner, qualified and form to standard, report to the appropriate authority – role or relationship would his concern has been expressed to counsel who understands and wants to take a look at whether in fact would work.

Selectman Alterisio referenced job descriptions they already have and asked that the secretary send over to Town Counsel who can take a look at them and see how we can adapt to our own needs – must respect authority of elected town boards and how best to move forward. May in long run, have to amend some of the provisions for current boards. Selectman Alterisio – it's fundamental to have some level of oversight in the job description – if not able to work with the

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other boards, not interested to only having a town administrator who works for the Board of Selectmen. In terms of job description for Dunstable's Town Administrator, will need to wait for input from counsel.

Secretary will forward job descriptions on to Town Counsel - Ashburnham, Ashby & Carlisle are the 3 that Selectman Alterisio has seen - forward on to Rich. Once he's looked them over can work with Mr. Ahern as well to see what can be done to hammer up a job description. Both agreed that's the best process for moving forward.

Mail: Selectman Alterisio noted copy of lead level in water at the Swallow-Union School and confirmed that Board of Health and Water had been copied. He also noted hearing scheduled under Scenic Roads bylaw for removal of trees & restoration of a stone wall.

Selectman Alterisio noted the letter sent by the Board of Selectmen and Police Chief to National Grid, Verizon and Charter Communications relative to the issue of low hanging wires, dangling wires, etc. throughout town long after the storms. Board continued discussion on disappointment and Selectman Alterisio recalled discussions with Mr. Holmes and Mr. Davis and explanation on the agreement reached between the Electric Company and the phone company whereby one would take responsibility in one town and the other in the next. Agreement doesn't appear to be working very well.

Treasurer's warrants were reviewed and signed and the meeting adjourned at 8:00PM after appropriate motion and vote.

Respectfully submitted,

Danice N. Palumbo,  
Board Secretary