

FINAL

PRESENT: M. J. Farinola, Chairman; Maryann Kasprzak, R. P. McDermott, Selectmen;
E. N. Small, Town Administrator; L. A. Ruest, Administrative Assistant

REVIEW OF THE PROPOSED BUDGET:

PLANNING BOARD: Planning Board Chairman C. Brown reviewed the proposed Planning and Zoning budget for 2011 noting reductions and increases; the overall budget is reduced \$1,400. The Planning/Zoning portion of the legal budget was reviewed as well; level funded with 2010.

BOARD OF CEMETERY TRUSTEES: Cemetery Trustees L. Walker and S. Bryant were present. S. Bryant reviewed the reductions and increases recommending a budget decreased by \$800 over 2010

Discussion took place with regard to lawn maintenance services in budget line 430. This discussion was bridged with the agenda category of Review of Requests for Proposals – mowing of parks, municipal complex and cemeteries. M. J. Farinola noted that the proposed budget is \$9,900 for this budget line. S. Bryant reported that this amount is based on anticipated costs using 2010 numbers.

L. Walker reported that she has seen the results of the Request for Proposals (RFP) for mowing submitted to the Board of Selectmen. She stated that the Cemetery Trustees have brought forward an amount to support the services of L. M. Landscaping. This decision was made based on years of experience and care and consideration of stones. She questioned whether other bidders have experience caring for cemeteries.

M. J. Farinola stated that although he values the services of the Cemetery Trustees, there is a \$5,000 difference in cost from the proposed budget amount that should be taken into consideration. R. P. McDermott referred the Board to a spreadsheet he prepared and identified that the RFP could be awarded to L. M. Landscaping for the categories of Parks and Government Buildings and that the Cemetery portion of the RFP could be considered by the Cemetery Trustees for J&B Property for the Cemetery portion of that bid of \$4,750, thus the \$5,000 savings. R. P. McDermott stated he gave consideration to L. M. Landscaping given this contractor's significant years of service to the Town. L. Walker noted that the J&B Landscaping indicates three years experience and noted that the Cemetery would manage the contractor. S. Bryant inquired as who is to address problems with the Contractor, the Trustees or the Selectmen. It was determined that both would work together.

Discussion took place with regard to money available from trust funds for mowing. L. Walker explained that the interest available for mowing is minimal. P. Robart stated he felt L. M. Landscaping would know the Cemeteries best and that his figure best reflects the work to be done and noted that J&B Landscaping could be losing money in this regard. Additional discussion took place with regard to supervising the work of the new contractor, preference with staying with L. M. Landscaping, concern of damages to stones and reducing the proposed Cemetery budget line 430.

MOTION: To accept the price from L. M. Landscaping for Parks and Government Buildings.

MOTION: R. P. MCDERMOTT

SECOND: M. KASPRZAK

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MOTION: To reduce Cemetery budget line 430 to \$5,200 and adjust budget line 120 to \$400.

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
UNANIMOUS

M. J. Farinola stated that the Cemetery Trustees can now afford to accept the bid of J&B Landscaping.

CONSERVATION COMMISSION: J. P. Pontbriand presented this proposed budget identifying increases and decreases for an overall increase of \$800 over 2010. Discussion took place with regard to funds for liming of the Raspberry Farm hayfields. M. J. Farinola stated he felt this cost belongs in the Parks and Recreation budget. E. N. Small stated that the Conservation Commission has oversight of the Raspberry Farm not the Parks and Recreation Commission. M. J. Farinola disagreed. J. P. Pontbriand stated that management of the land fits well with the purposes and mission of the Conservation Commission. He added that the land is subject to requirements regarding use and management that fall within the purview of the Conservation Commission.

Discussion took place with regard to line 120-part-time positions. J. P. Pontbriand explained that the Conservation Commission has not made full use of these funds in 2010 reflecting a respite from the Raspberry Farm project and that the Commission plans to make good use going forward to include work that is found to be difficult to achieve with full-time working members. Discussion took place with regard to increases and decreases in certain lines and the administrative assistance anticipated for 2011 projects.

MOTION: To adjust the part-time positions budget line of the Conservation Commission budget to \$2,000.

**MOTION: M. J. FARINOLA
WITHDRAWN**

M. Kasprzak asked J. P. Pontbriand if reducing this budget is acceptable. J. P. Pontbriand stated that focus was given to the bottom line and that he was not comfortable with representing which line is more important to the Commission. He stated that spending was light in 2010 and that he hopes the Commission doesn't suffer in 2011 for not having spent money in 2010. He added that spending was low in administrative work because the Commission did not engage in as many activities they would have liked. He noted that the administrative work is not just an issue of taking minutes but includes daytime administrative help as well. He also stated that greenhead fly traps were outside the Conservation Commission budget in 2010 but is included in 2011. R. P. McDermott stated he was concerned with any reduction as he understands the work done in this regard.

MOTION: To adjust the part-time positions budget line of the Conservation Commission budget to \$2,000.

MOTION: M. J. FARINOLA
SECOND: R. P. MCDERMOTT
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BOARD OF LIBRARY TRUSTEES – CONTINGENCY FUND: Library Trustee B. Forgione reported that \$1,000 of its contingency fund has been used to cover the insurance deductible for a recent water damage claim. Request is being made to approve an increase of \$2,000 (\$3,000 total) contingency fund for the 2011 budget. B. Forgione stated that if the funds are not used, they will be returned to the Town.

MOTION: To approve a \$2,000 increase in line 895 (\$3,000) of the Library budget.

MOTION: M. J. FARINOLA
SECOND: R. P. MCDERMOTT
UNANIMOUS

BUILDING BUDGET – SECRETARIAL HELP: E. N. Small presented this budget. He referred the Board to line 120-part time positions and suggested added funds to assist the Building Inspector's office with secretarial help. He noted that the Administrative Assistant is taking a portion of the Building Inspector's job description, the Planning and Zoning Assistant portion. R. P. McDermott added that in doing so the Building Inspector will now have additional time where he can address some of this work. He suggested allowing some time to see how things work out. M. Kasprzak suggested that help be provided to purge files and assist with housekeeping matters and discussion took place with regard to obtaining assistance of an intern. The Board agreed to budget the amount of \$1,000 in 2011. M. J. Farinola stated he is not willing to add a part-time position.

MOTION: To allow clerical and filing assistance for the Building Inspector.

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
2 IN FAVOR, 1 OPPOSED, PASSES

REVIEW OF REQUESTS FOR PROPOSALS – MOWING OF PARKS, MUNICIPAL COMPLEX AND CEMETERIES: See discussion of agenda item Cemetery Trustees budget.

TOWN IMPROVEMENT COMMITTEE WOULD LIKE TO CONDUCT A STRUCTURAL AND IMPROVEMENT STUDY OF THE TOWN HALL: E. N. Small reported that the members of the Town Improvement Committee have requested to take on the responsibility of prioritizing a long-term plan for repairs and improvements needed for Town buildings. It was noted that there may be a need for professional opinion with regard to the foundation and other matters. Board members expressed thanks for this offer and gave their support.

ROAD AGENT - MONTHLY REPORT: D. Robinson reported that the flag pole has been removed from the Town Hall and will be stored at the Town garage for future use. He added that he had all arrangements made for equipment to repair the salt shed roof, however, one truck was cancelled and the work is yet to be done.

E. N. Small reported that he has checked for prices to remove brush from the Brush Dump. He learned the ProBark is not offering to chip and remove at no cost and will call for other pricing. ProBark has indicated that should chips begin to sell again, that they may offer the service free of charge. The amount of \$3,000 has been budgeted for this service in 2011.

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DEPT. OF TRANSPORTATION'S BIENNIAL INSPECTION OF THE TOWLE FARM

BRIDGE: A copy of a November 24, 2010 NH DOT report was provided to D. Robinson for his use to ensure that the Town complies with recommendations in the report.

BUILDING INSPECTOR, CODE ENFORCEMENT, HEALTH - MONTHLY REPORT: K. C. Kelley was not present at this meeting. A copy of his November report was provided to the Board.

FIRE CHIEF, EMERGENCY MANAGEMENT - MONTHLY REPORT: J. M. Lord reviewed statistics and incidents for the month of November. He reported that the co-generation heating system is progressing and is close to finish. The Fire Department has conducted required school inspections to include Seacoast Academy. J. M. Lord reported that the Christmas tree sale on the Town Common went well, with all sold except 24 which were donated to Rockingham Community Action.

BUDGET BALANCE WAITING FOR MID DECEMBER EXPENDITURES- TO BE READY FOR DEC 15 MEETING: E. N. Small recommended not spending any additional funds at this time and reviewed the overall balance of the budget with the Board. He stated that reconsideration may be able to be given in January once final figures for the year are available.

POLICE CHIEF - MONTHLY REPORT: R. Dirsa reviewed statistics and incidents from the month of November. He reported that the transmission for unit three has been repaired. R. Dirsa reported that budget funds appear to be available to purchase an in-cruiser camera and one wearable camera from the 2010 Police Department budget.

MOTION: To authorize Chief Dirsa to spend \$7,450 for an in-cruiser video camera and installation and to purchase one demonstration wearable camera.

MOTION: M. KASPRZAK
SECOND: R. P. MCDERMOTT
UNANIMOUS

BUDGET BALANCE WAITING FOR MID DECEMBER EXPENDITURES- TO BE READY FOR DEC 15 MEETING:

• **OLD BUSINESS**

FINANCIAL REPORTS - GENERAL FUND BALANCE: \$3,063,400

TOWN CLERK – RECEIPTS \$45,735
MISCELLANEOUS RECEIPTS \$2,758
TAX COLLECTOR – RECEIPTS \$2,902,610

SELECTMEN'S ACTION ITEMS FROM PREVIOUS MEETING: An updated listing was provided to the Board.

DRAFT TOWN WARRANT – TO INCLUDE WIND, SOLAR AND WATER EXEMPTIONS: A draft copy of the town warrant was provided. A revised copy will be provided once wording for these exemptions is received from the Department of Revenue Administration (DRA). Zoning and Building

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Code amendments also need to be added. Discussion took place with adding a warrant article to raise funds to assist the proposed Tri-Centenary Celebration Committee. It was determined to bring a warrant article raising \$1,000 in this regard to 2011. The vote to include a warrant article to form a committee resulted 3 to 0. M. J. Farinola asked that the police cruiser warrant article be moved to item eight or nine. M. J. Farinola asked that a warrant article to combine the Town Clerk and Tax Collector offices be included. R. P. McDermott and M. Kasprzak approved. E. N. Small suggested that the Board meet with the employees affected and the Board agreed to a meeting date of December 28, 10 a.m. E. N. Small will verify that all can attend. All agreed to wait to add this to the warrant until after this meeting.

M. J. Farinola expressed concern with the number of warrant articles and suggested removing the Capital Reserve Fund for the fire truck and the warrant article for the Heritage Commission. A copy of the draft warrant will be provided to the DRA and town counsel for review.

E. N. Small asked Board members to let him know of changes when the Board next meets on December 28.

REVIEW OF THE OVERALL BUDGET PROPOSAL – SOLID WASTE: E. N. Small provided copies of the collection and disposal budget worksheets.

ROAD COMMITTEE COORDINATOR: E.N. Small reported that he has assumed the responsibilities of this position. L. A. Ruest is assisting with minutes of meetings. E. N. Small stated that with the current activity that this work is manageable.

PUBLIC COMMENT

C. Brown, Exeter Road, asked if town office hours survey results are available. The Board reported the results of 950 surveys mailed: 186 response were received. 105 chose the current hours as Most Preferred; 59 chose the proposed hours as Most Preferred and 22 chose other hours. Ninety-two percent of respondents indicated Satisfaction with services. The Board agreed to include the results in the next newsletter and post to the web site. The Board requested that this matter be added to an agenda after the holidays.

C. Brown asked J. P. Pontbriand if the Conservation Commission is receiving revenue for wetland placards. J. P. Pontbriand stated he would check. C. Brown stated they may want to consider raising the fee for placards.

• **NEW BUSINESS**

SELECTMEN'S PERMIT TO USE THE TOWN COMMON BANDSTAND FOR WEDDING ON JULY 15, 2011: The Board approved of this request and it was signed by Chairman Farinola.

OTHER

McInnis Wetland Crossing: The Board reviewed a December 3 letter from Jones and Beach Engineers recommending approval of the driveway construction.

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MOTION: To accept the recommendation of Jones and Beach Engineers and to release funds.

MOTION: M. J. FARINOLA
SECOND: R. P. MCDERMOTT
UNANIMOUS

Depot Ordinance Amendment Proposal: E. N. Small requested authorization for him and the Police Chief to contact Town Counsel to review questions relating to this proposed amendment. R. P. McDermott and M. Kasprzak approved; M. J. Farinola opposed. M. J. Farinola stated he learned from counsel that the Town is allowed to make recommendation regarding use of Town owned land and that the ordinance is within the rights of the Town. R. Dirsa stated he is not aware of the conversation M. J. Farinola had with counsel and that it would be helpful to be sure he is not promoting something that may be illegal. M. J. Farinola stated that it is not illegal and that the Town has the right to control its own property. M. J. Farinola stated he would talk with R. Dirsa and if needed, E. N. Small and R. Dirsa can call counsel.

PUBLIC COMMENT

David French, Exeter Road, requested that the flag pole removed from the Town Hall be put back at the front of Town Hall in some way.

REVIEW AND APPROVAL OF PREVIOUS MINUTES - DEC 1:

MOTION: To approve the minutes of the December 1 meeting as written.

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
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**NEXT SELECTMEN'S MEETING – WEDNESDAY, JANUARY 5, 2011, 6:30 P.M., TOWN
HALL**

MOTION: To adjourn the meeting at 8:35 p.m.

MOTION: R. P. MCDERMOTT
SECOND: M. KASPRZAK
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