

## MINUTES OF THE BOARD OF SELECTMEN

January 7, 2013

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**Board members present:** Chairman LaCourse, Selectman Griswold and Selectman Cedarholm.

**Others present:** Roger Rice, Peter Hoyt, Randy Stevens, Caren Rossi, Scott Nemet, Tony Bargardo, Sharon Taylor, Annamarie Gasowski, Town Administrator Julie Glover and Town Secretary Dawn Hayes.

1. Chairman LaCourse calls the meeting to order and opens the Budget Public Hearing at 6:00 pm.

Town Administrator Julie Glover advises the Board that any budget item that is not discussed at a public hearing cannot be added to the budget for the purposes of submitting it at the deliberative session.

Code Enforcement Secretary Caren Rossi requests the 'Fair' become a Town-sponsored event and therefore be included in the budget. The Board requests Ms. Rossi provide a summary of the total costs for the 2012 Fair. Town Administrator Julie Glover will meet with the Stratham Town Administrator for input on town sponsorship and budgeting concerns for a town fair event.

Town Administrator Julie Glover advises the Board that the Joint Loss Management Committee has requested funding for three AED's (defibrillators.) Ms. Rossi explains the committee requests two for the safety complex and one for the library; costs \$842 per unit. The Board agrees to add funding to line 4150-42 (Safety Committee).

Ms. Glover advises the Board: Fire Chief Hoyt recommends \$13,000 for the on call firefighter incentive program.

Ms. Glover advises the Board: the Supervisors of the Checklist have requested a 3% wage increase.

Ms. Glover reviews follow up budget items from a memo to the Board dated January 4, 2013. The Board agrees to reduce 4140-13 (Election day meals) to \$500.

The Board discusses 4191-09 (Office supplies – Planning/Zoning). Ms. Rossi states this line is used for toner cartridges; the printer is not under a maintenance agreement. Chairman LaCourse recommends looking into a maintenance agreement and/or the purchase of a new copier. The Board agrees to fund 4191-09 at \$800.

Ms. Glover advises the Board that she has spoken to the Cemetery Trustees and they explained that most of their budget is maintenance and repair. Ms. Glover notes for the past two years the interest earned from the trust fund has not been transferred to pay for maintenance.

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Ms. Glover states the spreadsheet submitted by the Road Agent indicates \$12,000 per year is spent for cemetery labor, while the interest from the perpetual care fund is only \$5,000 per year.

Chairman LaCourse states the account should be charged (as well as charging the Recreation Commission account for mowing), as that is what the funds are for.

Fire Chief Peter Hoyt discusses the details of the incentive program for on call fire fighters. Chief Hoyt states he has enough funds to try the program for FY13 (Feb-June); would like to fund the budget for it in FY14. The Board agrees to budget for the program. Chairman LaCourse requests Chief Hoyt submit a report at the end of FY13 to identify how effective the program is.

The Board discusses the 4240 (Office Supply line for Code Enforcement); agrees to fund it at \$300.

The Board discusses 4290 (Emergency Management); agrees to fund it at \$3000 for the director's stipend and \$2000 for deputy hourly wages.

Road Agent Randy Stevens discusses his request for miscellaneous funds for wetlands permits and equipment/parts. The Board agrees to fund it at \$5000. Mr. Stevens asks why the Fischer Brook culvert is being budgeted for this year, as it will take a year to permit; the capital reserve fund could be expended for this purpose. The Board agrees to remove it.

Transfer Station Manager Roger Rice discusses 4321 (New Equipment); states he can't predict anything for this coming year, but there may be little things. The Board agrees to fund it at \$3000. Mr. Rice and the Board discuss 4321-46 (Compost Bins) The Board agrees to fund it at \$1000 for FY14. Mr. Rice also suggests that checks for the compost bins may be written out directly to NRRA. Chairman LaCourse recommends Mr. Rice work with the Town Administrator to see which is the best way to handle this.

Town Administrator explains there was not a wage increase for the Welfare Director, but an increase to the line item to meet the minimum hours at the current hourly rate.

Town Administrator advises the Board of the breakdown of the Recreation Commission budget: \$600 Egg Hunt; \$1000 Fishing Derby; \$1750 Lee Fair; \$4295 Little River Park (over seed/weed control/etc); \$1500 Stevens Field; \$1900 Electrical to Well Pump at LRP; \$1200 Electrical at LRP.

Town Administrator and the Board discuss 4914 (Transfer to Trust Funds); the Board agrees to use funds from the unassigned fund balance to fund: Library/Community Center Trust Fund \$100,000; Accrued Benefits Trust Fund \$25,000; Revaluation Trust Fund \$10,000.

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The Board discusses the Land Acquisition Trust Fund; agrees to fund it at \$10,000.

The Board requests the Town Administrator work on a warrant article for a grass field at Little River Park.

Chairman LaCourse closes the Public Hearing at 7:05 pm.

2. Chairman LaCourse motions to approve the minutes of December 18, 2012. Selectman Griswold, seconds. **Motion Carries.** Chairman LaCourse motions to approve the minutes of December 26, 2012. Selectman Griswold, seconds. **Motion Carries.**
3. New England Coastal Baseball League representative Tony Bargardo requests field rental at Little River Park for (23 days) on Sunday's, April -October, 8:00 am – 4:30 pm. Town Administrator Julie Glover notes, the league has rented the field for the past two years for \$850 per season; the town provided a port-a-potty at the field. Chairman LaCourse asks how the fee was established. Ms. Glover advises the Board that area field rental fees range from zero to \$2000. Chairman LaCourse motions to table the matter until the Board has further information (from the Highway Dept, Recreation Commission and Town Administrator). Selectman Cedarholm, seconds. **Motion Carries.**
4. Chairman LaCourse opens the floor for Public Comment. There is none.
5. Emergency Management Deputy Caren Rossi requests direction from the Board regarding an email from a resident. The Board agrees, no response is required at this time.  
  
Ms. Rossi recommends 63 Mast Road be renamed and renumbered. Selectman Griswold motions to rename 63 Mast Rd: 7 and 9 Forrest Glen Way. Chairman LaCourse, seconds. **Motion Carries.**  
  
Ms. Rossi advises, Sledding Hill Lane needs numbering. Selectman Griswold motions to number Sledding Hill Lane as 9, 10, and 11. Chairman LaCourse, seconds. **Motion Carries.**  
  
Ms. Rossi advises the Board, the owner of Alder Brook Way requests a 'Private Way' sign. Chairman LaCourse states we have not paid for those in the past, however they can put one on the top of the sign (at their expense).
6. Chairman LaCourse motions to accept the Consent Agenda. Selectman Griswold, seconds. **Motion Carries.**
7. Town Administrator Julie Glover advises the Board that a resident from Sawyer

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Road has installed a skating rink at Little River Park and has requested that the Highway Department plow it out; the Fire Department fill it. Ms. Glover requests the Board retroactively motion to approve the skating rink.

Chairman LaCourse motions to approve the request to set up an ice rink at Little River Park, and authorize the Town Administrator, the Highway Department and the Fire Department to coordinate with the volunteers to maintain it during the winter months; to ask that a policy and procedure be developed for similar activities in the future. Selectman Griswold, seconds. **Motion Carries.** Selectman Griswold requests data be collected as to who is using the park and when.

8. The Board discusses the sale of three town owned properties. Town Administrator provides information on the process that other towns are following. Selectman Griswold tables the matter until the Board reviews the information. Selectman Cedarholm, seconds. **Motion Carries.**

Town Administrator Julie Glover requests a transfer of funds from 4199 Other General Govt. to the 4196-41 Worker's Compensation (as it is currently under funded). Chairman LaCourse motions to approve the transfer. Selectman Griswold, seconds. **Motion Carries.**

9. Town Administrator Julie Glover reminds the Board that she has submitted a spreadsheet showing the financial impact of both a 1.5% and a 3% COLA wage increase for the Board's consideration.
10. Selectman Griswold motions to accept Manifest 14. Chairman LaCourse, seconds. **Motion Carries.** Selectman Griswold motions to accept the Payroll Expense report for week ending January 6, 2013. Chairman LaCourse, seconds. **Motion Carries.**
11. Chairman LaCourse motions to enter into a Non Public Session at 7:45 pm per RSA 91-A 3II (a) for Department Head annual reviews. Present in Non Public: Chairman LaCourse, Selectman Griswold and Selectman Cedarholm. Road Agent Randy Stevens enters the Non Public session from 8:10 pm to 8:30 pm; Transfer Station Manager Roger Rice enters the Non Public session from 8:35 pm to 9:00 pm; Town Administrator Julie Glover enters the Non Public session from 9:02 pm to 9:26 pm. Non Public Ends at 9:26 pm, the minutes are sealed.
12. Chairman LaCourse motions to adjourn 9:27 pm. Selectman Griswold, seconds. **Motion Carries.**

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Minutes transcribed by:

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Dawn Hayes, Town Secretary

Minutes accepted by:

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Chairman, John R. LaCourse

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W. James Griswold

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David Cedarholm

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