

Approved

Town of New Boston Selectmen's Meeting September 17, 2012

<u>PRESENT:</u>	Rodney Towne	Selectman	
	Dwight Lovejoy	Selectman	Absent
	Christine Quirk	Selectman	
	Peter Flynn	Town Administrator	

Road Agent Dick Perusse, Recreation Director Mike Sindoni, David Woodbury, Ken Lombard and Brandy Mitroff were present.

Selectman Dwight Lovejoy was excused due to him having surgery this week.

A. CALL TO ORDER: A regular meeting of the Board of Selectmen was called to order by Rodney Towne at 6:00PM beginning with the Pledge of Allegiance.

Consent Agenda-The Selectmen signed the consent agenda. Christine moved to approve the consent agenda. Rodney seconded the motion. All were in favor. 2-0

B. PUBLIC FORUM:

Brandy Mitroff asked if the second public forum portion of the meeting could be moved to after the Town Administrator and Selectmen's reports during future meetings. The Selectmen agreed.

C. APPOINTMENTS:

Item 1: Mike Sindoni-Update on Recreation Department including fall programs:

- Summer Camp Coolio had a very good season. They had a new director and some new staff. Everything was great including field trips and the weather. Parents were happy. The time of camp will be changed to 7:30-5:30 instead of 8:00-6:00 next year. The camp had to move to the school art room for the last three weeks due to renovations of the white building. Mike thanked Art Teacher Judy Keefe for allowing them to use her room.
- The summer concerts ended August 26 with no rainouts this year.
- The department had great enrollment for archery, dance camp and other summer programs. The new multi-sport offering didn't generate much interest and the department is considering whether that will be offered next year.
- There have been good registration numbers for fall programs. Gymnastics, karate, Lego club, robotix and flag football are all full. The after school program is at capacity for the one room at the white building as the kindergarten is in the other room. This is decreased

from two rooms they have used in other years. Golf is starting and is almost full. Archery is ½ full. Ballroom dance was cancelled for the fall and will schedule a winter session. A trip to Foxwoods is coming up. Basketball registrations have started and this program is usually popular and successful.

- One room of the white building is now used by the Recreation Department and the other for kindergarten. The afterschool program can access that room on bad weather days for homework, reading and quiet activities only. They will not touch the teacher's materials. They want to make the situation with the use of the building work between the school and recreation.
- The basketball court is almost complete. Children seem excited about it.
- The Recreation Department plans an ice cream social as part of New Boston's 250th Celebration. They also plan a "Snowman Alley" next December similar to "Scarecrow Alley." They would also like to do an outdoor movie night on the ballfield in late August or September.

Item 2: Dick Perusse-Discussion concerning: Hoyle-Tanner 'Scope and Services'

Agreement for Riverdale Road Bridge: A quote was received from engineers Hoyle-Tanner. This paperwork was sent to NHDOT to use Hoyle-Tanner for scope and fees and the state approved. Hoyle-Tanner has been noticed through a conversation and the contract confirming will be signed and dated by Hoyle-Tanner and Peter Flynn. Hoyle-Tanner has listed the items to be done. Dick doesn't agree with the pre-stressed feature and that he and Tom Miller would rather use a steel beam with concrete deck that would save \$2,000. Hoyle-Tanner plans to investigate both options. Rodney moved to authorize Peter Flynn and Dick Perusse to engage Hoyle-Tanner for the Riverdale Bridge project. Christine seconded the motion. All were in favor. 2-0

Bid results for sale of Highway Department pickup truck: One bid was received which Rodney opened. It was from John Lewis for \$2,012. No check was enclosed. Christine moved to accept the one and only bid from John Lewis for the Highway Department pickup truck. Rodney seconded the motion. All were in favor. 2-0. Peter will advise the bidder, prepare the bill of sale and transfer the title. Dick was planning to sell the tank truck in October but has decided to keep it for parts. He plans to sell the sweeper in the spring.

D. OLD BUSINESS:

Item 3: Adoption of non-public minutes of August 29, 2012 and public and non-public of September 4, 2012: The Selectmen reviewed the minutes. Christine moved that they be accepted as presented. Rodney seconded the motion. All were in favor. 2-0

Rodney moved to seal the non-public minutes of September 4, 2012, until issue has been completed, seconded by Christine. Vote carried 2-0

E. NEW BUSINESS:

Item 4: Report on YTD 2012 Budget Expenditures and Revenues (Through 9/5/12):

Expenditures: 41% of the budget is left; the bottom line is in good shape. Department budgets are doing very well. Revenues: More than half of the projected revenues are received; many more are expected to come in toward the end of the year. Revenues are on pace with where they

were last year. Recycling revenues are not doing as well as expected due to market changes. On the other hand some unexpected revenues came in. These will help with setting the projected tax rate in October.

Item 5: Presentation of Payroll Options for 2013: Payroll Scale Memo, Proposed Salary Plans, Grade and Step Plan: Peter has been discussing this with the Department Managers and they agreed the merit system was not working. Peter has been researching the budget documentation for the past 4-5 years and found COLA and merit raises were budgeted the same for every employee, averaging 2.8 to 3.5% per year on the average. Peter researched grade and step programs modeled after the State of NH Employees Contract along with the Henniker and Amherst model. Having determined that those systems were financially unreasonable at this time, he created a new 'pay grade-step' format to better fit into the minimum-maximum window created for the town's employees as stated in the Personnel Manual. In his estimation he felt that this resulted in a fair and equitable solution based on what employees are earning at present. Each 'position' is now set in a new grade and step spread. It will provide raises in various amounts for all employees including part time staff. The plan was then reviewed and discussed by the Board. The Library and Police employees were not included. Two Department Managers were in the audience and spoke in favor along with Brandy Mitroff who said she formerly believed in a merit system but has thought different of it in the last couple of years as she confirmed Peter's portrayal of it's failure. The Selectmen viewed the data and proposed grades and steps and stated their support by instructing Peter to carry out the plan in preparing the budgets for 2013. Peter will add the Library to the spreadsheet as presented.

Peter mentioned that at some point before the plan officially takes place (after town meeting), the appropriate 'revised' pay scales would be included in the Personnel Handbook pending a vote by the Selectmen.

The Police is a separate grade and step process and Peter will have it on the agenda for October, 1, 2012.

Hard copy data presented (by Peter) will be attached to the permanent record of these minutes.

Peter noted Assessor George Hildum has indicated the total property valuation will be more than expected which will be a positive factor in calculating the 2012 tax rate in October. Exact projection will be available at the October 1, 2012 meeting.

Public Forum: None.

F. OTHER BUSINESS:

Item 6: Town Administrator's Report:

1. Town Clerk request for input re Avitar software for use of Credit Cards: 'One write' check system has to be implemented first. Karen is moving along with this item.
2. 2013 Budget Payroll Analysis: As above.
3. Budget preparation: Departments in process of completing budget requests for review by the Town Administrator.

Item 7: Selectmen's Reports:

Rodney attended the Planning Board meeting where the following was discussed:

- The Planning Board met with Vinnie Iacozzi regarding Thibeault Corp.'s failure to get gravel permits in place for two of their three gravel pits in town. They are working to get their Parker Road pit into compliance by proving grand fathered status rather than abstaining on AoT (Alteration of Terrain) permit.
- Heidi Palmer and Cathy Elking met with the Planning Board about the change of use in the real estate office to an antique shop. Parking needs to be changed. The Planning Board suggested parallel parking and referred them to the Road Agent. The building will need handicap access and other fire code upgrades. A site plan and the parking solution will be submitted.
- The Planning Board briefly discussed yard sale regulations and Rodney mentioned the Selectboard discussed this issue also this year. Adding definition of "yard sale" to the zoning ordinance was suggested and needs to be approved by the voters. This will be worked on further to allow the Code Enforcement Officer to reference something regarding yard sale v. business.
- A site walk was held at Mr. Shellenberger's Byam Road business. The Planning Board will hold a compliance hearing September 25th.
- New ERA CF Trust met with the Planning Board regarding a 2-lot subdivision and will return next month with the requirements the Planning Board placed upon them.
- The Townes Family Trust 2-lot subdivision at 170 South Hill Road will be discussed at the next Planning Board meeting.
- A meeting will be held October 20 from 8:30-12:30 at the Library regarding the mixed-use district. Southern New Hampshire Planning Commission will facilitate.

Item 8: Request for Non-Public session per RSA 91-A:3, II(d): Christine made a motion to go into Non-Public session per RSA 91-A:3II(d) at 7:04 PM. Rodney seconded the motion. A roll Call vote took place with Rodney voting –yes, and Christine Voting –yes. The Board then entered non-public session after the roll-call vote at 7:00 PM.

Move to exit Non-Public Session: Christine made a motion to exit Non-Public Session at 7:20 PM. Rodney seconded the motion. All were in favor. 2-0

ADJOURNMENT: Christine made a motion to adjourn the meeting at 7:21 PM. Rodney seconded the motion. All were in favor. 2-0

Prepared by Maralyn Segien