

BOARD OF SELECTMEN
Public Meeting Minutes of Monday, October 4, 2010
New Durham Town Hall – 7 PM

Present: Theresa Jarvis, Selectmen Chair; David Bickford, Selectmen; Fred March, Selectmen

Also Present: Catherine Orlowicz, Mark Fuller, Shawn Bernier, Joe Bloskey, Mike Clark, David Valladares, Carole Ingham, Arthur Capello, Peter LaChapelle, Waste Management Representative; Mary McHale,

I. Call to Order & Pledge of Allegiance called by Chair Theresa Jarvis at 7:00PM

II. Agenda Review- Chair Jarvis has two items to add under new business; a resignation and a purchase order request.

III. Citizen's Forum ~ at the discretion of the Chairman

IV. Appointments or Public hearings

V. Department Reports

In a six page document, the Police Chief presented a break down of court appearance of officers. Adjudicatory means juvenile, pc hearing means probable cause. It takes an average of two to three hours per visit for reasons beyond the control of the officers. Chair Jarvis said we are looking at 150- 180 this year at least and Chief Bernier said we can add another 50-60 appearances by the end of the year. Chief Bernier said a lot of that has to do with the economy, as people would rather fight a ticket or take their chances that an officer won't show up, rather than pay the fine. This was requested to see how often our police officers, either on duty or off, are out of town, as it directly pertains to the budget.

The second thing that the Chief has is from one of his risk management classes. He has given some of his staff these books, which is composed of case law that supports scenarios that police officers may encounter. Alison will try to get free copies for the Board.

Finally, the materials have been ordered, and the renovations of the Police Station will start as soon as the builder can. There is no set date to begin.

The Equipment Mechanic commented on the completed list of missing equipment from the theft of the Highway Department. Selectmen Bickford asked if there was a complete inventory of tools down there. EM Valladares asked for clarification as to what complete means. Selectmen Bickford said at least tools.

Electrical issue with the highway department's loader- transmission control unit is bad, and in order to be replaced, the dash board needs to be reprogrammed. The dash board is around \$1,800 and the computer is around \$1,600. The time to replace the units is not an issue, the diagnosis is the time consuming part, and EM Valladares has easily put twenty hours into it already. The loader is a 1998. It is scheduled to be replaced in four more years. EM Valladares can program it in house. There is a difference when it comes to manufacturers and what needs to be replaced. John Deere seems to be more expensive on replacement items.

VI. Status Reports

Chair Jarvis has updated the "ongoing project list" and passed them out to Board. She has broken the list out by topic, and by person responsible.

The site walk and perambulation with Wolfeboro Selectmen's delegate and town planner is set for the morning of the 18th at 8:30AM. AC Rendinaro will post it, as there will be two selectmen present, Chair Jarvis and Selectmen Bickford.

*The Board of Selectmen may enter into Non Public Session, if so voted, under
the Terms and Conditions of RSA 91-A:3 II a ~ e and RSA 91-A:2 I c.*

AC Rendinero and Chair Jarvis have been following up with the MRI study that the Board had requested. Chair Jarvis met informally with Don Jutton, President of MRI. He supplied her with information as to how to utilize the time contracted by MRI. Don Jutton suggested analyzing the workload of the Land Use Administrative Assistant project in relationship to adding the assessing needs of the town to that position. He also provided a sample survey to the Board to pass out to employees or Board, Commission, and Committee members if they choose. It is a planning tool to gauge ideas of employees and volunteers, to get an idea of what they see is working and what is done efficiently. Selectmen Bickford would like to see if there are other services MRI could offer instead of the survey. The subject will be revisited at the next meeting. Another topic discussed was to provide some oversight to the Finance Department when and if she needs it. Part of the contract with MRI would allow Vickie to access some of the financial people in there. The Town is trying to make sure to utilize the hours allotted to us by MRI. A high priority will be made of the Land Use office. Hours of operation were another area he suggested looking into.

VII. Old Business

Highway/Transfer Station

Board Decision -Single Stream vs. Current Recycling System

After hearing presentations and getting information from a variety of individuals, the Board Fred March said his vote is to keep things the way they are.

Motion to continue with recycling as we have been doing, continuing to look at ways to refine the process, and to continue education for the program. March/Bickford 3-0

Board Decision -Bid Results- Municipal Solid Waste

Bids were opened at ten past ten on Friday morning, October 1st. Cathy Orlowicz and Mark Fuller worked very hard to get the spreadsheets to the Board that afternoon to get them in their packets. Road Agent Fuller presented a breakdown to the BOS. Waste Management would be willing to negotiate rental fees if the Town was interested. They also have a cap on increases in CPI if you go 5 or 7 years with them. Selectmen March and Bickford are not interested in contracting for 5 or 7 years because they have not seen any significant advantages to do so. Discussion about the two lowest bidders ensued, Waste Management and Best Way. Road Agent Fuller will do research into the references of Best Way, as they were the lowest, but the Board does not know much about their service. He will report back to the Board on October 18th.

Board Decision -Bid Results- Sand

Road Agent Fuller made a recommendation to the Board that they go and look at the sand of the lowest bidder, because they came in \$1.55 lower than the rest. This could mean lower quality sand. Chair Jarvis asked Selectmen March if he has any experience with the lowest bidder. He said he would recommend them, but he would still recommend we check out the product. Road Agent Fuller will check out the sand of the lowest bidder, and will check out the satisfaction rate in regards to past and current customers, as with Best Way. He will report back to the Board on October 18th, when they will make their decision.

Board Decision - Finalize Road Agent Job Descriptions

Fred March feels that we should separate out the Road Agent and the Transfer Station manager. Selectmen Bickford wants to discuss with the Transfer Station manager if he is willing to take on the full responsibility of the Transfer Station. His concern is how many people will need to be hired as a result of the Board decision. Selectmen Bickford said that if we have the expertise in house, then he would go along with it. Keeping with the question at hand: keep the job description as Road Agent with Transfer Station manager, or separate the two. Chair Jarvis would like to see the Road Agent concentrate on the Highway Department, and use innovative management techniques to ensure the Transfer Station remains as successful as it has been, and continues on the path it is on.

Motion to separate the Road Agent and Transfer Station manager position into two positions. March/Jarvis Discussion: Selectmen Bickford said we can always come back and fix it. 3-0

Fred March suggested we re-write the Road Agent position ourselves. Chair Jarvis asked if he would like to take on that task. He said he would. He will bring it back to the Board on October 18th.

The draft changes of the Recycling Ordinance will be put on the October 18th agenda.

The Board of Selectmen may enter into Non Public Session, if so voted, under the Terms and Conditions of RSA 91-A:3 II a ~ e and RSA 91-A:2 I c.

A question was raised as to whether we have received any letters about Red Oak.

VIII. New Business

Board Review -2011 Employee Benefits/Pay Scale

Chair Jarvis created a spreadsheet of pay grades and steps in relationship to employee positions. The second spreadsheet shows 2011 and identified what the wage would be if every employees step was increased to the next step. There is a great disparity in the increase of wages with this layout. This is to give the Board an idea of how to approach increasing the wage scale, and how to get everyone on the same scale. Everyone will be set in their current grade, once we get the LGC Study done. The Town moved to a 15 grade system, with 19 or 20 steps. This was a change from the previous scale. The Board needs to decide how they are going to get people placed appropriately on the scale. Chair Jarvis provided the information for the Board to review. She also provided copies of the wage schedule that was adopted in November of 2008. This will need to be revisited in the near future.

Board Decision –Delegation to Administrative Consultant

In May the Board said they were not going to dump 100% of the Selectmen’s duties to the Administrative Consultant. Chair Jarvis would like to delegate the signing of Purchase Orders up to \$3,000.00, the revisions of policies (specifically the Purchase Policy and the Video Policy), as well as the “To-Do” list that was given out earlier in the meeting. Also, delegating the review of ordinances, are they relevant, current, citing the correct statute, etc. The Board agreed

A letter was read aloud to the Board of Selectmen for the record, on behalf of the Catherine Orlowicz. The letter informed the Board that she will no longer be pursuing the care of the old/abandoned graveyards.

A second letter read aloud informing the Board of the resignation from the Meetinghouse Restoration Committee by Catherine Orlowicz.

Motion to accept with regret the resignation of Cathy Orlowicz from the Meetinghouse Restoration Committee. Jarvis/March 2-1 with Selectmen Bickford being the dissenting vote.

Selectmen Bickford gave Police Chief Bernier some documents regarding the dog ordinance, and asked the Chief to review and get back to him.

The Milfoil Committee submitted a Purchase Order for the second treatment of Merrymeeting River. The process was waived the first time, and AC Rendinero will be working with the Milfoil Committee to review the purchase policy.

Motion to authorize the expenditure of \$6,000 to Aquatic Controls Tech Inc. Jarvis/March 3-0.

IX. Schedule Next Meeting

On October 7th there will be a Non-Public Work Session to finalize the evaluations of the Department Heads. October 18th will be a Regular Business Meeting. On October 21st, 25th, and the 28th the Board will meet with departments for Budget Reviews. The Board will also be scheduling several Public Hearings for the acceptance and expenditures of court assigned fees, revision of the transfer station recycling ordinance, transfer of funds to capital reserves and expendable trust funds, as well as well as a possible request to build on a Class VI road.

X. Approval of Minutes

Motion to accept the minutes of the BOS meeting of September 27th as revised. Jarvis/March 3-0

Motion to accept the nonpublic minutes of September 27th as amended. Jarvis/March 3-0

Motion that the minutes of the August 17th informational meeting be accepted as amended. Jarvis/Bickford 3-0.

XI. Any Other Business - none

The Board of Selectmen may enter into Non Public Session, if so voted, under the Terms and Conditions of RSA 91-A:3 II a ~ e and RSA 91-A:2 I c.

XII. Non-Public under 91-A: 3 II

There was a **Motion** to enter into nonpublic sessions pursuant to RSA 91-A:3 II (c, d, and e) Jarvis/Bickford
Roll call vote- 3ayes.

Public portion of the meeting ended at **9:15PM**.

The Board came out of the Non-Public Session at **11:05PM**. In the Non-Public session there were two motions made:

Motion to issue a warrant for non-payment of legal fees, and authorize the Code Enforcement Officer to follow up.
Jarvis/Bickford 3-0.

Motion to authorize Atty. Justin Richardson to go forward with legal activities on the property off of Route 11.
Jarvis/Bickford 3-0

XIII. Adjournment

Motion to adjourn at **11:07PM**. Jarvis/March 3-0.

*Respectfully Submitted,
Alison Rendinaro*