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BOARD OF SELECTMEN

Public Meeting
December 1, 2014

Present:

David Swenson, Chairman
Terry Jarvis, Selectman
David Bickford, Selectman

Also Present:

Jeremy Bourgeois, Town Administrator
Reggie Meattley, Police Sergeant
Gregory Anthes, Resident

Shawn Bernier, Police Chief
Rudy Rosiello, Resident

The public meeting portion was reconvened by Chair David Swenson at 7:00 PM.

Chair Swenson stated the meeting was called to order at 5:01 PM and went into a non-public session. There were interviews of potential candidates for the part-time police officer positions, review and discussion on tax abatements, and a discussion on various agreements.

Public Input:

Rudy Rosiello said that at the last BOS meeting when the Board was deciding on an assessing company to hire, it was mentioned that tax credits and exemptions need to be reviewed every five years. Selectman Bickford made the comment that he didn't see why that was necessary, yet he is sponsoring a policy for volunteers that makes it so the volunteers have to go through a renewal process every year. Rudy Rosiello said he felt that there is a conflict. Selectman Bickford stated he did not know it was a Department of Revenue Administration (DRA) requirement when he made that comment.

Agenda Review:

Selectman Jarvis said she wanted to add the Town's Response to the Department of Labor (DOL) response to Old Business.

Chair Swenson added Town Hall Clock, Complaint Form revisions, and wants to revisit the account with Strafford County Commission dues.

Department Reviews:

Chair Swenson said the Board conducted interviews for part-time police officers while in non-public. Chief Bernier said that Sgt. Meattley discussed the conditional offers with him. He said he felt it was a good idea. Chair Swenson explained the Board discussed that part-time police officers require certification and training plus have to be outfitted. The Board felt those made a conditional offer should sign an agreement with the Town to work a specified number of hours or years and if they choose to leave before that time is

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up, they would have to reimburse the Town a prorated amount of the cost. Selectman Jarvis stated she thought the Board should look into making that a policy for other departments as well. The rate of pay for part-time police was discussed. The rate of pay while in the academy is \$16 per hour. The Chief recommended \$17 per hour after the academy. After a brief discussion between the Board and the Chief, they felt 2080 hours would be a reasonable number of hours to use in part-time agreements. The Chief said the next part-time academy starts February 7th and goes until May 8th. The pre-entrance part-time test is January 24th and paperwork has to be in by January 10th. Chair Swenson asked if they could start work prior to all of that. Chief Bernier stated they could start their field training but he does not believe their clearances will be done until the end of the month. Selectman Bickford recommended possibly having the agreement state so many hours or so many years. Town Administrator Bourgeois will write up an agreement and send it to legal counsel for review. Chair Swenson asked if the Board might want to take the opportunity to increase the part-time pool more than the anticipated two. Finance Officer, Judith Crouse passed out updated Account 4210 Police budget sheets. Selectman Jarvis said they could buy the firearms, ammo, ballistic vests, and duty belts ahead of time or at least get a purchase orders to encumber the money. She asked would they be able to also do the uniforms or at least encumber the money. Chair Swenson said he felt there was enough money to get the hardware for more than two candidates. He asked if there was enough in the budget for the part-time hires to cover three instead of two hires. Chief Bernier said yes he could do that if he buys all the hardware and all the things they need for the academy from the 2014 budget. He could cover that out of the part-time line to pay for the training and the other things needed.

Selectman Jarvis made a motion to set the pay rate for an uncertified police officer part-time at \$16 an hour and upon successful completion of the part-time police academy the rate of pay will be \$17 an hour. The Chief is authorized to purchase all of the required "hardware" in the amount of approximately \$3,125 per candidate out of the 2014 budget. Furthermore, as part of a conditional offer, the candidates will be informed that they will need to sign a financial agreement to compensate the Town should they leave of their own accord. This agreement would be prorated to the 2080 requirement. Selectman Bickford seconded the motion. The motion passed 3-0.

Selectman Bickford made a motion to make a conditional offer of employment of part-time police officer to Corey Dudman, James Saltzman, and Jason Roy. Selectman Jarvis seconded the motion. The motion passed 3-0.

Sgt. Meattay has been out to see Officer Joy. He reported that Officer Joy is doing well and mending. The Orthopedics physician has said the mending will take 6-8 weeks. Chief Bernier said the driver of the truck has been found responsible for the accident. He has been charged with Felony DWI, 2nd Degree Assault, and Reckless Conduct. Chair Swenson asked if the other driver had insurance. Chief Bernier said the vehicle he was driving had insurance. Primex has valued the cruiser at \$7,700. Ossipee Mountain is coming to look at the equipment to determine what needs to be replaced. This has to be done before the insurance company will pay anything. Greg Anthes asked if the other

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insurance company is paying. Chair Swenson said Primex will be handling that. The Chief asked what direction the BOS wants to go. His recommendation is to move the rotation of the cruisers out one year. There is approximately \$24,000 in the CRF fund and the proposed amount to place in the fund in 2015 is \$25,000- \$27,000. He said that after Town meeting and the money is placed in the fund, the BOS could advise him to purchase another cruiser. Selectman Jarvis said money received from the insurance company would go into the general fund and then to the Unassigned Fund Balance. She would be in favor of taking the money for a cruiser out of the Unassigned Fund Balance by Warrant. Chief Bernier said he could make it through to spring without a fifth cruiser. The replacement cost with equipment would be approximately \$40,000. The Board agreed the Chief should go ahead and start gathering the necessary information. Chief Bernier informed the Board that there had been approximately nine forced entries into homes around town and they believe the subjects are in custody. They have recovered some of the items taken and are tracking items that were sold at pawn shops, trying to recover some of that property as well.

Old Business:

Chair Swenson said there was a hand out in their package for the DOL which is a spread sheet to be attached to the response letter. Town Administrator Bourgeois said he is going to follow-up with department heads this week to see where they are at with this and determine dates for completion. Chair Swenson said the title of the person named to be accountable for correcting the DOL cited items should be added.

Department Head Evaluations:

Town Administrator Bourgeois said he has two out of the three evaluations from the Selectmen. Selectman Bickford said he will get his evaluations to the Town Administrator this week. Department Head evaluations will be placed on the December 15th agenda.

Complaint Form Revisions:

Town Administrator Bourgeois stated he sent it to Selectman Jarvis. He also looked at other towns to get feedback as to what they are using. This will be on the December 15th agenda.

Town Hall Clock:

Town Administrator Bourgeois announced to the public they will not be hearing the clock anymore because the clock winder can no longer wind the clock. There was a quote from D'Avanza for the cost of time and striker conversion to an automatic form of operating the clock and one for repairs to fix the worn parts in the bushings. There are two options for automation. One is partial automation and the other is full automation. The cost is \$12,535 to do everything at once and \$13,788 if it is done in two parts. In addition to either option the repairs cost for replacing worn parts is \$3,500. Chair Swenson said he believes there would also be an additional cost for wiring. Chair Swenson asked if there was money in a CRF that might cover this expense.

County Tax Bill:

The Town received the County tax bill in the amount of \$1,210,746 which is due December 17th. However, the Town did not get its tax rate until near the end of November and the tax bills are payable by December 29th. The Town Administrator spoke with the County Administrator to see if the due date could be moved out. The County Administrator said the Town could date the check for Dec 17th and they would hold it a couple of days. Town Administrator Bourgeois said he counter offered with a $\frac{3}{4}$ payment and has not heard back. The Town has collected a little over a half million dollars in taxes. Selectman Bickford asked what the current balance is. Chair Swenson said \$1.21 million. Tax Collector Carole Ingham joined the meeting. Chair Swenson asked how much had been collected today. She said \$218,777. Chair Swenson said for Town Administrator Bourgeois to pursue negotiations with the County.

Budget Review:

Account 4902 Capital Outlay Equipment

The new dump truck for the Highway Dept. is estimated at \$83,000. This is the account the money for the new Police cruiser would come from. The Chief gave them an estimate of \$42,000.

Selectman Bickford made a motion to approve Acct 4902 Capital Outlay Equipment in the amount of \$125,000. Selectman Jarvis seconded the motion. The motion passed 3-0.

Account 4903 Buildings

The Fire Dept. (FD) burner project and oil tank removal should be placed in this account. The estimated price is \$16,000. The FD renovations should also be placed in this account. The estimated price is \$18,000. The Fire Station Community Room floor replacement should also go in this account. The estimated price being \$6,500. Chair Swenson said he would like to see the costs for the renovations reduced.

Selectman Jarvis made a motion to approve Acct 4903 Buildings in the amount of \$41,000 containing three lines, Oil Burner/Tank Removal \$15,000, Dept. Renovations \$18,000, and Floor \$7,000. Selectman Bickford seconded the motion.
Discussion: Chair Swenson said he was not comfortable with the amount of money being added to the budget. **Selectman Bickford withdrew his second. The motion died for lack of a second.**

Account 4915 Capital Reserve Funds:

- General Gov't ~ BOS funding at \$0
- Master Plan ~ BOS funding at \$0
- Office Technology ~ BOS funding at \$300
- Milfoil ~ Selectman Bickford recused himself because he is an abutter. BOS funding at \$15,000
- Building Improvements ~ BOS funding at \$0

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- Land Acquisition ~ BOS funding at \$0
- Meeting House ~ BOS funding at \$10,000
- Accrued Benefits ~ BOS funding at \$5,000
- Record Management ~ BOS funding at \$0
- Police Cruiser ~ BOS funding at 30,000
- Public Safety Facility ~ BOS funding at \$10,000
- Fire Truck ~ BOS funding at \$59,000
- Fire Department Satellite Station ~ BOS funding at \$0 BOS recommended dissolving this CRF
- Dry Hydrant ~ BOS funding at \$0 Selectman Jarvis asked the TA to ask the Fire Chief where they are with dry fire hydrant project.
- Forest Fire ~ BOS funding at \$0
- Highway Trucks ~ BOS funding at \$62,000
- Highway Equipment ~ BOS funding at \$30,000
- RSMS ~ BOS funding at \$75,000
- Highway Garage Expansion ~ BOS funding at \$0 BOS recommended dissolving this account.
- Fuel Pumps ~ BOS funding at \$0
- Emergency Management ~ BOS funding at \$0
- Gravel ~ BOS funding at \$0
- Transfer Station Facility Improvements ~ BOS funding at \$0
- Transfer Station Facility Equipment ~ BOS funding at \$12,000
- Culture Library Facility ~ BOS funding at \$1,000
- Library Technology ~ BOS funding at \$0
- Smith Ball Field ~ BOS funding at \$0
- Total for 2015 is \$212,000 with \$204,000 in CRF's and \$8,000 in ETF's and total for 2014 was \$304,472 with \$271,722 in CRF's and \$32,000 in ETF's.
- The BOS revisited Police cruiser and decided to increase it to \$35,000
- The BOS revisited RSMS and decided to increase it to \$80,000
- The new total for 2015 is \$222,000 with \$214,000 for CRF's and \$8,000 for ETF's

Chair Swenson made a motion to approve Acct 4915 Capital Reserve Fund for a total of \$214,000 with following sub-accounts Gen Gov't is \$33,000, Safety is \$104,000, Highway is \$172,000, Transfer Station is \$12,000, Culture is \$1,000, and Parks and Recreation is \$0. Selectman Jarvis seconded the motion. Chair Swenson rescinded the motion. Chair Swenson recalculated the numbers. The new total is \$322,000 with \$314,000 for CRF's and \$8,000 for ETF's. The Board revisited several line items. The BOS revisited Highway Truck CRF and reduced it to \$57,000, Highway Equipment CRF and reduced it to \$20,000, and Fire Truck reducing it to \$50,000. **Selectman Jarvis made a motion to fund Acct 4915 Capital Reserve Funds in the total amount of \$290,000. Selectman Bickford seconded the motion. The motion passed 3-0.**

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Selectman Jarvis made a motion to fund Acct 4916 Expendable Trust Funds in the amount of \$8,000. Selectman Bickford seconded the motion. The motion passed 3-0.

Account 4210 Police:

The BOS asked for the wages to be broken out from the part-time Uncertified Police Officer line. The total budget is \$543,274 with a default budget of \$535,066.

Selectman Jarvis made a motion to approve Acct 4210 Police in the revised amount for proposed 2015 budget in the amount of \$543,274 with a revised default budget in the amount of \$535,066. Chair Swenson seconded the motion. The vote was 2 in favor (Swenson, Jarvis) and 1 opposed (Bickford).

Deliberative Session:

Chair Swenson read off the important dates to know for the SB2 Town meeting.
(See attached list)

Chair Swenson recommended having the Deliberative Session on February 2nd at 7:00 PM. February 7th is the last day it can be held. After checking their availability and discussing other possible dates, the BOS set the date for February 2, 2015 at 7:00 PM dependent on the availability of the Moderator and the availability of the school. Selectman Jarvis will bring the dates to the BC. She will also bring back the Solid Waste account.

Tax Abatements:

There are four Town owned properties that need an abatement.

Selectman Jarvis made a motion to abate the total amount of \$546 of the 2014 property taxes for the following four properties, Innsbruck Drive Map 210 Lot 114, Franconia Drive Map 210 Lot 084, Franconia Drive Map 210 Lot 085, and Tash Road Map 252 Lot 070. Reason for the abatement is property is owned by the Town. Selectman Bickford seconded the motion. The motion passed 3-0.

There is a tax abatement for the Town of Middleton map 219 Lot 012. This is a reciprocating agreement between the municipalities.

Selectman Bickford made a motion to abate the taxes for the Town of Middleton Map 219 Lot 012 in the amount of \$1,652. Selectman Jarvis seconded the motion. The motion passed 3-0.

There is a tax abatement request for the Merrymeeting Lake Association Map 119 Lot 033-001. This is for the building that was recently moved. Chair Swenson recused himself from voting because he is a member of the Merrymeeting Lake Association.

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After a brief discussion, the BOS decided not to abate the tax due to a possible conflict since the Town is a member.

The election must be held on March 10th, 2015. The Town Report with the final budget and ballot questions must be available by March 3rd, 2015. The Board discussed the need to work on the warrant. The Town Administrator will have a rough draft for review at the December 15th meeting. Chair Swenson will write the Selectman's Report for the Town Report.

The DRA sign off for the equalization rate is due by December 15, 2014. The BOS agreed to mark off that the Town is in the middle of a full revaluation.

Public Input:

Mr. Kratovil said he wanted to thank Selectman Bickford and Selectman Swenson for breaking the police part-time hire line into two lines.

Selectman Jarvis wanted to make sure they were all in agreement that the Town Administrator should send out the RFP's for the three Fire Dept. projects. Chair Swenson and Selectman Bickford indicated that they were all in agreement to the Town Administrator doing this.

Mr. Kratovil asked if contract plowing was considered in the decisions for the amount of money to be placed in the CRF's. Selectman Bickford said they considered it but did not do anything affirmative. They did allow for the shifting of money if it is necessary to cover contract plowing. Mr. Kratovil asked if there was a potential to do contract plowing next year. Selectman Bickford said it was a possibility. Mr. Kratovil asked if Selectman Bickford knew how much money would be saved by not putting money in for the plow truck. Selectman Bickford said he was not sure. Town Administrator Bourgeois said the Town would be saving about \$11,500 a year.

Chair Swenson said he wanted to thank Selectman Jarvis and Selectman Bickford for all their work on the budget. He also expressed appreciation to the Department Heads for all the work they have done to meet the Board's needs. He also thanked Town Administrator Bourgeois and Finance Officer Judith Crouse for all their work.

Review of Minutes:

Board members reviewed the public minutes of November 17, 2014. Corrections were made.

Selectman Jarvis made a motion to approve the BOS meeting minutes of November 17, 2014 as amended. Selectman Bickford seconded the motion. The motion passed 3-0.

Board members reviewed the public minutes of November 19, 2014. Corrections were made.

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Selectman Jarvis made a motion to approve the BOS meeting minutes of November 19, 2014 as amended. Selectman Bickford seconded the motion. The motion passed 3-0.

Mr. Kratovil asked if Selectman Jarvis was able to come up with her own questions during the interviews with part-time police candidates. She said yes she was. She had stated to the others on the panel that there were two questions she wanted to ask. The other members were in agreement with the request.

Selectman Jarvis made a motion to adjourn. Selectman Bickford seconded the motion. The motion passed 3-0.

The meeting adjourned at 11:10 PM.

Respectfully submitted,
Laura Zuzgo

A video recording of this meeting is on file with the Office of the Town Clerk, is available for public viewing during normal business hours, and will be retained in accordance with the New Hampshire Municipal Records Board rules established under RSA 33-4:4, or for a minimum of 24 months.

SB2 Town Meeting Dates:

January 9, 2015 is the last day for the voters to petition the Selectmen to include any article on the warrant proposing a bond.

January 13, 2015 is the last day to give notice for a 1-20-15 public hearing on the annual budget.

January 13, 2015 is the last day to petition the Selectmen for any Articles to be included on the Warrant.

January 15, 2015 is the last day to post & publish the last hearing on what will be January 26th for proposed changes to the zoning ordinances and building codes

January 22, 2015 is the last day official BC delivers final copies and recommendations of the budget to the Selectmen.

January 26, 2015 is the last day for the Selectmen to post the warrant and budget at all the polling places and the clerk's office at the Town Hall.

January 30, 2015 is the last day to file a declaration of candidacy for any Town office.

January 31, 2015 is the earliest day to hold the Deliberative session.

February 7th is the last day to hold the Deliberative Session.