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**NEW DURHAM BOARD OF SELECTMEN
New Durham Fire Department Community Room
Wednesday, June 25, 2014, 7:00 p.m.**

DRAFT: These minutes are strictly a draft copy and are awaiting amendment or approval at a subsequent, duly noticed public meeting. Amendments to these minutes will be noted in the minutes of said meeting. The draft will be posted on the website as a draft copy for public informational use only.

Present:

Chairman David Swenson
Selectman David Bickford
Selectman Theresa Jarvis

Also Present:

Jeremy Bourgeois, Town Administrator
Jim Ladd, Videographer
Jennifer Riel, Minute Taker
Dorothy Viesel, Resident
Gregory Anthes, Resident
Tony Bonanno, Resident
Doug Perkins, Resident
Stephanie Kearns, Resident
Rudy Rosiello, Resident
Ellen Phillips, Resident
Bob Kroepel, Resident
David Valladares, Equipment Mechanic
Shawn Bernier, Police Chief

Call To Order

*NON PUBLIC******

Chair Swenson resumed the public portion of the meeting at 7:00 pm at the New Durham Town Hall.

Chair Swenson stated while in non-public session a Town Administrator evaluation was conducted in conjunction with MRI.

Appointments/Announcements

Chair Swenson stated Doug Perkins has volunteered for a position on the Parks and Recreation Commission and thanked Mr. Perkins for his willingness to help out.

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Dorothy Viesel, of the Parks and Recreation Commission, stated Mr. Perkins brings many skills and abilities to the Commission, skills which are sorely missing; he is very active with coaching sports, and he is reliable.

Doug Perkins, resident, stated he has lived in New Durham for 22 years with 3 kids in the public school system. He has volunteered and coached baseball, basketball and softball over the years. Chair Swenson thanked Mr. Perkins for his willingness to volunteer on the committee.

Selectman Jarvis made a motion to appoint Doug Perkins to a full three-year term as a member of the Parks and Recreation Commission, effective immediately. Chair Swenson seconded the motion. Discussion: Selectman Bickford asked what the skills are that are sorely missing as mentioned by Ms. Viesel. Ms. Viesel replied that Mr. Perkins has volunteered to do some work and landscaping on the field with equipment and has the know-how. She clarified that he would be able to help out in facilitating many teams. Mr. Perkins said he hasn't sat in on all of the Commission meetings so isn't sure what he will be bringing but he has a lot of connections, experience with excavation and project management.

Selectman Bickford stated there is more to the Commission than just sports. He stated a big part of the Commission has been the childcare issues and asked if Mr. Perkins has any thoughts on that. Mr. Perkins replied that he has had to deal with childcare with three kids, and his boys have been involved in the Creative Kids Club. He stated he is willing to work on that as well not just the sports part of the commission.

Selectman Bickford asked if Mr. Perkins were to become chairman, would he be willing to post an agenda for upcoming meetings. Mr. Perkins replied that he is not looking towards that position right now but he would do what needed to be done.

All in favor. Motion passed unanimously.

Rudy Rosiello, resident, stated he thinks it should be welcomed when a Town resident volunteers for something, and should not be challenged that they are going to ultimately be chairman and questioned about their viewpoints. Mr. Rosiello stated he is appreciative of Mr. Perkins coming forward to volunteer his time, knowledge and experience to the Town of New Durham and its citizens. Mr. Rosiello stated he finds it objective to ask an individual if they are going to become a commissioner, and does not want people to be discouraged from coming forward to volunteer for committees. Chair Swenson replied that the BOS is also very appreciative of Mr. Perkins willingness to come forward as well. Selectman Jarvis noted over the next few days Mr. Perkins needs to meet with the Town Clerk to be sworn in.

Selectman Bickford replied to Mr. Rosiello's comments, and stated that appointing people to commissions and committees is an important responsibility, and the BOS wants to be sure that responsible people are going in there. He stated he believes it is the responsible thing to do to question individuals, find out what their philosophies are.

Selectman Bickford stated it is important to find out more about them and to know in advance what their plans are.

Equipment Mechanic

Chair Swenson explained the idea here is to review systematically each department head's goals that were established during the evaluation process. Chair Swenson stated about a month ago the BOS met with the Police Chief and Highway Department head, and reviewed the same types of things that are included in the goals being discussed tonight. Chair Swenson stated tonight is the Equipment Mechanic, David Valladares to explain the progress he has made to date on his analyses. Chair Swenson stated the objective is to a) understand what things are being measured, b) how it is being measured and c) the progress made to date on those things that have significant milestones. Chair Swenson stated some of the goals are year-long, some are shorter and some may have already been completed.

David Valladares, Equipment Mechanic, stated one of the goals created by the BOS was to generate comparative mechanic department data for towns including budget and budget detail, employee utilization, productivity, collaborative opportunities, etc. and determine if New Durham is current with technology. Mr. Valladares stated the last one about technology is pretty vague. Chair Swenson replied that refers to the inventory and vehicle tracking process and software that was approved early last fall.

Mr. Valladares stated there are several towns he compared to New Durham. He chose the towns based on criteria including population. Mr. Valladares noted however, that criteria can be misleading. Mr. Valladares stated he then went to like road miles and explained that dictates the amount of personnel and equipment as well as how maintenance is done. Mr. Valladares stated that was the main criteria he used when making comparisons. He also included household incomes and tax rates.

Mr. Valladares stated he did comparisons for the police and fire departments as well. He noted the comparisons for the fire departments were more difficult to get in touch to speak with personally because they are mostly volunteer with part time chiefs.

Chair Swenson explained the reason Mr. Valladares was looking at those departments was because he services the equipment for them.

Mr. Valladares stated that is where New Durham differs from other towns. He stated New Durham is the only town in the comparison that has one person or department in charge of maintenance of every piece of equipment in town.

Anthony Bonanno, resident, asked Mr. Valladares if he found any towns that were fully integrated with their highway departments, with all the equipment and full time employees. Mr. Bonanno stated he too has looked at towns and how they run their highway departments. He noted all the towns he looked at, contract out the work for the highway department and asked Mr. Valladares if he found any other towns that have the same level of equipment and involvement as New Durham.

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Mr. Valladares went through the criteria and numbers he collected, and summarized the information. Chair Swenson stated a copy of these reports would be made available for public review. Mr. Valladares went on to explain all the towns he used in the comparison, the total road miles maintained by each town, and split between paved and gravel which makes a big difference on the cost of maintenance and time.

Chair Swenson stated being roughly six months into the year, Mr. Valladares has identified towns that are being looked at, identified several line items for comparison, and stated there needs to be additional summation on the report. He stated the presentation is on track with making progress with what was requested, however the BOS will need time to digest all the information and there still needs to be work completed along with a summation.

Selectman Jarvis asked for clarification on the number of employees. Mr. Valladares replied those are for the highway department and noted the police department line does indicate how many full and part time.

Mr. Rosiello asked how many miles of roads are covered by the Town of New Durham. Mr. Valladares replied it is approximately 60 miles. Mr. Perkins asked how many are gravel. It was clarified that is about 11 miles.

Chair Swenson stated going back to goal #1, maintain budgets that are appropriately managed throughout the year, asked if there are any specific items Mr. Valladares thinks should be of concern right now. Mr. Valladares replied no, but there are some lines that are depleted earlier in the year than others.

Selectman Jarvis stated she had anticipated having the department heads present during the budget review later at this meeting, and noted overall the budgets appear to be in good shape with 52% of the year remaining.

Chair Swenson stated goal #3 is to develop computerized project and inventory system and documentation of vehicle and equipment information to achieve more economic and productive processes. Mr. Valladares replied the software program was approved for purchase last fall, was installed and is being implemented. Mr. Valladares explained all vehicles are now in the system and the process has been started to create a price list and inventory items. He stated that is a slow process without taking hours and hours to inventory and price everything but doing it as they go. Mr. Valladares explained as parts are used, prices are entered into the price structure. He stated reports can be run on any part or item entered and can be used to track costs.

Chair Swenson asked what the status of implementation of this program is so far. Mr. Valladares replied it is about 75% complete. He noted that after the first year cycle has been completed, a history will be developed and the information can be used going forward.

Selectman Bickford asked what the inventory Mr. Valladares is referring to. Mr. Valladares explained that it is not an inventory but tracking of all the parts used such as oil filters, etc, a price is entered when it is taken off the shelf for use. He clarified the system is not for inventory at this point.

Chair Swenson stated that back in September, the BOS determined that certain parts that are relatively small in dollar amount, were to be charged a set minimum amount. Mr. Valladares stated this was discussed and it was determined that if a part was used in repair that did not come to a certain dollar amount, it was not added to the repair specifically. He stated that what was determined was to add a 2% overhead charge to be able to account for those. Selectman Bickford stated he thought that when this project was originally talked about, it was about determining the costs with running a vehicle and now he is being told it is about the project not the vehicle. It was clarified the objective of the program is to allow them to see all the repairs that are done on a vehicle and Mr. Valladares stated he can run a report for any vehicle requested to see what work has been done on it.

Gregory Anthes, resident, asked who enters the information in the system and how it was tracked before. Mr. Valladares replied the office manager does it and before the software system, it was a paper system. Mr. Valladares explained the new system will be helpful in tracking and determining a breakdown of the costs for each piece of equipment. It was clarified Mr. Valladares does all the work on the Town's vehicles and is on-site forty hours a week.

Selectman Jarvis asked about the prices of items, and asked if the prices change since last purchased, is the price updated. Mr. Valladares replied yes, and they are trying to get away from small purchases to making larger bulk purchases a few times a year.

Mr. Valladares stated there was an issue last night with the ambulance. It was clarified the ambulance operators thought the transmission was shifting erratically and notified Mr. Valladares. He stated he took a look at it, took it for numerous test drives throughout the day, was unable to find any problems with it, and it was put back into service.

Chair Swenson stated goal #4 is more proactive communication with the Town Administrator. Chair Swenson stated it is a shared responsibility between the Town Administrator and the department heads to make sure there is a systematic communication process in place. Mr. Valladares replied he feels they have been interacting well from his perspective; he thinks the department head meetings work great and he feels overall there is good communication between himself and TA Bourgeois. TA Bourgeois replied that improvements have been made but there is still room for more improvement. Chair Swenson encouraged the department heads interact individually as well and communicate at least once a week.

Mr. Valladares noted he would be submitting a Purchase Order for signatures for grader tires. Mr. Valladares explained there was a tire left over from the last machine, a second tire was received when the new machine was purchased and if he purchases just four

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more, all six will be the same. Two that are currently on the machine can be saved as spares and he has sold the remaining four. Chair Swenson asked what the value of the PO would be. Mr. Valladares replied it would be \$5,295.00 and that does not include the money received from the ones being sold. Selectman Jarvis asked if the tires are sold back to the company where the new ones are being purchased. Mr. Valladares replied they are not but were sold independently in the past.

Mr. Anthes asked how long the tires last. Mr. Valladares replied about four years and the government contract pricing is approximately \$1,600.00 per tire but that does not include installation. It was clarified the mounting is done by another company although Mr. Valladares does the installation of tires on all other Town trucks and equipment.

Selectman Jarvis asked how much money is received from selling the used tires. Mr. Valladares replied they received \$200.00 each last time.

Chair Swenson clarified no action is needed tonight but it will be addressed again at the July 7 meeting.

Mr. Kroepel asked if Mr. Valladares gets retread tires. Mr. Valladares stated he does not, even though it is a widely accepted practice. He explained that because of government pricing, it is not worth it. There is also no government pricing structure for retreading the tires and they are purchased cheap enough to turn them over and not retread them. Mr. Kroepel asked what the cost would be to retread tires. Mr. Valladares stated the process is different than that of truck tires but the equipment tires are used pretty hard and capping would not be the way to go. Mr. Kroepel asked what is the price difference. Mr. Valladares replied it would probably be in the \$700-800.00 range for recapping but there is also the factor of rating condition before it is recapped and if there is a lot of damage, it is probably going to be rejected or not warranted. Chair Swenson asked what is the longevity of retread tires. Mr. Valladares replied he does not know but according to other people he has talked to, it is not the way to go. Chair Swenson stated his point is that while it could be done, replacement could end up more often and in the end a higher cost.

Mr. Perkins stated he has 26 years of experience with equipment and they do not retread tires on loaders and graders any more because they just don't hold up. It can end up costing more.

Selectman Bickford asked who is changing the tires this time. Mr. Valladares replied Northeast Tire Service would be doing it. Mr. Valladares explained he pulls the wheels off the grader and hauls them over on a flatbed to Belmont for mounting.

Mr. Valladares stated the new Crown Victoria has been put into service and wanted to clarify it was the agreement to scrap the old vehicle. He stated he was given the authority to sell it as he saw fit last fall. Mr. Valladares stated he has received prices, the highest being \$500.00 from a scrapper but he has also received a \$500.00 bid from an individual. Chair Swenson asked if there are any sort of waivers that are signed by scrappers. Mr. Valladares replied they have never scrapped a vehicle before and have always sold them

outright. He stated the prices for scrap vehicles have just started to come back up. Mr. Valladares asked if there was any preference as to which option he goes with.

Mr. Kroepel stated he assumed the private buyer would pick up the vehicle and asked if there would be any costs if it goes to the scrapper. Mr. Valladares replied the scrapper would pick it up when he is in the area or Mr. Valladares could drive it to Rochester. If the individual buys it, they will be responsible for picking it up.

Selectman Jarvis asked if Mr. Valladares expected the price of scrap to go up in the next month or so. Mr. Valladares stated he thinks this is pretty good right now. Selectman Jarvis clarified this is the vehicle that died in December and asked what his recommendations are regarding the 2006 that is in the process of being replaced. Mr. Valladares replied that is same vehicle. Mr. Valladares explained the vehicle has about 160,000 miles, an external head gasket leak as well as a leak in the transmission cooler and that is why it was determined it was not worth fixing.

Chair Swenson stated he does not have a preference in regards to which option Mr. Valladares chooses, but he wants to be sure there is a statement signed off on with the transfer of the vehicle being in as-is condition. It was agreed Mr. Valladares could make the determination to sell it as he sees fit.

Public Input

Rudy Rosiello, resident stated he has three issues of concern. The first being in regards to security at Town Hall meetings. Mr. Rosiello stated a few months ago, people were allowed to carry sidearms into the Town Hall meetings and noted one individual did so. Mr. Rosiello stated going back to a meeting of September 2013, that same individual was unstable and the meeting had to be stopped in order to wait until the individual had regained his composure. Mr. Rosiello requested the police chief reevaluate this individual to carry a firearm. He wants to make sure that who ever comes here is safe and requested there be a minimum of two police officers present. It was clarified the incident where an individual had a meltdown that Mr. Rosiello is referred, to happened at a September 2013 New Durham BOS meeting at the Town Hall.

Mr. Rosiello stated his second issue is with moving into budgeting season, he wants assurance the BOS is doing things in terms of benchmarking, with preliminary checks to see how New Durham stands in comparison to other communities, and the BOS establishes the correct frameworks for benchmarking. He stated he does not believe in budget cutting, the recession is over, and he wants the BOS to look at maintaining the service level that is currently enjoyed by the citizens of New Durham. Mr. Rosiello stated he wants to make sure the Town is working at the most operational efficient level based on other towns.

Mr. Rosiello stated his third point is he is sorry to hear that the individual in the Police Department who works in the office is having her hours cut due to budget constraints. She will be sorely missed, she delivered quality customer service to the Town, and Mr. Rosiello hopes that going forward, the BOS is more minded towards individuals that do

service for the Town and the work they delivery as you can't replace it. Mr. Rosiello stated there is a tremendous amount of knowledge these individuals have and quality of customer service that is done here. Mr. Rosiello stated he hopes the Town does not move towards making people part timers just to cover expenses and cut down on the service levels. Mr. Rosiello stated from his many years of experience, it is short sighted to do something like that as well as outsourcing when there is no objective to it in terms of replacement. It will cost the Town a considerable amount of money.

Ellen Phillips, resident, stated she has a letter addressed to the BOS but was unable to print it and would like to read it now. Ms. Phillips stated she was not able to do so at the last meeting due to time limits. Chair Swenson requested a copy of the letter be provided to TA Bourgeois when possible. Ms. Phillips read her letter aloud and voiced her concerns regarding violent threats against schools, the Town's children, and police department coverage. Ms. Phillips stated she is concerned about the hours when there is no police officer on duty, she wants to ensure that there is enough coverage at all times, and does not want to see the police department reduced.

Mr. Anthes asked for explanation as to the individual Ms. Phillips referred to. Chair Swenson clarified the incident has been covered in the news, it is regarding a New Durham resident but the incident did not occur in New Durham. Mr. Anthes asked if the individual was back in New Durham and Chair Swenson replied that without going into detail, he does not know. Ms. Phillips stated the Police Chief and the Police Department are aware of the situation. Chair Swenson reiterated an individual is not guilty until proven guilty and to be mindful of that.

Mr. Rosiello stated that while Ms. Phillips was reading her letter, Mr. Bickford appeared to be laughing however this is a very serious issue. Mr. Rosiello stated the Police Department is not a department he wants to see outsourced as he sees Selectman Bickford is trying to do. Nor does he want to see the highway department and solid waste facility outsourced as they are doing a fine job. Mr. Rosiello stated he also does not want to see the Library put on a warrant article to reduce services that are currently being offered. Mr. Rosiello stated Selectman Bickford's intent seems to be to do so and stated Selectman Bickford also at one point made a comment about outsourcing the Fire Department. He stated that it is a vital part of the Police and Fire Departments to know the Town, the activity and its citizens, and it is an advantage to keeping the Town safe. Mr. Rosiello stated that to sit here and see a selectman laugh at it is disgusting.

Mr. Anthes asked for clarification regarding the individual that Mr. Rosiello referred to earlier at a town meeting. Mr. Rosiello replied the case was reported in *Foster's*, it was a member of the Board of Selectman and the meeting was delayed until he could compose himself. Mr. Rosiello stated that when the State said firearms could now be carried in municipal buildings, this same individual carried a sidearm to a meeting. Mr. Rosiello stated he finds it very unsettling that there is an individual that has had a documented meltdown has the option of carrying a sidearm. He stated he does not feel safe.

Police Chief – Officer Justification

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Chair Swenson stated at the June 2 meeting, the officer hire situation was addressed and it was approved for Police Chief Bernier to post the position both internally and externally. Police Chief Bernier was asked at that point to provide justification for the position.

Police Chief Bernier outlined his reasons for justification for a fifth, full time police officer:

1. Not creating another position, just filling a position that is open. The 2014 budget reflects a Chief and four officers in the department.
2. The 2014 budget was approved by the budget committee, selectmen and at the 2014 Town Meeting.
3. A study comparison was submitted comparing New Durham to Strafford and Gilmanton, the same towns Mr. Bonanno said he was using for his comparison report to the selectmen. In that data, New Durham has the most activity of the 3 towns for 2013.
4. Currently there is one officer leaving for military duty for the month of August, and if also required to do one weekend a month for the rest of the year.
5. Officers will be taking vacation, sick leave, personal leave and trainings.
6. When the department is fully staffed, there is coverage for 20 hours a day and in some cases, 24 hours a day.
7. Wants to be a proactive department instead of a reactive department.
8. When fully staffed, the department's overtime line is significantly reduced.
9. A full staff is needed to allow for investigations, search warrants, juvenile cases, CAC interviews, grand jury, sexual assault interviews, etc. Officers are needed for Town events such as New Durham Day, fireworks, road races, etc.
10. By keeping the department fully staffed, the officers keep refreshed by not being ordered in for coverage.

Chair Swenson asked Police Chief Bernier what the net financial impact is if he has to do overtime versus a part time fill-in or overtime versus a fully staffed situation. Police Chief Bernier replied he does not know. Chair Swenson stated that relative to points 4 and 5, they are circumstances encountered in any department.

Chair Swenson asked Police Chief Bernier about the part time pool to fill some of those activities. Police Chief Bernier replied it is non-existent right now. He stated he does have one part time officer that works in Alton and has a full time job. Police Chief Bernier stated his availability to the department is very limited. He did have another part timer who was going to accept the full time position in New Durham but has since accepted an offer with the State Police. Police Chief Bernier stated he supports him in that 100%. Police Chief Bernier stated the other part timer is a graduate from college and has been contacted by Sergeant Meattley for availability and shifts, but he does not know if he is going to be available. Police Chief Bernier stated suggestions have been made to him to either resign or show up and help in the needs for coverage. Chair Swenson stated that for purposes of full disclosure, he, Tony Bonanno and Police Chief Bernier met yesterday and had some conversations on this and wanted everyone to know that there

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has been a discussion on this prior to this meeting. Police Chief Bernier stated this is his second or third meeting with a selectman on this.

Mr. Rosiello asked if Mr. Bonanno is representing the Budget Committee or is he acting as an individual citizen. Chair Swenson replied that he was interpreting it as that of an individual citizen. Mr. Rosiello stated there are some issues with Selectman Bickford saying Mr. Bonanno is representing as a Budget Committee member, and Mr. Rosiello stated that as a former member of the Budget Committee, there was never a vote to elect Mr. Bonanno as a representative of the Committee in this investigation. Mr. Rosiello asked that going forward, Mr. Bonanno identify himself as a citizen and not refer to himself as on the Budget Committee.

Mr. Rosiello stated he understands that according to CIP, the Police Chief is supposed to get another officer in 2015 and Police Chief Bernier feels it is not necessary but Mr. Rosiello wants to see Canine Fred permanently join the Department. Chair Swenson replied that Canine Fred was approved by the BOS, is fully trained as a Canine 1 but with the stipulation that Police Chief Bernier find ways to fund him, which he has done well. Chair Swenson concurred that Canine Fred has been a definitive positive to the Town. Mr. Rosiello asked the BOS and Police Chief Bernier to look at ways to keep Fred on. Chair Swenson replied he doesn't see any reason to find funding from any other source as the current approach has been successful and he doesn't see the need for the Town to have that burden if it doesn't have to.

Mr. Bonanno stated he is acting as a citizen and it has nothing to do with his position on the Budget Committee. He stated he has done a comparison study of New Durham with Strafford and Gilmanton. Mr. Bonanno explained he picked those two towns based on demographic similarities including lakes in all the towns with population increases during the summer. Mr. Bonanno stated that intuitively, there should be more officers during the summer and there are never going to be enough officers to make sure there is no crime in a town, as it just isn't affordable. He stated no town does that. Mr. Bonanno stated that another thing when comparing Strafford and Gilmanton, they also have five police officers but those towns have larger populations by over 1,000 so they are running police officers at a ratio of 1 to 800, while New Durham is running at a ratio of 1 to 500 people. He stated those towns have to make the same decisions on safety and they are secure with the ratios to population size. Mr. Bonanno stated that if New Durham were to have the same ratio, there would only be three officers. He stated he has checked the call rates that New Durham gets in summer and winter. Mr. Bonanno noted the calls go up between the middle of June to September by about 100 per month. He stated the data suggests the Police Department shouldn't be level loading with five officers. Mr. Bonanno stated he has spoken with Police Chief Bernier about this and he agreed that if there was an adequate pool of part time police officers, he could probably maintain the spring, winter and fall. Mr. Bonanno stated that if the fifth officer is not replaced, it would save the Town about \$75,000.00. If an officer is put on from the last two weeks of June, for twelve weeks, paid \$25.00 per hour, that would cost the Town only \$12,000.00.

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Mr. Bonanno suggested running the Police Department efficiently with a reliable pool of part time officers and stated there are a few reasons why they do not have this. One, they are not paying enough, they don't exist and they don't want to work for New Durham. He suggested to try and get a good pool of part timer and if that can't be done, suggested trying to work with the county's sheriffs department. Mr. Bonanno stated the tax rate in Strafford is \$2.00 per thousand while the tax rate in New Durham is \$6.00 per thousand and he wants to benchmark with Strafford. He stated there are a lot of cost-savings opportunities in Town and he wants to share the data with anyone who will listen.

Police Chief Bernier asked Mr. Bonanno, of the three towns he compared, who had the most activity. Mr. Bonanno replied there are different types of activity. Police Chief Bernier agreed but it is still someone being there when people request an officer. He stated that while the populations are higher in the other towns by 600 to 800 but New Durham's calls for service were also 500 to 800 more.

Mr. Bonanno stated he doesn't think it is effective for police to be out there with radar to which Police Chief Bernier replied he disagrees as it is a service requested by people. Police Chief Bernier stated the size of the department Mr. Bonanno is suggesting is the size the department was twenty-three years ago. Police Chief Bernier stated his calls for service, when compared to all the other towns, are a lot more.

Mr. Rosiello stated he has significant professional business experience as an operational executive, with in-sourcing, outsourcing and is very familiar with what both Mr. Bonanno and Police Chief Bernier are saying. He stated they really need to go by the number of calls. Mr. Rosiello stated statistics are nice, but people need to be protected and based on what he is seeing here, it is very selective with what is being looked at. Mr. Rosiello stated you cannot bring in a flexible workforce in and still maintain quality of services in the Town now. Chair Swenson stated that will be part of the discussion in establishing a part time pool

Mr. Kroepel asked what is the financial impact on the overall tax rate impact with hiring a fifth officer. Chair Swenson replied that while it is not a specific number, the current tax rate has all of those officers as part of it. The BOS is looking at what is believed to be another reduction in the tax rate even with all five of the officers. Mr. Kroepel stated he would rather have the current tax rate and give the Police Chief what he thinks he needs.

Selectman Jarvis stated in regards to Mr. Kroepel's comment, it would be approximately \$0.18 per \$100,000.00 of taxable value or roughly \$0.05 for every \$20,000.00.

Selectman Bickford stated it is not about whether the coverage is the same but its about when you want it and when you need it. Selectman Bickford stated that as far as for calls coming in for service, that should take a certain amount of time and that is called proactive. He stated the problem with what Police Chief Bernier has presented, is it makes a presumption that the department is fully staffed. Selectman Bickford stated it can be viewed as being overstaffed or understaffed but that is what needs to be determined to get the department where it needs to be. Selectman Bickford stated it needs to be

determined what is correct, what is efficient, what is sufficient and what is cost efficient. Selectman Bickford stated there is one more thing to consider which is that part time officers have not been solicited in a long time. He stated with full time positions, the benefits package is almost 70%. Chair Swenson replied that is not correct but it is actually 49% to be exact. The percentages of benefits and salaries were discussed and the 2014 budget was reviewed.

Selectman Jarvis asked Police Chief Bernier when the last time it was advertised for part time officers, asked how applications many were received, and how many went onto interview. Police Chief Bernier replied only one was interviewed. Police Chief Bernier went on to explain that part timers are just that, part time and bring essentially a reactive department and he does not believe that is what the people of the Town want.

Chair Swenson stated that to Mr. Bonanno's credit, he is correct that from a part time pool perspective, there are reasons why people aren't responding to any of the towns' part time pool requirements and he has identified the reasons why no town is able to build up a part time pool to use in a more effective manner. Mr. Bonanno stated the sheriffs' department has part timers that make substantially more than the Town is offering.

Selectman Jarvis stated the issue of patrol officer running radar is a result of citizens calling and complaining about speeding cars, and some of them are a result of grants. She stated that from her experience, the more critically injured patients she treated were usually those who were in a high-speed crash. She stated she would wonder why there wasn't a cop around that could have stopped the person before they broadsided an SUV full of kids. Selectman Jarvis stated that radar patrols to her are proactive and she recalls a sitting BOS told the Police Chief they wanted him to be proactive and not reactive. She doesn't want to see those calls for service taken out of the equation of how many calls the Police Department does. All of the other communities include those in their stats. Selectman Jarvis stated that personally, she would like to see 24-hour coverage although right now it cannot be afforded.

Chair Swenson stated there have been several inputs indicating Town approval as well as input from the Police Chief relative to what he needs to operate his department with five being the right number with what New Durham is asking for in service.

Mr. Kroepel stated that what is being missed here in the broader picture, is teamwork. Theoretically, if there are full time people who are happy to be here and when there is an emergency, they are ready to go without worrying about overtime, etc, then straighten out the details later but make sure that the service that is needed is gotten from people who are happy to be here. Mr. Kroepel stated in that regard, he would rather have five and if the financially impact is as described, there is a possibility of having even more officers available to do the coverage. He stated one of the problems he is hearing in terms of coverage, they are looking at individuals as machines who can be hired and fired when needed. Mr. Kroepel suggested giving the Police Chief what he needs and for which he has given good reasons.

Mr. Rosiello stated Police Chief Bernier has numerous years of experience, he knows the Town, knows what is needed, understands the pool and what you get. He stated that is what the Police Chief was hired for and he needs to be listened to.

Chair Swenson asked if there was any more discussion from the BOS. Selectman Bickford stated he still does not feel justification has been made. Chair Swenson asked for clarification as to what Selectman Bickford needs for justification. Selectman Bickford stated the discussion about the amount of hours of being proactive. Chair clarified that if Police Chief Bernier were to schedule for 20 and 24 hour coverage, with four or five officers, how many hours is that. Police Chief Bernier replied that he cannot give that information right now as there are so many variables such as having to call everyone in to do a search warrant, officers are called in to chase a dog, he needs to go to court so needs someone else to cover the town while he is gone, etc. Police Chief Bernier stated his plan is to cover the Town at least 20 hours a day and in some cases such as holidays, 24 hours a day, and he is trying to do that with the staffing that was approved and budgeted for 2014. Chair Swenson clarified that just because it was budgeted for, does not mean it needs to be expended. Police Chief Bernier stated he is just trying to fill a position he has already justified through that process. Chair Swenson stated he thinks the coverage can be calculated.

Selectman Bickford stated that what Police Chief Bernier is asking for is to have a proactive department not a reactive one, and in police work there is a term proactive and that you do strive for a certain amount but you don't want to get too overloaded in a proactive percentage.

Selectman Jarvis stated she would like to see as much proactive activity as possible, and considering the crimes and investigations that have been conducted in the Town lately, she doesn't think that there has been enough time spent on being proactive as it is. She stated they now have to deal with the criminal element. Selectman Jarvis stated it is not the same sleepy town she moved to over thirty years ago. The population has increased dramatically, there are drug issues, sexual assault issues, and the run of the mill burglary, home invasion, domestic violence and there are the same crimes as in any big city.

Selectman Bickford replied that in response to that, she wants proactive but she doesn't know how much proactive there is. He said presumption that is based on emotion is his concern. Selectman Bickford agreed things that have changed over the years including that the school age population has dropped.

Chair Swenson summarized the BOS has already given Police Chief Bernier approval to do an internal and external posting however the internal candidate will be moving on with another opportunity. Chair Swenson stated he doesn't see anything from this conversation to halt the external posting, and as it was noted at a prior meeting, the BOS can stop the process at any time going forward. Chair Swenson encouraged Police Chief Bernier to work on the cooperative process with a neighboring town, well as do some market surveys to see what would entice individuals to become part time and asked him to come with the information periodically. Chair Swenson stated that as was pointed out by

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Selectman Jarvis when the approval was given to move forward with the posting, the BOS can stop that process at any time so he doesn't see a need to stop it at this stage until more information can be gathered regarding a pool of part time candidates. Chair Swenson suggested Police Chief Bernier expand his advertising for the part time pool. He also suggested that as part of Police Chief Bernier's interview process, to do a market survey relative as to what would entice someone to come part time.

Selectman Jarvis asked what is the closing date for the external posting. Police Chief Bernier replied today is the last day. He stated that he has 9+ applications for the PT testing which is going to be conducted in Farmington on July 19. There are another 25 candidates taken from the Great Bay Testing Alliance where people apply for different law enforcement positions throughout the State and take a test. Those scores are looked at and they too are invited to the PT test.

Selectman Bickford stated he doesn't think the BOS should go forward with a full time officer unless they are serious. Chair Swenson replied they are going forward with the interview process and he encourages getting some part time officers as well which will give them another opportunity for decision. Selectman Bickford stated they need to sit down and decide what the pay should be and solicit at that rate of pay. He suggested putting that on the next agenda.

Chair Swenson stated he wants Police Chief Bernier to define what proactive means.

Police Chief Bernier stated there is also a Purchase Order that needs signatures. It is for the set up in the new cruiser by 2-Way Communication Service Inc. of the console cage, radar, radio, sirens, tablet, emergency lights and the cost is for all the items installed. Chair Swenson clarified this was all within the approved budget amount.

Police Chief Bernier stated the only thing remaining to be done is the painting. He clarified that the work by 2-Way Communication has already been done but a bill has not been submitted for the painting.

Selectman Bickford asked why the PO was not submitted before the work was done. Selectman Jarvis clarified that the work was already approved at Town Meeting as part of purchasing the cruiser, but according to the Purchase Policy, the PO comes to the BOS for signature after the work is completed. Selectman Bickford stated that the PO needs to be coming to them sooner and it doesn't have anything to do with Town Meeting. Chair Swenson stated he agreed and doesn't like to see the PO after the fact even though it was approved at Town Meeting. Police Chief Bernier explained that in the ten years he has been doing this, he has always done it this way. Selectman Jarvis stated this is part of the bigger problem with the Purchase Policy that needs to be addressed because the Police Department is not the only one that gives the PO after the work is done and they have the final amount. Frequently this is a process that is gone through because final numbers are not known until the work is done.

Selectman Jarvis made a motion to approve Purchase Order #0356 to 2-Way Communication Service, Inc. of Newington, New Hampshire for the setup of the 2014 Ford Interceptor and the Getakmdt Tablet setup in the amount of \$9,422.73. Chair Swenson seconded the motion. All in favor. Motion passed unanimously.

Selectman Jarvis made a motion to approve Purchase Order #0213 to All State Asphalt Inc. of Sunderland, Massachusetts for chip and sealing of 20,533 square yards in the total amount of \$48,252.55. Chair Swenson seconded the motion. All in favor. Motion passed unanimously.

Town Administrator's Report – Fuel Lock-In

TA Bourgeois stated there is a copy of the contract proposal from Irving Energy through Competitive Energy who is contracted with to obtain bids and make recommendations. TA Bourgeois stated last year the Town locked in at \$1.785 per gallon so this year it is a little higher but the recommendation is to lock-in as the market is going up. It is a few cents higher than the proposal from last week. TA Bourgeois stated the price is \$1.909 per gallon. Chair Swenson noted that this price is in addition to the \$0.05 per gallon surcharge.

Selectman Jarvis made a motion to lock-in to a propane price via Competitive Energy from Irving Energy in the amount of \$1.95 per gallon. Selectman Bickford seconded the motion. All in favor. Motion passed unanimously.

Mr. Anthes asked if this is for the year and how many gallons. TA Bourgeois replied it is for the year and is about 1500 gallons.

Selectman Jarvis stated authority was not previously given to TA Bourgeois to lock-in on prices for diesel, gasoline and oil, and suggested doing so considering how fast things change. After discussion, it was agreed that it is necessary in order to avoid missing out on good pricing.

Selectman Jarvis made a motion to authorize TA Bourgeois to lock-in prices for diesel, gasoline and oil, after consulting with Chair Swenson. Motion failed for lack of second.

Chair Swenson stated that for public information, there was an instance that came up last week where there was only a twelve-hour window to lock-in with a lower price and they were not able to do that. Selectman Bickford asked TA Bourgeois if he knew what the prices for those were now. TA Bourgeois replied he would have to get new quotes as it's been over a month. Selectman Jarvis stated they were also trying to get together with other towns for bulk pricing too. Selectman Bickford suggested having a ceiling.

Selectman Jarvis made a motion to authorize TA Bourgeois to lock-in prices for diesel, gasoline and fuel oil after consulting with a member of the Board of Selectmen. Selectman Bickford stated he had a problem with that as it puts a selectmen in the position of telling him not to do it and suggested either giving TA Bourgeois the

authority or not without the consultation. Selectman Jarvis stated the only reason she added the consulting with a member of the Board is so it is not all dumped in the Town Administrator's lap. Chair Swenson stated he doesn't have a problem with that, as it is what he was hired for. **Selectman Jarvis withdrew the motion.**

Selectman Bickford made a motion for TA Bourgeois to make a contract for the purchase of diesel, gasoline and oil. Chair Swenson seconded the motion. All in favor. Motion passed, unanimously.

New Business

ZBA and Conservation Applications

Chair Swenson stated the willingness of volunteers is appreciated and stated Stephanie Kearns has applied for a position on the Zoning Board of Adjustment.

Selectman Jarvis asked Ms. Kearns if she is applying for a full position or as an alternate. Ms. Kearns replied she is not opposed to either but since she is new to this, she assumed it would be appropriate to be an alternate. Chair Swenson stated there five appointed positioned and up to four alternates, and there are currently four alternate openings. He stated if there is an instance where a full time member is unable to attend a meeting, an alternate is appointed by the Chair to be a regular member for that meeting, to participate and vote as needed. Selectman Jarvis stated that when she was on the board, alternates were expected to attend meetings, would get their packages, and were encouraged to participate but if the full board was present, they did not vote. TA Bourgeois stated his understanding is that there are issues with people going away for the winter and there are also some individuals that want to step back, so she may be called on to be a full member after six months or so. Ms. Kearns agreed that sounds like the appropriate way to go about it.

Selectman Bickford noted there is currently a full time position open. Selectman Jarvis clarified an individual was willing to be reappointed but a second was not received on the BOS' motion to reappoint her.

Selectman Bickford stated there is usually the two-week vetting process and confirmed Ms. Kearns has the necessary background and asked Ms. Kearns about her experience. Ms. Kearns replied in her work she has seen the need for adherence to zoning regulations, as she is an engineer and works for a civil engineering firm. She has also attended some of the ZBA meetings to get a feel for it.

Selectman Jarvis made a motion to place Stephanie Kearns in nomination to be an alternate to the Zoning Board of Adjustment and make a final decision at the July 7, 2104 meeting. Selectman Bickford seconded the motion. All in favor. Motion passed unanimously.

Ms. Viesel asked for an update as to the re-nomination of Joan Swenson to the ZBA. Selectman Jarvis replied that when the nomination came up, she made a motion to appoint Ms. Swenson to another three-year term but the motion died for lack of a second

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as Chair Swenson had excused himself due to being related. Ms. Viesel asked what happens now. Selectman Jarvis replied she remains in holdover status.

Selectman Bickford stated they should resolve it soon, but not today. Selectman Jarvis stated she is ready to resolve it now. Selectman Bickford stated that if Ms. Kearns is nominated, she is eligible for the full time position. Selectman Jarvis clarified that the motion that was made was to nominate Ms. Kearns was for an alternate position on the ZBA, not as a full member. Selectman Bickford stated he doesn't think that is fair and she should have an opportunity to compete with the other candidates. Chair Swenson stated she does.

Ms. Phillips questioned Selectman Bickford's use of the word "compete". She said it seems that if someone wants to volunteer to be on a board, they will now be questioned whether they have the degree, qualifications or pedigree. Ms. Phillips asked why individuals couldn't just volunteer to boards and committees and learn as they go, or why do they need to be questioned about whether they know enough to be on a board. She said people volunteer to be on boards to help the Town and learn as they go. Ms. Phillips stated Selectman Bickford seems to be seeing if the BOS will "let" them volunteer in this Town. Ms. Phillips stated this upsets her, as someone who was never able to volunteer in the past, she volunteered for something she had no knowledge about and went on the committee to learn and to volunteer and take part. She said it seems to her that this is ending in this Town, that only the people who are liked or have the qualifications will be allowed to sit on the boards. Ms. Phillips said they will not get anyone to volunteer for anything in Town.

Chair Swenson stated it is certainly advantageous if the Town can have people that have related skills and that would be an ideal situation but that should not in any way preclude or exclude people that have an interest in volunteering and providing the Town some services that are needed. Selectman Bickford agreed that is his perspective. Ms. Phillips stated the words he speaks do not reflect that. Selectman Bickford explained his use of the word "competitive".

Chair Swenson stated Curtis Richard has volunteered and applied for a position on the Conservation Commission. Chair Swenson stated there up to six appointed positions and up to five alternates. He stated there are currently two full time positions available.

Selectman Bickford asked about the Planning Board appointing their own alternates and asked why the other boards do not. Selectman Jarvis replied that the Planning Board is elected and therefore appoint their own alternates. However, both the Zoning Board and Conservation Commission are appointed by the BOS and therefore the alternates are appointed by the BOS as well. Selectman Jarvis asked Mr. Richard if he has any experience in conservation. Mr. Richard replied he does not.

Chair Swenson stated that does not preclude or exclude him in any way and Mr. Richard stated he does have experience in environmental sustainability. Mr. Richard replied that

he had experience in college but not within a town. Selectman Bickford noted Mr. Richard was a treasurer as well.

Selectman Jarvis made a motion to nominate Curtis Richard to full membership on the Conservation Commission, with a final vote on July 7, 2014. Selectman Bickford seconded the motion. All in favor. Motion passed unanimously.

2014 CIP Appointment

Chair Swenson stated the Capital Improvement Program consists of one BOS representative, one Budget Committee representative, one Planning Board representative, one representative from Copple Crown and one at-large. That position is currently open. Selectman Jarvis stated she anticipates Mr. Bonanno will again be the representative from the Budget Committee. Three applications for appointment to one open position were reviewed and discussed.

Selectman Bickford made a motion to nominate Jeffrey Kratovil for the CIP Committee. Motion died for lack of a second.

Selectman Bickford made a motion to nominate Anthony Bonanno for the CIP Committee. Motion died for lack of a second.

Selectman Jarvis made a motion to nominate Kristyn Bernier to the CIP Committee. Chair Swenson seconded the motion. Selectman Bickford opposed. Motion passed, 2-1.

Assessing Assistant

TA Bourgeois stated the Finance Officer has left and the position has been posted. He stated over the years she handled a majority of the assessing clerk functions to assist the assessor when he was here in Town. He stated when she left, she took a good deal of experience with her regarding assessing. TA Bourgeois stated the initial goal was to have the land use assistant assume that role and that has never happened. He stated she has been pretty busy with the land use duties and doesn't believe she has the time to assume the additional duties while staying in the current budgeted hours. TA Bourgeois stated he needs an idea of the direction the BOS wants to take regarding the assessing function. He stated they do have a part time employee that is willing to take that on, however she would need some assistance with educational opportunities to be brought up to speed.

Selectman Jarvis asked what are the average number of hours that position would need per week. She referred to a document from MRI from 2012 and it appears as though they were projecting up to eight hours per week for in-house coordination of the assessing functions. Selectman Jarvis stated that if eight hours is still accurate, doesn't that make the other position full time.

Chair Swenson replied that in 2012 when the current individual for the land use assistant/assessing clerk, at the time of hire it is clear the BOS at that time felt a) the position under the hours that were described and the position that was advertised had the

responsibility for the combined roles of land use and assessing clerk, and b) there is no question that during the last evaluation process, it was clearly described to the individual that they should pick up the pace in learning the assessing clerk function. Chair Swenson stated this was before the Finance Officer departure was even known about. Chair Swenson stated that both the prior BOS and the current BOS, clearly had the assessing clerk duties as part of this position, along with an outside study saying the hours were adequate. He stated this should be a non-issue.

Selectman Bickford referred to the MRI study and noted there may be a need to increase the hours to thirty-two hours per week. Chair Swenson asked how many hours a week she is doing now. Selectman Bickford replied it is twenty-eight. Selectman Jarvis proposed increasing her hours to thirty-two hours and the assessing clerk activities should remain as planned. Chair Swenson concurred that the four hour a week increase may be appropriate to address the assessing job. Selectman Bickford stated he had an opportunity to talk to the land use clerk about it and it is more the issue of her not wanting to increase her hours anymore at this time.

It was suggested Laura Zuzgo take on the job so it would be matter of working it out. Chair Swenson stated his issue is the land use clerk was given an increase, and that was based on the job description, which included the assessing clerk and asked how much of the increase should then be removed. Selectman Bickford suggested sharing that with her. He stated that after talking with her, he got the feeling she really does not want to increase her hours but agreed Chair Swenson has valid points.

Selectman Jarvis proposed that TA Bourgeois sit down and discuss this with the assessing assistant, go over the job description, point out what the conditional offer included and everything that was just discussed. She stated that TA Bourgeois is her supervisor and suggested he come back at the July 7, 2014 meeting with her response.

Old Business

IT Policy/RFP

Selectman Jarvis stated TA Bourgeois added Selectman Bickford and her comments to Chair Swenson's draft document and a final draft was developed. The draft was briefly reviewed. Chair Swenson stated he has not had a chance to review it before tonight and stated there are three options to go forward. The first being to review the draft and discuss it to night, take time to review and discuss it at the July 7 meeting or set a separate meeting to go over it. Chair Swenson stated he does not want to work on it now and would prefer to take time to review it. Selectman Jarvis agreed to have a separate meeting to review the IT Policy along with the RFP for Technology Services.

Selectman Jarvis stated she wants to be sure to have the policy reviewed by legal counsel before it is approved to be sure no rights are being violated, and suggested scheduling a meeting for July 3 at 9:00am.

After discussion, it was agreed to meet on July 3 at 11:00am and the only topics on the agenda will be the IT Policy and RFP for Technology Services.

Solid Waste Operations Plan

TA Bourgeois distributed a draft with the edits that were requested by the BOS. He stated the tonnage question was looked into and it was clarified that this is the maximum amount the facility can hold. Formatting and other edits were reviewed and discussed.

A final draft will be provided to the BOS and reviewed prior to the July 7, 2014 meeting for approval at that meeting.

Creative Kids Club

Selectman Bickford stated he has heard continuously that the Creative Kids Club was losing money. He stated he went back seven years to see how much, and noted the last year there was a loss but the big loss in 2008 was made up in following years.

Selectman Jarvis stated she found they lost \$2,086.00 in 2008, \$259.00 in 2010 and \$4,252.00 in 2013. Selectman Bickford stated that is not what he came up with. Selectman Jarvis stated these numbers are according to Vickie Blackden, the prior Finance Officer, in an email that was distributed. Selectman Bickford stated he did not receive that email and noted his name is not included in the email addresses. He stated that after seven years, the loss in 2008 was made up although there was a loss last year. Chair Swenson stated the issue is not whether the loss is made up but rather how often is the loss. Selectman Bickford replied he sees a loss in two out of seven.

Selectman Jarvis stated that as of 2011, there was a net deficit of \$13,532.66. It was at in 2012, after several recommendations from MRI about tracking after school expenses, when the Parks and Recreation Commission brought on a financial assistant so the program director could devote herself to the program instead of collecting money, etc. Selectman Jarvis stated that as of 2013, there is a negative balance of \$5,581.85, which means that since the finance assistant came on board, the Parks and Recreation's deficit was decreased by almost \$8,000.00 but there is still an overall deficit of \$5,600.00.

Selectman Bickford stated his point is the program does not always lose money. It was clarified the summer program loses money. Chair Swenson stated he went back to the video and listened to what Ms. Viesel said at the last meeting. She stated that the childcare does lose money periodically during the summer. Chair Swenson stated that regarding the Budget Committee, a) CKC is not a Town appropriated funding system so neither the BOS nor the Budget Committee has any authorization on it and b) the budget committee did talk about childcare, but came to the conclusion that as it is not a budgeted part of the Town, there is no jurisdiction on it. Selectman Bickford stated it did come up with the Budget Committee last year and he brought up the issue.

Chair Swenson summarized that when looking at the last seven years, three of the years did lose money, one year essentially broke even and at the end of the seven years, it is still a net loss. Selectman Jarvis stated the rest of the revolving fund is essentially subsidizing the Creative Kids Club. Selectman Bickford stated his question was whether the program loses money every year, and the answer is no, it does not.

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Ms. Viesel stated Selectman Bickford's statement is correct and the Commission has worked hard to reduce the deficit. She stated that taking some of the responsibility off of the program director has helped, looking at staffing levels has helped, there is a monthly staff meeting with the director but some of the variables are out of the control of the Commission. Ms. Viesel stated the changes in population changes from year to year and has an impact on the program. She stated the Commission has worked hard to reduce the deficit, and she is looking forward to the deficit being completely eliminated in a few years and she is working hard to make that happen.

Finance Officer Job Description/Interview Panel

Mr. Bonanno stated TA Bourgeois is looking at Gilmanton and Strafford, and how they are staffing their towns, and recommended holding off on finalizing the Finance Officer and Treasurer job descriptions until TA Bourgeois finalizes his comparative analysis. Mr. Bonanno stated he thinks there will be opportunities to consolidate jobs and hours, and suggested looking at the whole picture rather than individual jobs. Selectman Jarvis asked how much he said was included in the financial administration line. Mr. Bonanno replied he was looking at all the administrative support for the Town and suggested looking at how to get the same amount of work done more cost effectively.

Chair Swenson stated at the June 9 meeting, the BOS did address the Finance Officer position and looked at the options for filling the position. It was agreed to do an outside contract with MRI while the BOS looked for a replacement. Selectman Jarvis stated that in August of 2010, when MRI came in and did a review, they did look at the Finance Officer position and the recommendation then, was that the work load and utilization of the Town's accounting person needs to be reviewed and reduced because based on their evaluation, that position is responsible for not only aspects of payroll, accounts payable and general ledgers, but also looking at the assessing part. That's where the idea of taking the assessing part out came from, so the position would become strictly finance and the forty hours is necessary for it. Mr. Bonanno questioned where MRI got their data and suggested their recommendations may have been premature, and stated there needed to be an overview of the entire administrative support for the Town. Selectman Jarvis stated there are two things to be considered, one is the essential service that are required but there is also the service delivery level that the citizens expect to received.

Chair Swenson stated the action from June 9 has already been taken. Selectman Jarvis noted that all the changes requested were made to the job description and suggested adding that the position is responsible for collaborating with the assessing clerk.

Selectman Jarvis made a motion to approve the job description for the Financial Officer Benefits Administrator as revised June 25, 2014. Chair Swenson seconded the motion.

Discussion: Selectman Bickford asked Mr. Bonanno for clarification on his comments. Mr. Bonanno stated he suggested taking a look at all the administrative support of the Town, identify the essential needs and the ones that people want, and then see what other

towns are doing and how they are organizing their administrative staff. Mr. Bonanno stated that the more people you have and the more you split the responsibilities, the less control you have with what is being done. Chair Swenson stated the point here is not splitting the responsibilities but it's make sure the central responsibilities are taken care of in a central position.

Chair Swenson stated he is a proponent of best practices, benchmarking, etc and he has no problem moving in that direction. However, he has a major concern that to do what Mr. Bonanno is suggesting, it will take three to four months and Chair Swenson stated he is not willing to pay an outside person \$75.00 per hour to fill the position while this position is being held up. Chair Swenson suggested moving ahead with Mr. Bonanno's point but he does not want to hold up this process. He stated there would be ample opportunity once this has come to fruition to look at things overall, and work things through attrition or reassignments.

All in favor. Motion passed unanimously.

Regarding the Interview Boards, Selectman Jarvis suggested the Town Clerk, Tax Collector, Town Administer, Treasurer (if available by then) or assistant treasurer, along with two MRI representatives and Selectman Bickford. It was agreed this was sufficient. TA Bourgeois stated five applications have been received.

Treasurer Job Description

Chair Swenson stated there was a question whether this is governed by statute or whether the Town needs its own. TA Bourgeois replied NHMA informed him that cities need a job description but towns more or less rely on RSA and investment policies.

Chair Swenson stated he is still in favor of having a job description consistent with other Town positions, but to make sure that it is consistent with the RSA. Selectman Jarvis agreed and asked TA Bourgeois if he has compared the job description with the one from NHMA. TA Bourgeois replied he has not. She suggested reviewing to make sure there is nothing included in the job description that violates state statute.

Selectman Bickford stated TA Bourgeois consulted with Paul Sanderson, Esq. from NHMA regarding whether the assistant treasurer could sign checks. Mr. Sanderson replied there is nothing illegal with that but suggested informing the auditors of the situation.

Selectman Bickford stated he also contacted Mr. Sanderson via email on June 24, asking whether there is any reason why the selectmen can't write out payroll checks for the Town. Selectman Bickford stated Mr. Sanderson replied the statute is pretty clear, and wrote *"I have always taken this to mean that the treasurer is the one to by signing checks and the selectmen should not be signing checks. The check and balance the selectmen have is the manifest. If they believe an obligation should not be paid, that is where they can stop the process. Signing a check has consequences under uniform commercial code, RSA 32:A in that the signer can technically draw off a check, making a promise that the*

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legal obligation is to be paid. When I was a selectman, it came to me as I was signing a check for over one million dollars and transferred to the school, that I had no idea what the actual balance was in the checking account. That was the very last municipal check that I ever signed and since then I have always advised selectmen that it is their job to review the manifest and it is the job of the treasurer to sign checks and implement the decisions made in the manifest. I know some towns still have the selectmen counter sign the checks but that is an unnecessary and antiquated step that does not protect the municipality in any way.”

Chair Swenson asked TA Bourgeois to look at the current policy relative to check signing, compare it to the legal comments, and put it on the agenda for the July 7 with recommendations as to how the policy may need to be changed.

Chair Swenson asked what the status is of the new hire. TA Bourgeois replied he has spoken with the applicant's references. Her credit check came back fine. Chair Swenson asked if there is anything that TA Bourgeois sees that needs to be looked at further. TA Bourgeois confirmed there are no red flags and it is going good.

TA Bourgeois stated his goal is to have her come in on Friday to meet with Ms. Blackden. Chair Swenson confirmed the terms of the conditional offer of employment have been completed, all questions have been answered and a start date can be set.

Department Budget Review

Chair Swenson stated they are roughly 50% into the current budget year, and stated that anything under the remaining balance that is less than the current expenditures should raise a flag and need to be looked at. It was agreed that overall, the budget is in good shape.

Individual line items of the budget expenditures were reviewed and discussed. Numerous line items were determined to have been one-time expenditures and some lines will need to be watched. TA Bourgeois will address the line items in question with the department heads for clarifications.

Public Input

Gregory Anthes, resident, stated that from the last BOS meeting, there were two issues he wanted to follow up on. The first was the childcare program. Chair Swenson replied a letter was developed and it was given to Lee Newman as well as the School Superintendent. The school had some conflicting requests after they saw the letter and Chair Swenson stated he has not heard anything since that time but the BOS's obligation was fulfilled with sending the letter.

Selectman Jarvis stated no one on the BOS has been contacted since that time. Mr. Anthes asked if the BOS had followed up. Chair Swenson replied they have not heard from anyone since last Monday.

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Mr. Anthes stated Selectman Bickford had a letter that could be used. Selectman Bickford clarified that he had worked with the superintendent to draft a letter and asked if that could be used. Chair Swenson stated it was agreed that it needed to be edited and reviewed by legal counsel. Mr. Anthes asked what was the concern of the Town Counsel. Chair Swenson replied that it was the liability to the Town and the wording that was used implied financial obligations.

Selectman Jarvis explained the superintendent told the BOS, in regards to sponsorship, the common acceptable definition includes a person or organization that vouches or is responsible for a person or thing, finances a product or political party or makes a pledge or promise on behalf of another. Chair Swenson stated a letter was written and the BOS followed the legal advice of the Town Counsel.

Mr. Anthes stated he doesn't think the Town did a very good job for the children in this case. Chair Swenson thanked Mr. Anthes for his opinion and replied the BOS did what they were asked and did it according to legal counsel.

Mr. Anthes asked what the status is of Mr. Varney. Chair Swenson replied the case is waiting for a decision from the courts. Mr. Anthes stated the last time it was discussed, Chair Swenson said there would not be any continuation of the posting or involvement in looking for a new fire chief. Chair Swenson replied that he would prefer not to do that because of the lawsuit. Mr. Anthes asked if all the selectmen agreed with that. Selectman Jarvis stated she feels they need to move forward and appoint someone to a three-year appointment as fire chief to get the officers in place. She stated she had anticipated the BOS would have completed its decision on a fire chief by July of 2013.

Chair Swenson stated that in July 2013, a process was gone through to find an appointed fire chief but since that time a lawsuit was filed, which changes things dramatically with what the BOS can do to make sure the Town is appropriately protected. Mr. Anthes stated that his impression that the statement Chair Swenson made at the meeting a few weeks ago was that the posting would not go forward. Chair Swenson replied that what he said was that it was his recommendation not to go ahead with it, and he can't speak for the whole Board. Mr. Anthes asked if they could go about it themselves. Chair Swenson replied no, but the BOS would have to take an action.

Mr. Anthes stated he heard a Farmington fireman was approached by Selectman Jarvis about this job. Selectman Jarvis replied that is crap and since July 2013, she has not approached any individual about accepting the position. She stated that when she saw applications from people she knows, she no longer spoke to them about the position. Mr. Anthes asked that if someone said she had approached them, then they would be lying. Selectman Jarvis replied she wouldn't say they were lying until she heard from them what they said. Selectman Jarvis stated she doesn't know that many people in Farmington. Mr. Anthes asked if she knows the deputy fire chief. Selectman Jarvis replied that she did talk to the deputy fire chief and asked him whether he had gotten the Farmington fire chief's position. He told her no and asked her what New Durham was

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doing. Selectman Jarvis stated she indicated they were in a holding pattern, to which he replied that when it gets posted he wants to know.

Selectman Jarvis stated she has said to many people they do not have a three-year appointment; she did not ask him if he wanted an application; she did not ask him if he wanted the job; and she stated she has been very careful. She said people have said things to her and many times she has said nothing rather than have what she said misconstrued.

Selectman Jarvis agreed with Mr. Anthes that it would be inappropriate for any selectman to approach any individual about any position that is being posted. Chair Swenson clarified that in this case, there was no action made to post the position. Mr. Anthes stated that when he heard about this, he was concerned and wanted to hear Selectman Jarvis' position on it.

Approval of Minutes

Postponed to the July 3, 2014 meeting.

Adjourn

Selectman Jarvis made a motion to adjourn the meeting at 11:14pm. Selectman Bickford seconded the motion. Motion passed unanimously.

Respectfully Submitted,

Jennifer Riel, Minute Taker