

**BOARD OF SELECTMEN
WORK SESSION MEETING MINUTES
MARCH 31ST, 2008**

Chairman Rhoades called a work session to order at 7:03 PM in the New Durham Town Offices located off Main Street.

Present:

Peter Rhoades, Chair
David Bickford, Selectman
Ron Gehl, Selectman

Others Present:

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| April Whittaker, Town Administrator & Recorder | Gigi Giambanco, Reporter |
| Mark Fuller, Road Agent | Shawn Bernier, Police Chief |
| Jason Lamontagne, Police Sergeant & EMD | Rod Nelson, Int. Fire Chief |
| Peter Varney, Assistant to FD | Mike Gelinis |

Chair Rhoades opened the meeting with Pledge of Allegiance, following up with an explanation of the work session being a platform and working vehicle for Select board goals/accomplishments for the coming year.

Generator Pad Site

General discussion ensued with Mark Fuller regarding the ideal and best placement construction situation for the generator. Mr. Fuller duly advised of the site situations at Town Hall, Police Department and Fire Department with respect to utilities, well, and septic systems as follow up to Mr. Rhoades queries regarding highest and best placement criteria of the generator. Ron Gehl expressed that he has no strong opinions, but felt that priorities should be given to the running of the conduit and wire, and that plans for the possible expansion of the Fire Station should be in place prior to any placement decisions at this stage. David Bickford concurred with Mr. Gehl's sentiments, and added that he felt that maintenance needs should also be taken into consideration.

Fire Station Proposed Addition Plans:

Interim Chief Nelson and Assistant Peter Varney presented plans with respect to a proposed 1600 sf addition to the back of the existing station with a blue print sizing of 58' x 28'. Said plans incorporated a kitchen, bathrooms, large training room and new entry. Renovation to the existing office area and current kitchen area were also proposed together with new business and personnel entry area. It was further noted that the attic area as proposed would provide another 700 sf of storage thus allowing the current storage area in the station to be moved thereby freeing up additional space for the apparatus. Also the training tower would be removed.

Positioning of the addition would allow for continued parking spaces for the police department, snow removal capabilities and generator siting to the west side of the proposed addition area. New rooflines would match existing lines with a proposed snow loading of 90lbs per sq. ft. Ceiling height in the addition area would be 10 feet as opposed to 14 feet in the existing building to maximize heating capabilities.

Interim Chief Nelson advised that there would only be one connector door into the firehouse as the Department felt it important that all town departments have use access for the training room for any function.

Peter Varney further opined that it was his hope that additional parking may be available following construction.

The Chief and assistant opined that their best dollar estimate to build and renovate would be approximately \$75,000 to \$80,000 subject to going out to bid.

Mr. Varney advised that with respect to exhaust fume removal; new filter systems can be fitted on the trucks and that it was the department's intention to seek grant monies for such devices. Mr. Bickford asked about maintenance turn around, and was advised that there would probably be a 3 to 5 year turn around on said filters. With regards to the floor drains the department was seeking more information re an oil separator.

Mr. Fuller noted that the current electrical system would not be disrupted as a new sub-panel would be installed for the kitchen and that the main service would include the transfer switch for the generator.

Mr. Varney confirmed that the addition would be on a slab, and would include a frost wall and 4 inch concrete floors to stand up to wear and tear. The addition would also include the set up of audio and visual equipment with an in-situ camera ~ technical assistance to be provided by Skip Fadden.

It was noted that the town had a replacement septic system plan in the event of failure at the current station and that bid specifications should be drawn up and advertised should the board wish to proceed. Although there was no formal vote at this time the board agreed to seek bids and felt that the plans were an indication of forward momentum to extend the life of the station for another ten years thereby allowing for planning and needs assessments for all town departments.

Mrs. Whittaker queried with the Emergency Management Director as to whether the new addition could also serve in times of emergencies as an "Emergency Operations Center (EOC)" and thereby making some aspect of the building applicable for grant monies. Mr. Lamontagne with follow up with Homeland Security on the proposal.

Fire Department Pay Plan:

Chief Nelson presented the new pay plan for the fire department's on-call personnel. Chair Rhoades noted that the money has been budgeted and approved, but as this was the first reading of the plan, he would like to take the matter under advisement pending

the board's next meeting scheduled for April 7th, 2008. The other board members concurred.

Chair Rhoades also asked the Chief as to process for finding a replacement chief pending Mr. Nelson's retirement date of June 30th, 2008. Mr. Nelson advised that he would consult with his officers, and make a recommendation to the board. He confirmed that he now had 31 people in the department with the majority under training as Firefighters, and EMT's. He applauded Mr. Varney's efforts as coordinating training officer.

Chair Rhoades noted and was appreciative that Mr. Jenckes (FD Lieutenant) was providing EMT training at a greatly reduced cost to the town and would appreciate clarification re the new "Ethics" policy as to how this class, and instructor would fit into said policy for going forward in the future. Mr. Rhoades did explain that he had spoken with Mr. Jenckes personally about needing to clarify his role as instructor and receiving remuneration for the classes. Mr. Gehl clarified that the majority of the expenses billed were for training books.

Chair Rhoades thanked Mr. Varney and Chief Nelson for the work to date and felt excited by the prospect of the forward building momentum.

Mark Fuller: Highway Department Priorities.

Mr. Fuller stated in one word his priority list ~ roads. He advised that the roads need to be revisited in his software system and priority listings be made. It was suggested that UNH T2 section may be able to offer summer help to collate information for such an evaluation. Mr. Fuller will also arrange a tour with the Board in the summer so as to provide physical and visual input as to current town road conditions.

He also advised that he would like to expand two more bays in the garage (16' x 40'), and re-roof the facility.

He would also like follow up with the Shirley pit extension for gravel extraction, and start a capital reserve to buy pump accounting software for the fuel pumps. Mrs. Whittaker advised that materials re the pit had already been forwarded to town counsel ~ she will follow up.

Mr. Fuller further advised that the commencement date for building of the new truck would not occur until July 18th, 2008.

At this juncture, the Fire Chief was joined by Lt. Tom Swett, and advised that there may be a possibility of lease acquisition of a "new" truck for \$250,000 instead of "used." Mr. Bickford asked if the new truck would include all the equipment needs as eulogized at Town Meeting, and Mr. Swett advised "yes." The Board advised concerns regarding the town meeting presentation and how to move forward with a new truck concept, should this be the final recommendation for acquisition. Mrs. Whittaker suggested that the town's bid policy be pursued at this juncture. The board requested that the financial policy be forwarded to the department .

Mike Gelinas ~ Snow Mobile Culvert Repair Request on Class VI Webster Road:

Mr. Gelinas requested the board's permission to make a private repair on behalf of the Snowmobile Club to a wash out on Webster Road. Chair Rhoades advised that the meeting was a work session only and that they would take his request under advisement for the next meeting.

Baysider Newspaper Corrections

Mr. Gehl clarified that the estimated costs for paving aprons for possible curblin mail delivery in Chamberlin Way should have read \$400 to \$500 and not \$4,000 to \$5,000. The second correction concerned his ability to serve on the Planning Board in as much that he had a conflict of work schedules and not conflict of interest as stated in the paper.

Board of Selectmen's Goals Discussion

- ❑ **Job Descriptions, Salary and Benefits Review:** Mrs. Whittaker advised that she hoped to complete the descriptions and interviews during April and set up a meeting with Mr. Cox for May to begin work on the salary and benefit review.
- ❑ **Newsletter:** Chair Rhoades questioned the value of the twice-yearly newsletter and felt that a monthly column in the Baysider would be of greater value. Although Mr. Gehl and Mr. Bickford felt the newsletter had value, they agreed to seek column pricing from the Baysider.
- ❑ **Town Hall Front Door and Wetlands Permit for Town Beach Wall:** Ron Gehl to follow up re his past enquiries and actions.
- ❑ **Ethics Committee Formation:** General discussion ensued re recruitment and solicitation of volunteers such as open positions on the website (currently done), advertisements, flyers in the mail-in car registrations, and flyers on the front counters. Mrs. Whittaker opined that the best method of recruitment involved personal telephone calls directly from the Selectmen, however, she would format an advert noting all open positions in Town.
- ❑ **Davis Crossing Culvert:** Mrs. Whittaker confirmed all 3 avenues of funding were in current play, namely, hazard mitigation grant funding, bridge aid funding and local Regional Planning office grant funding programs.
- ❑ **Weekly payables and Check signing:** The question arose as to how troublesome or not were the 2 signature requirements on checks. David Bickford advised that he was appreciative of his fellow select board members working schedules, therefore he would be available and responsible for check signing. It was agreed to see how this would work. Mr. Rhoades would also like a policy with respect to when a board member requests withholding a check due to questions.
- ❑ **Length of Select board Meetings:** Following extensive discussion, agreed that 10:30 PM would be the cut off with flexibility for extenuating circumstances.

- ❑ **Copple Crown Roads:** Mrs. Whittaker will provide copies of town counsel's advises as to road status and select board boundaries.
- ❑ **Code Enforcement:** Ron Gehl suggested that the "*Building Permit*" needs to tie into the Town's zoning ordinance. Mrs. Whittaker volunteered to redesign the building permit to incorporate a zoning checklist and will confer with land use administrator, planners, zoners, and conservation commission.

On the question of zoning ordinance, Mr. Gehl advised that the board had not formally approved his appearance at the Planning Board as an alternate.

Motion Rhoades, second Bickford, to appoint Ron Gehl as the alternate Selectman representative to the Planning Board, vote 3 - 0.

Mr. Bickford would like the following to be taken up

- ❑ Mailbox Construction Policy
- ❑ Fire Department Schedule of testing of Cisterns and Dry Hydrants
- ❑ Street Light Inventory and Needs Assessment
- ❑ Forestry Assessment for Town Forests
- ❑ Generic budget request sheets
- ❑ Bulletin Board outside Town Hall
- ❑ All Policies to be placed on Web site
- ❑ Clean up of back files against wall in downstairs meeting room

Mr. Gehl would like the following to be taken up

- ❑ Rewrite of Personnel Plan
- ❑ Rewrite of Class VI Road Guidelines into Policy format
- ❑ Investigate new recyclable possibilities
- ❑ Review Energy usage re Town Buildings, and vehicles ~ suggestion of a committee composition of employees and interested citizens
- ❑ Assist business location and set up from Town Hall into a comprehensive process

Mr. Bickford advised that he had some input with respect to the veteran's monumentation, but felt that it could wait for the next meeting.

Motion Bickford, second Gehl, to adjourn, vote 3 - 0.

The meeting adjourned at 10:25 PM.

Respectfully submitted, April Whittaker

A video recording of this meeting is on file with the Office of 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-A: 4, or for a minimum of 24 months.

