

**New Durham Board of Selectmen  
Minutes of Worksession ~ January 25, 2010  
Town Hall**

Members Present: Theresa Jarvis, David Bickford

Others Present: Interim Town Administrator Jeanie Forrester, Road Agent (RA) Mark Fuller, Police Chief Shawn Bernier, Fire Chief Peter Varney, Building Inspector/Code Enforcement Officer (BI/CEO) Arthur Capello, Town Clerk Carole Ingham, Kristyn Bernier, Dennis Berry, Charlotte Davenport, Dwight Jones, Sheri Joy, Michele Kendrick, Mary McHale, Cathy Orlowicz, Clayton Randall, Sue Randall, Paul Raslavicus, Peter Rhoades, members of the public, Billy Perkins, Ryan Noonan

**1. Call to Order** –Chairperson Terry Jarvis called the meeting to order at 7:03 p.m. and led the Pledge of Allegiance. She asked Selectman David Bickford if he had any additions to the agenda. He said he wanted to go over the Capital Reserve Funds.

**2. Approval of Minutes**

**Motion by Selectman Bickford to approve the minutes of January 4, 2010, as amended; second by Selectman Jarvis. The motion carried unanimously.**

Selectman Bickford said he had not yet gotten to the minutes of January 18, 2010. The Board decided to approve various nonpublic minutes in non-public session.

**3. General Information**

*County Budget* - Chair Jarvis announced that the public hearing on the Strafford County proposed 2010 operating budget will be held January 27, 2010 at 7:00 p.m. at the Dover courthouse. She said the hearing would afford the opportunity to express how you feel about the county budget. Selectman Bickford noted it was an approximately 27 million-dollar budget, about a 1.9 per cent increase over last year.

*Energy Efficiency subgrants* - Chair Jarvis asked Interim Town Administrator Jeanie Forrester to complete the application for an Energy Efficiency and Conservation Block Grant for energy audits of Town buildings, as discussed at the January 18, 2010 meeting. Applications are due February 15, 2010.

*Town Report Status* – Chair Jarvis said Town Clerk Carole Ingham and Deputy Town Clerk Stephanie Mackenzie have been putting the Town Report together, and the project is under control. Ms. Ingham said the deadline for entries was January 20, 2010. Chair Jarvis said up until about eight years ago, employees' salaries and amount of overtime had been listed. She said a resident asked her if such a section could be

included again. Selectman Bickford said he had no objections. Ms. Ingham said it would be possible to include it.

Peter Rhoades asked if he could speak, and Chair Jarvis said input was not typical during work sessions, but he could if the question was short. Mr. Rhoades asked if the average number of weekly work hours could be listed for the salaried employees. Chair Jarvis said salaried employees don't show all of their hours on their time cards. Ms. Ingham said Financial Assistant Vickie Blackden records only 40 hours per week for salaried employees. Mr. Rhoades said Road Agent Mark Fuller puts in 60-hour weeks, and he noted Ms. Ingham stays late to finish work, also. He said some salaried employees are giving the Town more than 40 hours a week.

**Motion by Selectman Bickford to include salaries in the Town Report; second by Chair Jarvis.** She said she would ask Ms. Blackden if it were possible to separate base hours from overtime. She said if Ms. Blackden did not have that information available, then she, Chair Jarvis, would include a statement that employees work a lot. **The motion carried unanimously.**

#### **4. Requests from Parks and Recreation Commission**

*Non-public* – Chair Jarvis said the Commission had a request that would be taken up in non-public session later in the evening.

*Facebook Fan page* – Chair Jarvis provided a written request from the Commission to create a Facebook fan page for the Parks and Recreation Department for enhanced communication. She said the Library had one. Selectman Bickford asked if the library had come before the Board to ask permission. Chair Jarvis said the Library Trustees are more autonomous than other boards. Commissioner Kristyn Bernier said no comments can be posted on a fan page. She said it would be a good way to advertise events, as the social networking sites are popular. She said people would receive updates automatically. Chair Jarvis clarified that the new Recreation Director would maintain the fan page. Ms. Bernier said the fan page would be under the Parks and Recreation Department. She said the Town's computer policy doesn't lend guidelines for something like this. Chair Jarvis asked Cathy Allyn if the fan page had been successful for the library, and she replied it had been and that it was easy to update.

**Motion by Selectman Bickford to approve the Parks and Recreation Department's creation of a Facebook fan page; second by Chair Jarvis. The motion carried unanimously.**

#### **5. Proposal for Monthly Work session**

Chair Jarvis said she would like to take the Planning Board's idea of a monthly work session to work through items and tackle an ongoing "to do" list. She said the list would act as a reminder at every meeting that an item had been mentioned that needed work. She said TA Forrester

had done this before. Selectman Bickford said it was a good idea, but maybe not regularly. Chair Jarvis said, at a recent staff meeting, department heads suggested meeting once a month. She said the next staff meeting is February 11, 2010 at 1:00 p.m. She said some policies might need to be revised. Selectman Bickford suggested setting up the meetings one at a time. *The Board scheduled a workshop meeting to discuss the changes in the purchase policy that department heads are dealing with for February 22, 2010.*

## **6. Interim Selectman**

Chair Jarvis suggested the Board appoint an interim selectman until elections on March 9, 2010. She said a call could be put out on the website to interested persons. She said the Board did not want to have to stop things if there was a one/one tie. She asked that names of interested parties be in by Monday.

## **7. Schedule Next Meeting**

The Board scheduled its next meeting for February 1, 2010 at Town Hall at 7:00 p.m.

## **8. Budget Issues**

Chair Jarvis reported on the January 20, 2010 Budget Committee Meeting. She said the BC did not reinstate the selectmen's stipend to \$3,000. At the conclusion of the meeting, chair David Curry said the budget is \$100,000 over last year's budget line, and asked that all department heads cut more. Chair Jarvis reported the highway department has cut an additional \$4,000. She said the BC adjusted the road reconstruction article amount to \$250,000 from the requested \$317,000. She said Equipment Mechanic David Valladares spoke with the BC regarding its interest in outsourcing, and the BC decided not to go forward with it for 2010. She said the BC looked at items that other departments, rather than Mr. Valladares, could do. Mr. Valladares said that would be moving it from one budget to another. The subject is off the table for this year. She said the original proposal was for elimination of the Equipment Mechanic position.

Regarding the transportation enhancement grant, she said the BC zeroed out that line. She said the article stated if the grant were received, \$10,000 would be taken from the sidewalk CRF, \$50,000 from the undesignated fund balance, and \$21,000 by taxation.

Regarding monies from the abandoned graveyard fund, Michele Kendrick said Tom Mason suggested looking into turning those funds in to the Town. She said after all information had been gathered concerning the issue, the Cemetery Trustees could then see about getting the money if the Town takes over the abandoned graveyards. She said there was \$25,000 in the fund. Chair Jarvis asked if Mr. Mason and Ms. Kendrick and the Town Historian could attend the next meeting to discuss it. Ms.

Kendrick said Ms. Blackden has already started to investigate. TA Forrester said she had a call in to DRA.

Chair Jarvis said she received an email from a resident about closing the New Fire Station CRF. She asked that Fire Chief Peter Varney attend the next meeting to discuss the fire station addition, in respect to a new fire station. Selectman Bickford said there was \$105,000 in the New Fire Station CRF. He suggested not going forward with the police station and instead, converting the CRF to Public Safety, so the monies could serve both the fire and police. He said there was a need to look at the police facility because there was no juvenile area. He said converting to a Public Safety designation would free up \$30,000. Chair Jarvis asked that Police Chief Shawn Bernier and Chief Varney come in.

*Fire Department Clerical Salary Rate* – Chair Jarvis said Selectman Bickford wanted to talk to Chief Varney about the clerical rate.

*Cartographic Associates' GIS Proposal* – Chair Jarvis said the cost for the software, installation, and training was \$6,100. She said former Selectman Ron Gehl encouraged the Board to follow through with this. She said she had not yet contacted Assessor Bob Estey for input. Selectman Bickford said he needed to hear from someone here to justify the need for it. He asked what the Planning Board might think of it, and Cathy Orlowicz said Land Use Administrator David Allen would be the appropriate person to speak with. Ms. Ingham said the update of the adoption of the tax maps will be reflected on the second bill. She said she believed Town Hall would be interested in having this software, as it could provide an abutter's list quickly and information on single lots. BI/CEO Arthur Capello said, speaking from experience in other towns, that the software was extremely helpful. He said the Town could then print out a map of just one property with all the information. TA Forrester said she would speak with Mr. Allen.

*1772 Meetinghouse CRF* – Chair Jarvis said she was unsure monies from that fund could be used to purchase land, which is planned as partial reimbursement to the Conservation Commission. She said DRA is being consulted. Selectman Bickford asked what Plan B would be. Chair Jarvis said the full \$25,000 would have to be taken from the Municipal Land Acquisition fund. Ms. Allyn said Mr. Gehl at the last meeting indicated DRA said latitude was afforded when the money involves an entire project. The Board agreed it would be good to know ahead of time. Selectman Bickford said there was just enough money in the Land Acquisition fund, if needed.

*Fuel Prices* – Selectman Bickford wondered if fuel lines should be increased, as prices were rising. RA Fuller said he marked them up last year, and then fuel prices decreased. He said he was taking a chance and said to leave the figures where they are.

*Equity Pay* – Selectman Bickford said the increase was not much for the Land Use Administrator, so to leave it. Selectman Jarvis said she

could not remember changing the position. The Board agreed to discuss the fire department clerical salary in non-public session.

Regarding the Police Chief's pay, Selectman Bickford said according to the pay study it was low and he could tolerate an increase of \$1,000. Chair Jarvis asked if that would be part of a two year overall increase, or would it be revisited next year. She said that salary was lowest of the department heads. Selectman Bickford said the increase demonstrates we're not leaving him behind. Chair Jarvis said that position is \$2,000 lower than the next department head, and she would like to bring it up higher. Mr. Rhoades asked if she were aware it was a 40-hour per week position. Chair Jarvis said it was a salaried position, and that the contract calls for 40 hours. She said the time sheets that come in indicate more hours. Selectman Bickford said it amounts to an 85 cent per hour raise, to come from step 9 to step 10 for a salary of \$62,400.35.

**Motion by Selectman Bickford to increase the police chief's position salary from labor grade 13, step 9 to labor grade 13, step 10, utilizing the 2008 Local Government Center wage schedule; second by Chair Jarvis. The motion carried unanimously.**

*Land Purchase* – Chair Jarvis said she received a request on Friday afternoon that the Town put the purchase of a certain property on the 2010 Town Warrant. She said, because of time constraints, it would be difficult to do due diligence and the prospect should be considered for 2011. She said there were multiple steps to go through. Selectman Bickford said it was late in the game to consider it. Chair Jarvis said the Board is also considering the \$6,100 for the software for 2011. She said TA Forrester thought it was too late to bring forward. She said the Board could put it in the folder for consideration in 2011 if the property was still available.

## **9. Non-public Session**

**Motion by Chair Jarvis at 8:06 p.m. to enter a brief non-public session under RSA 91-A:3 II (a) to discuss compensation; second by Selectman Bickford. A roll call was taken. Jarvis - aye, Bickford - aye.** The Board met with TA Forrester, Fire Chief Varney, and Parks and Recreation Commissions Bernier and Sheri Joy.

## **10. Reconvene in public session**

**Motion by Selectman Bickford at 8:25 p.m. to return to public session; second by Chair Jarvis. The motion carried unanimously.**

**Motion by Chair Jarvis regarding the fire department's administrative assistant position, that the salary of the experienced person remain at \$14.50 and that of the apprentice be \$12.86 as set previously; second by Selectman Bickford. The motion carried unanimously.**

**Motion by Chair Jarvis that the Recreation Director be started using labor grade 8, step 6 for \$19.42 per hour for the part-time position with a maximum of 28 hours; second by Selectman Bickford. The motion carried unanimously.**

*CRFs*- Selectman Bickford returned to the CRFs. He reiterated the concept of taking the \$30,000 from the New Fire Station CRF and making it a Public Safety building CRF. Chair Jarvis said some money would need to be in the police station fund. She suggested putting in two articles. Selectman Bickford said it would be unnecessary to do anything with the police station fund, as relabeling the fund would take care of it all. He said to change the wording on the New Fire Station to read Public Safety.

Chair Jarvis pointed out that the highway department cut an additional \$4,000, and the other departments have pretty tight budgets. She said the Budget Committee dropped the road reconstruction article to \$250,000 from \$317,000 for a \$67,000 decrease, which takes the total budget to \$100,000 over last year's. Selectman Bickford asked RA Fuller if the tar line should be part of the chip seal and crack seal line of \$50,000. RA Fuller said it wasn't necessary, as the print-out shows there are no monies listed. He said the chip seal comes out of the road reconstruction's \$317,000. He said some years chip seals come out of the operating budget and sometimes not. He assured Selectman Bickford that it was not double dipping. Ms. Orlowicz pointed out that it was the first time the RSMS was put together. RA Fuller said he asked that the Board allow the road reconstruction article to remain as he presented it. He said if the voters want to reduce it, they could, but he said the voters needed to see the presentation as he prepared it. Chair Jarvis said the Board could include it and not recommend it. RA Fuller said due to the bids on the hazard mitigation projects, he foresaw that the tax impact would be more like 46 cents from the road reconstruction article, rather than 60 cents. He said the bids open on February 2, 2010. Chair Jarvis recommended he give the BC updated figures.

Selectman Bickford said he wanted to shave the CRFs. Chair Jarvis said she is a firm believer in CRFs, and that the Board has already shaved them significantly. She said the CIP recommended \$650,000 - \$700,000 and the Board is down to approximately \$325,000.

Selectman Bickford asked about the Cemetery Improvements fund. Ms. Kendrick indicated she was not the chairperson. She said the Cemetery Trustees wanted to pave the road to the vault and install sprinklers. Chair Jarvis said she would like Mr. Mason's opinion on discontinuing the uncared for graveyard CRF at the next meeting.

The Board agreed to keep a \$2,000 contribution to the 1772 Meetinghouse CRF. Selectman Bickford suggested cutting \$1,000 from Library Facilities, but the Board agreed to keep the contribution at the previously agreed upon \$3,500. The Board discussed the Construction and Expansion of the Highway Garage CRF. Trustee of the Trust Funds

Mary McHale supplied the amount in that fund, \$55,785.37, as of December 31, 2009. Selectman Bickford said the Board was going to add \$20,000, but suggested \$10,000. Selectman Jarvis disagreed, saying BC Chair David Curry said the Town is \$121,056 over last year's rate, and that the Board had gotten down to the same tax rate. She said the BC put \$0 in Land and Improvements.

Ms. Orlowicz asked if the payment for March's Pond Dam was being counted in the \$100,000 figure that had been discussed. She said we have no control over that payment. She said it was unfair to say the Town is \$100,000 over if half of that is for March's Pond Dam. Chair Jarvis said we all knew that increase was coming. Ms. Orlowicz said it was not fair to keep squeezing the departments to come up with that. She said that payment was voted in and agreed upon. Chair Jarvis said the majority of the budgets met the goal of an increase of three per cent or less.

Selectman Bickford asked again if the Board could put less in the CRFs. Chair Jarvis stated we have been neglecting our infrastructure. She said she felt comfortable with what we've put in the CRFs. She said the bottom line of the CRFs that the Board has ended with is \$305,963. She said the Board came down almost two thirds from the initial amount of \$814,837.

Ms. Orlowicz asked about the Master Plan CRF. She asked if the Planning Board could use that CRF to fund looking into a business district by soil testing. She said the impact fee is in the Planning Board's operating budget. Selectman Bickford said he was uncomfortable testing on private property. He said he couldn't see the Town investing in it. Ms. Orlowicz said it is an area, not a particular parcel. Chair Jarvis said the Planning Board would need to come before the Board to see if they can use the money. Selectman Bickford indicated he would be okay with putting nothing in the Master Plan CRF. Chair Jarvis said she forgot about March's Pond Dam. She said the residents voted and knew there would be an impact. She said the money should stay in the Master Plan CRF. She said if the budget is still high, the Board might need to revisit the CRFs.

## **11. Discussion of Town Warrant**

*Birch Ridge Conservation Project* – Selectman Jarvis said she liked separating the Birch Ridge project into two articles. She said the language from former Selectman Gehl is with Town Counsel now.

She said the Board could indicate on the warrant that it does not recommend the road reconstruction article.

Article 3 – The DRA referred the article authorizing the Board to seek proposals on privatizing the Solid Waste Facility to Town Counsel, and he changed the wording from "and authority to enter into a long-term contract" to "and to authorize the Board of Selectman to enter into a long-term contract".

Article 5 – Road Reconstruction – TA Forrester said DRA said to remove the \$105,055.48 as revenue offset. She explained that the Town can't use the \$105,055.48 the way it is in the article because it is in a CRF. RA Fuller summarized by saying we can't stick the Highway Block Grant in the CRF. He suggested removing the \$105,055.48 from the \$317,000.

Article 7 – Police Facilities – The Board discussed that tonight it decided on an article to change the name to Public Safety building.

Article 9 – Transportation Enhancement Grant/Sidewalk – Chair Jarvis skipped reading the article and Ms. Allyn asked why the Board would take it off the Warrant. The Board brought up that the BC changed the figure to \$0 and selectmen did not favor taking \$50,000 from the undesignated fund balance to defray the cost. Ms. Allyn said it should appear on the warrant so the people could decide, as the Master Plan notes a sidewalk, and the voters have been adding money to the Sidewalk Capital Reserve Fund. She said the Board could change the language to raise the money from taxation, if that is what it preferred, but that the public should have a chance to see the article if the grant was awarded. Chair Jarvis said the article could remain for now, with \$71,000 raised by taxation. Ms. Allyn said if the grant was not awarded, it would be a moot point, as voting on the article would be contingent upon receipt of the \$326,988 grant. TA Forrester said she would check with DRA.

Article 11 – One-ton Pick-up Truck - Chair Jarvis asked TA Forrester to ask DRA if any sale monies could be returned to the CRF.

Article 12 – Skid Steer – The Board changed (iv) to read, “to authorize the use/transfer of \$16,865 from money encumbered from the Solid Waste Facility's 2009 budget” rather than “from the Town's undesignated fund balance”.

Article 15 – Change Purpose of Solid Waste Building CRF – TA Forrester said DRA indicated the article should be removed as written, or else change the name of the referenced CRF to the Solid Waste Addition. The Board determined the correct name of the CRF is Construction Addition Transfer Station.

The undesignated fund balance is at \$641,341.

## **12. Any Other Business**

Selectman Bickford asked when the new tax maps should be formally adopted as the Town's official maps. Ms. Ingham said it should be done at the next business meeting.

## **13. Approval of Non-public minutes**

The Board agreed to take up this matter in non-public session.

Selectman Bickford asked if the Red Oak article that is a money article would shift the order on the warrant. Chair Jarvis said DRA will tell us



the order. Ms. Ingham asked if the Board had a projected date for finishing with the Warrant, as she needed it for the Town Report. TA Forrester said it would be done following the budget hearing. Ms. Ingham said it would be good if it could be taken care of at the February 8, 2010 meeting, as Town Counsel must review it and then she has to get it to the publishers by February 16, 2010. She said she also had to get the ballot questions out, and there was not much time. Chair Jarvis said to target February 8, 2009 as the formal approval date. Ms. Ingham said that would be helpful.

#### **14. Non-public Session**

**Motion by Chair Jarvis at 9:37 pm. to enter into non-public session under RSA 91-A:3 II (c) for the purpose of approving the non-public minutes of October 7, 2009, November 9, 2009, January 4, 2010, and January 18, 2010 and the sealed non-public minutes of August 5, 2009, noting no other business will be taken up following the non-public session; second by Selectman Bickford. A roll call was taken. Jarvis – aye, Bickford – aye.**

#### **15. Adjournment**

**The Board reconvened in public session at 10:25 p.m. Motion, second, to adjourn at 10:26 p.m. The motion carried unanimously.**

Respectfully submitted,

Cathy Allyn

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.