

MINUTES OF THE NOVEMBER 29, 2010 BOARD OF SELECTMEN'S MEETING

MEMBERS PRESENT: Chairman David Canada, Selectmen Bruno Federico and Tim Copeland and Town Administrator Paul Deschaine.

At 7:30 pm, the Chair opened the general meeting of the Board of Selectmen.

TREASURER'S REPORT: Kevin Peck reported that there are three checks that have not been released yet. Two of the checks are for the schools and one is for the county for a total of \$2,600,000. This would leave a negative balance of \$1,300,000. Mr. Peck stated that currently, he had \$1,286,790.49 in the general checking account. Mr. Peck stated he does not anticipate any problems since he is expecting large deposits before these payments are due.

SECRETARY'S REPORT: Mr. Canada moved to approve the amended minutes for 11/22/10. Mr. Federico seconded the motion, which passed unanimously.

CHAIRMAN'S REPORT: Mr. Canada stated that the Transfer Station is now under their winter hours, which would be the first and third Saturdays of the month from 9:00 am to 4:00 pm. This schedule will run through March 2011.

The Chair then reviewed the meetings scheduled for the coming week and reviewed the meetings held this past week.

DEPARTMENT REPORTS:

Administration: Mr. Deschaine reminded the Board that the due date for the Comprehensive Economic Development Strategy (CEDS) project list is December 15, 2010. Mr. Deschaine will be reminding the department heads to get those requests ready.

Mr. Deschaine stated he spoke with Cemetery Committee Chair Bob Cushman today in reference to the cemetery regulation amendments. Mr. Cushman will be sending a clarifying email to the Board shortly so the Board can compare the old cemetery regulations to the new.

Mr. Deschaine stated that the Clean Diesel Grant funding is basically a placeholder in Capital Improvement Plan discussions. Mr. Canada asked if the Fire Department is aware of the availability of this grant and if the request for a new tanker truck would qualify under this grant. Mr. Deschaine stated it is possible it would qualify. Mr. Deschaine will contact Chief Stan Walker and Capt. Matt Larrabee regarding this grant.

Mr. Deschaine stated there are still some changes to be made to the Flexible Benefits Plan amendment as a result of the federal health care reform acts. Mr. Deschaine stated the Town's current Flexible Benefit Plan only pays for the employee's co-payment towards the insurance. Mr. Federico moved to authorize the Chair to sign the Flexible Benefits Plan amendment document. Mr. Copeland seconded the motion, which passed unanimously.

Mr. Deschaine stated the Request for Proposal (RFP) for the removal of the heating fuel oil from the tank at the Municipal Center went out to fourteen possible vendors today. The deadline for a response is December 13, 2010 at 7:30 pm.

Mr. Deschaine stated Police Chief John Scippa requested a staff meeting between members of his Department and the Selectmen. Mr. Deschaine reminded the Board there is a staff meeting scheduled between Town employees and the Board this Friday at 12:45 pm. Mr. Copeland stated he will be unable to attend the meeting this Friday as he will be out of state on State business. The Board agreed to schedule a meeting with the Police Department on December 10, 2010 at shift change (around 3:00 pm or 4:00 pm) and reschedule the meeting with Town employees to that same day at 12:45 pm. The Board also decided to schedule a meeting with the Highway Department for that same day at 2:30 pm.

Mr. Deschaine stated that the Town has had their Groundwater Discharge Permit for the Transfer Station renewed with no significant changes.

OLD BUSINESS:

Mr. Canada asked if anyone has heard back from Police Prosecutor Bill Hart regarding the Animal Ordinance at Stevens Park. Mr. Deschaine stated Mr. Hart's mother passed away last week, so it is understandable if he is a bit behind.

Mr. Canada stated that regarding the new Town website policy, Library Director Lesley Kimball had a concern about approving the posting of a State link. Ms. Kimball wanted to ensure that she was in compliance with the new policy in posting a press release from the NH Banking Department about a series of seminars that they were holding for residents that might be facing foreclosure. The Board agreed to approve the posting; however, Mr. Canada does not feel that a State agency request is something that needs to come before the Board. Mr. Canada moved to amend the current website policy to allow Ms. Kimball to consult with Mr. Deschaine and then at their discretion post links on the website, while simultaneously sending them to the Board. If the Board has any objection, it will be put on the agenda for the next meeting. Mr. Federico seconded the motion, which passed unanimously.

The Board agreed to authorize Mr. Deschaine to tell the department heads the Board would like hours and mileage on all of the vehicles and equipment as of the first of the year. Mr. Deschaine will send out a memo to all department heads stating same with a snapshot date of 12/31/10.

Mr. Canada stated he will be taking pictures of the Highway salt shed to get an inventory of the road salt supply, the purpose being to understand how much salt is on hand going forward and determine how much is being used.

Mr. Canada stated that Highway Agent Fred Hutton submitted a list of roads that he wanted to rebuild a few years ago, but would like an updated list before budget season so the Board could look at those roads themselves. There were no objections from the Board.

The Board reviewed the Capital Improvement Plan (CIP) requests. The Board agreed they are not ready to discuss these items and stated it would make more sense to talk with the Department heads during their scheduled attendance at the Selectmen meetings during the next month.

Mr. Federico asked about the status of the pre-emption light that was installed at the Fire House. Mr. Deschaine stated the striping was done today and we are waiting for a couple of signs to be in place before the Department of Transportation (DOT) will authorize the activation. Mr. Canada stated that Chief Walker brought to his attention that East Coast Signal may have installed used utility poles. Mr. Canada will confirm this information before going back to East Coast Signal for a possible rebate if that is the case.

At 8:20 pm, Mr. Canada moved to go into non-public session to discuss a personnel matter. Mr. Copeland seconded the motion, which passed unanimously.

At 8:50 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the personnel matters discussed. Mr. Federico seconded the motion, which passed unanimously.

Mr. Canada stated that requests for waivers in the Town's employee manual/policy was discussed in the non-public session, and stated the results are public. Park Ranger Kim Woods requested payment in lieu of vacation time she feels she could not take. The Board denied the request since she has an opportunity to take the vacation time she has coming in December. Police Chief John Scippa requested paying holiday pay to those officers that had to work on the holidays where they normally would have had the day off. The officers have accrued their holiday time and would like to get paid in December. This was something that was previously set up as a budgetary line item and there is money set aside for this. The Board approved Chief Scippa's request. Town Administrator Paul Deschaine requested to be paid for time that he had not been able to take. After discussion, the Board agreed that the Town could not have spared him that time for vacation and agreed to pay Mr. Deschaine for unused time in the vacation and sick category. The amount will be determined at the end of next month as he may be able to take some time off during the Christmas holiday, which will reduce that amount.

At 8:53 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully Submitted,

Reviewed By,

Stacey J. Grella
Executive Assistant

Paul R. Deschaine
Town Administrator