

## **MINUTES OF THE JANUARY 13, 2014 BOARD OF SELECTMEN'S MEETING**

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

At 7:03 pm, Mr. Canada opened the meeting and then moved to go into non-public session with the Police Chief. Mr. Copeland seconded the motion, which passed unanimously.

At 7:52 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the matters discussed. Mr. Copeland seconded the motion, which passed unanimously.

At 7:54 pm, the Chair opened the general meeting of the Board of Selectmen.

**TREASURER'S REPORT:** Deb Bronson reported that there is \$8,288,354.21 in the general checking account.

**NEW BUSINESS:** Chief John Scippa brought to the Board's attention that the treadmill in the police department fitness room broke. He discovered that it is too old to repair. Planet Fitness wants to donate a used treadmill to the police department, valued at \$800.00. Mr. Copeland moved to accept the donation from Planet Fitness for the used treadmill valued at approximately \$800.00 to go to the police department for their fitness room. Mr. Canada seconded the motion. The motion passed unanimously.

Chief Scippa informed the Board that the police department received a thank you note from a group of residents who expressed their appreciation to the police department for the Gifford Farm Road School Zone signs and enforcement project. Included in the note was a gift card to the Meat House in the amount of \$50. Chief Scippa would like to use the gift to offset the cost of dinner for the police department on a training night. Mr. Copeland moved to allow the police department to accept and use the gift card. Mr. Canada seconded the motion. The motion passed unanimously.

### **DEPARTMENT REPORTS:**

**POLICE DEPARTMENT:** Chief Scippa then updated the Board on his Department's activities. The police department has had an open position for the rank of corporal, which is a first line patrol supervisor's position. They advertised within the police department, and the officer Chief Scippa recommends for the position is John Emerson. Mr. Copeland moved to approve the promotion of John Emerson to the rank of Corporal. Mr. Canada seconded the motion. The motion passed unanimously.

**FIRE DEPARTMENT:** Chief Rob Cook was present at the meeting to update the Board on his Department's activities. He stated this has been a busy month they have received 26 calls so far.

Mr. Cook reported that the Fire Station is having problems with the computer/server. Paul Wolf has been working on it and should have a quote soon. The Fire Department doesn't have the money in their budget. Mr. Canada asked if they need a new server. Mr. Cook responded that

they would need a new server and five or six new computers. The Board discussed putting this need in a line item on the Capital Improvement Program (CIP).

Mr. Cook reported that they had the Jaws of Life serviced and checked. There is an issue with the spreaders that will need to be addressed in the upcoming budget; the Fire Department will need to increase their budget request to have them replaced.

Mr. Cook inquired of the Board about providing Federal Affordable Care Act (ACA) for volunteers. The IRS classifies volunteers as employees and law states that 30 hours for volunteers constitutes a full-time employee which requires medical insurance. Mr. Cook asked if the Town has an obligation to provide medical insurance. Mr. Canada expressed the biggest issue is how to document the 30 hours, and documenting the volunteers time per month. Mr. Deschaine said there is a formula; it isn't just if one volunteer works 30 hours this week – that volunteer would have to work consistently 30 hours for a period of several months. He also said that IRS classifies volunteers as employees if they receive some kind of remuneration, and he continued to explain that we would have to offer healthcare but not pay for it.

**BUILDING/CODE ENFORCEMENT:** Terry Barnes was present at the meeting to update the Board on the current status of ongoing building inspections/issues, and applications before the Board of Adjustment. Mr. Barnes reported that a small amount of asbestos was found in the Sarnia properties project on Stoney Brook Lane and it will need to be mitigated. Mr. Copeland directed Mr. Barnes to inform the fire chief of the presence of asbestos because they have considered burning the buildings to be demolished as a training exercise. Mr. Barnes presented a letter to the Board announcing that he is retiring effective June 30, 2014.

**SECRETARY'S REPORT:** Mr. Federico moved to approve the amended minutes from the regular meeting on January 6, 2014. Mr. Copeland seconded the motion, which passed unanimously.

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

**PARK PERMITS/MUNICIPAL CENTER RENTALS:**

The following Park permits and Municipal Center rentals were discussed and acted upon:

Peter Hopkinson requested use of the Municipal Center on January 21, 2014, for a Neighborhood Association meeting. Mr. Canada made the motion and moved to waive the fee. Mr. Federico seconded the motion. The motion passed unanimously.

Melissa Lathrop requested use of the Municipal Center on February 2, 2014, for a Mother's Group meeting. The request was approved.

Joseph Roche of Randolph, Vermont requested the use of Stratham Hill Park - Front Pavilion on Sunday, August 24, 2014 for the 60<sup>th</sup> Annual Chapman family reunion. The request was approved.

James Ryan requested use of Stratham Hill Park – Front Pavilion on Sunday, June 29, 2014 for the 133 ARS Squadron picnic. The request was approved.

Tom Haslam requested use of the Firehouse for Boy Scout meetings on February 9, February 16, March 9, March 16, April 6, May 18, June 8, July 27, September 14, September 21, October 19, October 26, November 2, and November 16, 2014. Mr. Canada made a motion to approve the use and moved to waive the fee. Mr. Federico seconded the motion. The motion passed unanimously.

Tom Haslam requested the use of the Firehouse for Boy Scout meetings on July 17, August 14, August 21, September 11, September 18, October 9, October 16, November 13, December 11, and December 18, 2014. Mr. Canada made a motion to approve the use and moved to waive the fee. Mr. Federico seconded the motion. The motion passed unanimously.

Tom Haslam requested the use of the Municipal Center for Boy Scout meetings on January 16, February 13, February 20, March 13, March 20, April 10, April 17, April 24, May 8, May 15, June 12, June 19, July 10, and November 20, 2014. Mr. Canada made a motion to approve the use and moved to waive the fee. Mr. Federico seconded the motion. The motion passed unanimously.

Tom Haslam requested use of Stratham Hill Park for a Scout Car Show on Sunday, September 28, 2014. Mr. Canada made a motion to approve the use and moved to waive the fee, with all the prior conditions used for the event. Mr. Federico seconded the motion. The motion passed unanimously.

#### **ADMINISTRATION:**

Mr. Deschaine reported that Chris Caverreta has made application to serve on the Board of Adjustment. He also serves on the Recreation Commission, but the two groups meet on different nights of the week. Mr. Copeland made the motion to appoint Mr. Caverreta to serve on the Board of Adjustment and retain his services on the Recreation Commission. Mr. Canada seconded the motion. The motion passed unanimously. He will be appointed to the term that started in 2012.

Mr. Deschaine reported on the cell phone reimbursements for employees who use their cell phone for work purposes. He surveyed employees about the cost of their monthly bill. The employees gave Mr. Deschaine an estimate of how much of their cell phone was used for Town business. Mr. Deschaine computed a cost average of \$76.70 per month, with 71% Town usage. Historically the Town has offered 50% of the monthly cost at \$38.35 per month, paid quarterly at \$108.00. Using the average percentage of Town use would amount to \$54.23 per month, or a quarterly reimbursement of \$162.68. Mr. Copeland made the motion to go to a new rate of \$162.68 for quarterly reimbursement to Town employees who use their personal cell phone for Town business. Mr. Canada seconded the motion. The motion passed unanimously.

Mr. Deschaine reported that he needs Board authorization to post a Notice of Public Sale for the 2001 Dodge; it is considered surplus by the Highway Department. If the Board approves, he will add the 2001 Dodge to the same notice for the already Board approved sale of the 2003 Bobcat.

Mr. Copeland made the motion. Mr. Federico seconded the motion. The motion passed unanimously.

**NEW BUSINESS CONTINUED:**

Mr. Canada discussed a proposed warrant article to raise \$50,000 to fund the Heritage Capital Reserve Fund. The fund would be used for a variety of things including acquiring items of historical interest, emergency repairs, grant match, and, in the case of the eminent demolition of an historically significant structure, the fund could be used to hire an architectural historian to fully document the structure to include measurements and photographs (this would be one way to keep a part of our heritage even if we could not keep the house). The Selectmen would have the authority to choose what the fund is spent on. Mr. Copeland expressed concerns for the monetary needs for engineering (sewer and water) for this coming year, or other large budgetary items that will come up this year. Mr. Canada moved that the Board go on record as supporting the \$50,000 Heritage funding. Mr. Copeland seconded the motion. The motion passed unanimously.

Mr. Canada reported that Peter Wiggins has proposed putting a stone walkway in the Veteran's Garden with engraving that says, "Should you pass this way stop and rest, the water is cool and the grass is always green." Mr. Canada moved to put this issue on the agenda for the January 27, 2014 meeting. Mr. Copeland seconded the motion. The motion passed unanimously.

The Board discussed what they would want to add to the "Dog Letter" this year. Mr. Federico indicated he would want them to include Town Meeting and election information, a request that residents provide their email addresses so they can receive Town announcements (for example last month some residents didn't get the word that trash pickup was delayed by a day and there was trash all over the place), and a list of Park enhancements for the winter season. Mr. Deschaine added to include the "no cash" policy at the transfer station.

The Board discussed the logistics of the upcoming Budget Advisory Committee meetings.

At 9:09 pm, Mr. Canada moved to go into non-public session to discuss personnel matters. Mr. Copeland seconded the motion, which passed unanimously.

At 9:33 pm, Mr. Canada moved to come out of non-public session and to seal the minutes due to the nature of the items discussed. Mr. Federico seconded the motion, which passed unanimously.

At 9:34 pm, Mr. Canada moved to adjourn. Mr. Copeland seconded the motion, which passed unanimously.

Respectfully submitted,

Debbie Hensley  
Executive Assistant