

BOARD OF SELECTMEN
Meeting Minutes October 24, 2016

CALL TO ORDER: Chairman Desilets call the meeting to order at 7:00 PM. Selectmen Bruce Breton, Jennifer Simmons, and Ross McLeod were present, as was Town Administrator David Sullivan. Selectman Roger Hohenberger was excused. Mr. Desilets opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mrs. Simmons made several announcements, as follows:

- On November 16 the Joint Loss Management Committee will conduct staff training at the Fire Department.
- The Annual Tree Lighting has been scheduled for December 3 at the Town Common.
- The Annual Senior Christmas Party will take place on December 14 at Castleton. Tickets can be picked up at the Recreation Office.
- Invitations to bid for the Griffin Park passive recreation project will be going out this week.
- The Town Common Beautification Subcommittee has scheduled a cleanup of the Common on November 5; volunteers are needed.
- On October 29, from 10A to 2P, the Police Department will host their free Town Shred Day.
- Trick or Treat is scheduled for October 31 between the hours of 5P and 8P.
- The 16th Annual Common Man Breakfast, to benefit Helping Hands and the MDA, is scheduled for November 13 from 9A to 12P.

Mr. Desilets noted there had recently been a motor vehicle accident at the Route 111/Range Road intersection, and asked that the Chief comment. Chief Lewis indicated that an eastbound vehicle making the turn into ConvenientMD had been broadsided and pushed into the electrical box for the traffic signal; adding that everyone involved was okay.

IT/CABLE UPDATE: Mr. Desilets indicated that the WCAB had met the previous week, and he'd also had a very good conversation with Chairman Margaret Case. He noted that he had the utmost confidence that the WCAB had given the Selectmen's conversations regarding livestreaming consideration; expressing that he wished the Selectmen had included the WCAB earlier and noting they were owed a debt of a gratitude for all their efforts.

Mrs. Case approached and confirmed the WCAB had met on Thursday, and generated the following statement: *"The WCAB understands and appreciates the position of the Selectmen regarding the issue of live streaming. One of the reasons the Cable Board has not looked favorably on this action is that live streaming may result in a decrease in Town revenues due to a decrease in Comcast customer base. In addition, the Cable Board has received very few, less than five, requests for live streaming and the Board felt that the expense could not be justified for the limited interest. If the Selectmen are aware of these consequences and still vote to request the WCAB to pursue live streaming and authorize the necessary funds for this purchase, we will comply."* Mrs. Case then added that, if the Board does vote to proceed, the WCAB would recommend a server subscription for Video on Demand, 2000 hours and streaming, and filler material, at a cost of \$1,200 which should come from the annual budget. She then noted, that as it pertained to equipment, the cost for the required encoder is \$3,895 plus an additional \$89 for an A/V splitter, which the WCAB would recommend come from the Special fund.

Mr. Desilets expressed his appreciation for the WCAB's statement to the Board; noting they were valid concerns. He indicated that he concurred the demand may not be significant, initially, but that he is still in favor of moving forward because he believes the demand will increase and that this a valuable service.

Mr. McLeod noted he had done some research, and there are a fair number of places that offer live streaming. He felt doing so offers transparency and increased access, and as the numbers are small enough he would be willing to give it a trial. Discussion ensued in that the numbers are low because existing equipment will be used.

Mrs. Simmons inquired whether there were any way to measure how many will be watching. Cable Coordinator Kelly Yucupicio noted that monthly usage reports will be generated. Discussion ensued in that other things, such as viewing times/types will also be viewable.

Mr. McLeod requested that the 1,000 hours of viewing be clarified. Mrs. Case noted that referred to the number of hours which can be stored, which will increase to 1,200. Discussion ensued in that the 2,000 hours was in reference to streaming hours per year, with Mrs. Case noted that this can be increased if exceeded, similar to a phone data plan.

Mr. Desilets noted that the year is almost over, and sought clarification that if the Board voted to proceed this would not be implemented until January. Mrs. Case confirmed this would be the case, adding it would be as early in January as they can.

Mr. Breton then moved and Mrs. Simmons seconded to support Mrs. Case's recommendation to implement the programs as outlined. After brief discussion, motion passed 4-0.

Brief discussion then ensued regarding indexing. Mrs. Case explained this will be a labor intensive process, and the WCAB will not be asking a volunteer to do so unless a really simple method is found. Mr. McLeod noted that he would like an update on same, even if just a letter to the Board, and that he would like to keep the option open. Discussion ensued in that Mr. McLeod was referencing indexing of the meeting minutes to the video, and that the feature currently exists however Cable does not have the equipment.

Mr. Desilets then asked that IT Director Eric DeLong speak to the video archiving component of the previous discussions. Mr. DeLong noted that 1,200 hours of the most recent dates is available and, as to long term archiving, that remains part of the overall discussion of data archiving. He noted he is attempting to get a 4tb drive working as an archive, which would be a rather amateurish solution and not a true archive as is being discussed by the Record Retention Committee. Discussion ensued.

Mr. Desilets questioned whether there will there be an archiving proposal or options. Mr. DeLong replied that the Town Clerk could better answer that. Mrs. Case noted that there is a company currently going through everything to develop an archiving scenario; adding it was put out to bid, but not awarded. Discussion ensued, and Mr. Sullivan clarified that King Industries is conducting the analysis.

Mr. McLeod recused himself from the Board due to his affiliation with Windham Soccer Association.

WSA DONATION: Mr. Desilets explained that a \$3,200 donation had been received from the Soccer Association for use towards over-seeding the Griffin Park soccer fields. He indicated that the overall project cost is \$6,400, and the balance will come from the Recreation budget.

Mr. Breton moved and Mrs. Simmons seconded to accept the donation with gratitude. Passed 3-0.

Mr. McLeod resumed his seat with the Board.

ROW REQUEST: Mr. Desilets noted that a request had been received to dig 6-8 test pits within the Town's right of way at Libbey Road/Route 28. Mr. Sullivan explained that the request was from Herbert Associates on behalf of Cyr and Butterfield, and the purpose of the test pits was to explore the depth of the ledge in the area as part of a possible design for a driveway. He noted that the Highway Agent has no issue with approval.

Mr. McLeod noted that the permit says the area will be regraded; questioning the difference between that and restoring the area. Mr. Sullivan noted that one the applicant is done, the Town will put seed down, similar to with other requests. Mr. Breton then moved and Mr. McLeod seconded to approve the request. Passed 4-0.

OLD/NEW BUSINESS: Mr. Sullivan advised that the 2016 tax rate will be established shortly, and preliminary numbers are available from the Department of Revenue Administration. He went on to note that, as to the \$300,000 raised through the sale of town lands, if the Board wished to put it aside in a trust fund as discussed it would need to be held back from the fund balance. Mr. Sullivan advised that the increase to the tax rate if it were held back would be approximately \$0.13/thousand.

Discussion ensued as to the revenue budgeted from the sales, and the available fund balance for the tax rate setting if it were held back, which Mr. Sullivan advised would be approximately \$600,000. Further discussion ensued regarding Mr. Breton's intent for the proposed trust fund. Mrs. Simmons advised she would like to look into this further before considering it, and Mr. Sullivan indicated that the tax rate is pending and the determination needs to be finalized.

Mr. McLeod sought clarification as to what the Trust would be used for. Mr. Sullivan replied the expenditures would be determined by the Board; adding that Mr. Breton's idea was it be set aside for fields, buildings, etc. He noted the Property Maintenance Trust of \$30,000; explaining that this would be a similar, but different in that the Board could be the agents authorized to expend the funds or future town meeting votes could be required. Lengthy discussion ensued regarding the amount of funds, the depletion of the Property Maintenance Trust by large projects, and that future funds could be placed in the new trust if worded as such.

Mr. Sullivan clarified that if the warrant article does not pass, the money will not go away; rather it will stay in the fund balance and be there for the next tax rate setting. Mr. Desilets inquired whether there was a current expenditure against the Property Maintenance Trust that the Board or public is unaware of. Mr. Sullivan replied in the negative in that there are no emergency needs; he added however, that the Commercial Development Department siding project will cost \$40-50,000 and will use the Trust for one year.

Mr. Desilets suggested that, given that example, the Property Maintenance Trust be increased for the year. Mr. Sullivan replied that could be done, however, the monies in question are unanticipated revenue and Mr. Breton's proposal this is a viable option to allow the voters to decide how it is utilized. He indicated that there are other projects out there, such as the Beautification projects, that we do not have funds in the Property Maintenance Trust to do. Discussion ensued.

Mr. McLeod suggested that \$100,000 of the surplus funds be placed in the Property Maintenance Trust and the other \$200,000 returned to the taxpayers. Mr. Sullivan noted that a warrant article would still be needed to either add it to the existing Trust or create a new one. Discussion ensued regarding the anticipated Beautification project costs.

Mr. Desilets noted that he did not want to circumvent the Capital Improvements process, and Mr. Sullivan replied he did not believe this was doing so. Discussion ensued, and Mrs. Simmons noted she did not necessarily agree this would circumvent the CIP; citing the carpeting at the library or flooring at the Police Department as examples of items that may not reach the CIP threshold which this Trust could be used for. Further discussion ensued, and Mr. Breton felt the voters should be given the choice to decide where to put the revenue from the sale of Town lands.

Mr. Breton moved that the voters be given the choice to decide where to put the revenue from the sale of Town lands. Mr. Sullivan noted the appropriate motion would be to hold back \$300,000 from the fund balance.

Mr. Breton amended his motion accordingly. Discussion ensued in that this would give the voters the opportunity to expend funds for building or capital improvements, and Mr. Desilets indicated he would be opposed to such a motion with that wording.

Mrs. Simmons seconded.

Motion failed 2-2, with Mr. Desilets and Mr. McLeod opposed.

Mr. Sullivan noted that, without a positive vote otherwise, the funds will go towards the taxes per the Fund Balance policy; adding that an alternative may be to waive said policy and withhold more. He noted that if, philosophically, the two members opposed want to return the funds to the taxpayers then it is a moot point.

Mr. McLeod then moved and Mr. Breton seconded to hold back \$100,000 from the surplus funds to save for a future Capital Reserve Fund; with the remaining \$200,000 to go towards the tax rate.

After further discussion, motion passed 3-1, with Mr. Desilets opposed. The latter expressed concerns that this had not been on the agenda, that this was a significant amount of money, and that he would prefer to return it all to the voters.

CORRESPONDENCE: Mr. Sullivan advised a request had been received from “Lend Me A Theater”, who are utilizing the Searles on November 5th, to authorize Amphora of Derry to cater and sell alcohol at the event. Mr. Sullivan reminded the Board they have approved such off-site liquor licenses in the past, and that Amphora will be required to obtain a license from the State. Mr. McLeod inquired whether there were any known issues or concerns, and Mr. Sullivan replied in the negative.

Mr. McLeod moved and Mr. Breton seconded to approve the request. Passed 4-0.

OLD/NEW BUSINESS: Mrs. Simmons noted that she had been looking over the Board’s goals for the year; the number one of which was related to employee appreciation and professional development. She indicated she would like the Board to discuss this at the next meeting, and what they think of different ideas for same. Mr. McLeod suggested that staff look at ideas for “Employee of the Year.”

Mr. Sullivan advised that the Annual Employee Appreciation luncheon will take place sometime in December, and the Board is welcomed to attend. Mr. Desilets suggested that an employee appreciation gesture for one Police, Fire and Municipal employee also be explored.

Mr. Breton noted that the Salem Selectmen were discussing the former Rogers Service and Auto Body lot that evening, as they were unaware that we had leased same from them; suggesting a joint effort be initiated to grade/improve the area. Brief discussion ensued.

Mr. Breton then inquired about the status of the No Parking signs on Roulston Road; with Mr. Sullivan replying that they have been ordered.

MINUTES: Mrs. Simmons moved and Mr. Breton seconded to approve the minutes 8/22 as written. Passed 2-0-2, with Mr. Desilets and Mr. McLeod abstaining.

Mr. McLeod moved and Mrs. Simmons seconded to approve the minutes of 8/24 as written. Passed 4-0.

Mrs. Simmons moved and Mr. Breton seconded to approve the minutes of 8/29 as written. Passed 3-0-1, with Mr. McLeod abstaining.

The balance of the minutes outstanding were tabled.

NON-PUBLIC SESSION: Mr. Breton moved and Mr. McLeod seconded to enter into non-public session in accordance with RSA 91-A:3 II b and c. Passed 4-0.. Roll call vote all “yes”. The topics of discussion were personnel and reputations and the Board and Mr. Sullivan were in attendance.

Mr. Sullivan advised the Board of reputations matter relative regional water issues. It was the consensus of the Board that this be scheduled as an agenda item for the next meeting.

Mr. Sullivan discussed staffing in the Community Development Department with the Board. Mr. Breton moved and Mr. McLeod seconded to increase Julie Suech to full-time. Passed 4-0.

Mr. Breton moved and Mrs. Simmons seconded to adjourn. Passed 4-0.

Meeting was adjourned at 8:30 PM.

Respectfully submitted,
Wendi Devlin, Administrative Assistant

Note: These minutes are in draft form and have not been submitted to the Board for approval.