

**BOARD OF SELECTMEN**  
**Minutes of October 30, 2006**

**MEMBERS PRESENT:** Chairman Galen Stearns called the meeting to order at 7:05 PM. Selectmen Roger Hohenberger, Margaret Crisler, and Alan Carpenter were present, as was Town Administrator David Sullivan. Mr. Senibaldi was delayed. Mr. Stearns read the agenda into the record, followed by the Pledge of Allegiance.

**ANNOUNCEMENTS:** Mrs. Crisler noted that the Women's Club would be holding their second coat drive on Saturday, November 4<sup>th</sup> at the Town Hall from 9 AM to 1 PM.

There was a brief discussion regarding the Scouting for Food program, which was picked up the previous Saturday.

Mr. Carpenter reported that he had been absent the previous week due to his participation in the school's Camp Bourndale Program, which he stated was a great experience. He then announced that both the Scout's and Fire Department's recent pancake breakfast events had been very successful.

**LIAISON REPORTS:** Mrs. Crisler reported that the Planning Board has begun working on proposed Zoning amendments, and that elderly housing has been a topic of discussion. She noted that if the Board wished to submit anything for consideration, now was the time to do it. Mr. Stearns mentioned the possibility of a sign ordinance, and a brief discussion ensued.

**MINUTES:** None.

**CORRESPONDENCE:** Request received from Ms. Liz Spinazola of Got Books in Reading, MA to place a recycling box at the Transfer Station to collect used books.

*Mr. Senibaldi* arrived at 7:10 PM.

*Mr. Stearns* noted that there were several pieces of correspondence relative to proposed warrant articles. Mr. Sullivan explained that the first proposal was to establish a Recreation Commission, which he has ascertained does not require a Town Meeting vote and has scheduled for discussion on December 4<sup>th</sup>; and the other is to re-allocate Current Use taxes toward recreational purposes. Mr. Sullivan indicated he had responded to the inquiring party, and forwarded copies of his response to the Conservation Commission and Recreation Committee, as well.

*Notice received* from the CTAP Committee regarding their conference scheduled for December 2<sup>nd</sup> at the Radisson in Manchester. A brief discussion ensued regarding the need for a representative to attend and the existing conflict with the Board's budget meeting that day.

**OLD/NEW BUSINESS:** Mr. Sullivan advised that it was time for the Board to make the annual 9-1-1 Coordinator appointment, and recommended that Chief Lewis be appointed as primary, with Acting Captain Wagner as the secondary. Mr. Carpenter moved to make the appointments as recommended, and Mr. Hohenberger seconded. Passed unanimously.

*Mr. Sullivan* requested that the Board execute a resolution relative to the Health Trust continuing the Town's 3-year commitment and authorizing the Local Government Center to handle the Cobra and retiree coverage billing. There is no cost to the Town for the latter. Mr. Hohenberger moved and Mr. Senibaldi seconded to allow the Chairman to sign accordingly. Passed unanimously.

*Mr. Sullivan* advised the Board that two (2) employees, Mr. Brian Tarmey and Mr. Mike McGuire, are currently scheduled to come off of probationary status. Mr. Sullivan noted that both he and the respective Department Heads recommend their removal from probation. Mr. Carpenter then moved and

Mr. Senibaldi seconded to remove both individuals from probationary status. Passed unanimously.

**BID AWARDS:** Auditing Services: Dana Call, Finance Director, explained that three (3) bids had been received as follows:

Vachon, Clukay & Co, PC, Manchester, NH  
Melanson Heath & Co, PC, Nashua, NH  
James A. George, PC, Boston, MA

Mrs. Call advised the Board that, after review, the field had been narrowed to the top two (2) candidates, Vachon Clukay and Melanson Heath, based upon the technical proposals submitted. She went on to explain that the two firms would approach the municipal audit differently, however, the end result would be the same, and pointed out that in their proposal Melanson had budgeted double the amount of time to complete the audit. Mrs. Call noted that there was no recommendation to switch firms from Vachon Clukay at this time.

A discussion ensued regarding the lack of issues with previous audits that would justify increased expenses to Melanson. Mr. Carpenter did point out, however, that he was concerned by the vagueness of Mr. Vachon's recent presentation to the Board. He then suggested that Board consider locking in a three (3) year price with Vachon, but that a "termination without cause" option be incorporated into the contract.

Mr. Hohenberger then moved and Mrs. Crisler seconded to award the bid to Vachon, Clukay & Co., PC subject to inclusion of a termination without cause clause. Passed unanimously.

**PUBLIC HEARING/DONATION:** Mr. Stearns read the public hearing notice into the record. Mr. Senibaldi explained that this donation had been received, from an individual who wished to remain anonymous, for use toward swale improvements at Wilson Road/Tokanel Field. Mrs. Crisler moved and Mr. Hohenberger seconded to accept the donation with the Board's thanks. Passed unanimously.

**BID AWARDS CONTINUED:** Winter Sand: Highway Agent Jack McCartney advised the Board that three bids had been received, as follows:

	<u>Per Ton Delivered</u>	<u>Per Ton Picked Up</u>
Plourde Sand & Gravel, Suncook NH	\$11.05	\$5.63
Brox Industries, Dracut MA	\$9.50	\$7.00
Manchester Sand & Gravel, Hooksett NH	\$10.85	\$6.15

*Mr. Senibaldi* stepped out of the meeting momentarily.

*Mr. McCartney* recommended that the bid be awarded to Brox Industries, subject to drafting and inclusion of a stipulation relative to the sand being frozen, which the Town has had issues with in the past. After a brief discussion, Mr. Carpenter moved and Mrs. Crisler seconded to award the bid to Brox as recommended by the Highway Agent for their rates as quoted. Passed 4-0.

*Mr. Senibaldi* returned to the meeting at 7:40 PM.

Winter Salt: Mr. McCartney noted that three bids had also been received for the Town's winter salt, as follows:

	<u>Per Ton Delivered</u>
Eastern Salt Company, N. Chelmsford MA	\$60.90
Granite State Minerals, Portsmouth NH	\$48.00
International Salt, Clarks Summit PA	\$46.66

Mr. McCartney explained that none of the bidders would agree to supply the Town at the State of NH's bid rate, and recommended that the bid be awarded to International Salt. A brief discussion ensued regarding the timing of the Town's bid versus the establishment of the State rate, and the possibility of taking the opportunity annually to accept the State's rate versus bidding the product.

Mr. Carpenter then moved and Mrs. Crisler seconded to award the bid to International Salt for their bid amount of \$46.66/ton for the Town's salt purchases. Passed unanimously.

Further brief discussion ensued regarding contacting the State to verify their bid requirements.

Mrs. Crisler inquired of Mr. McCartney whether the Salt Shed Committee had been appointed. Mr. McCartney indicated that two (2) additional members were still needed, and Mr. Sullivan suggested that one be a Selectman and the other Stormwater Committee Chairman David Poulson. After a brief discussion, Mr. Hohenberger agreed to serve on the Committee, and Mr. Senibaldi will be the alternate Selectman member.

Impact Fees: Mr. Sullivan advised the Board that he was not ready to make recommendation, and noted that one bid had been received as follows:

	<b>Fire Study Only</b>	<b>Fire &amp; Police Study</b>
Bruce Mayberry, Yarmouth ME	\$7,500	\$10,000

Mr. Sullivan noted that Mr. Mayberry would not be available until January of 2007 to begin the project, and a discussion ensued regarding CTAP/RPC funding and that the Planning Board is not recommending a traffic study. Mr. Sullivan will conduct further research for discussion at a future meeting.

**FINANCIAL UPDATE:** Mrs. Call began her presentation by advising the Board that the Town had received a reimbursement of \$9,084 from FEMA relative to the May, 2006 flooding. These monies are classified as revenue.

Mrs. Call reported that, overall, the Town's finances are in good shape, and highlighted the following:

- o \$175K has been expended to date from the Police Contracted revolving fund
- o Remaining welfare budget is satisfactory at this point, but will likely be impacted greatly toward year-end
- o Revenues are doing well
- o Health Trust has been depleted due to the high level of claims this year

**POLICY COMMITTEE:** Mr. Sullivan opened the discussion by explaining that the Policy Committee had reviewed the Safety Policy, which was several years old and consisted of the main policy, JLMC regulations, Department of Labor regulations, blood borne pathogen guidelines, and emergency preparedness and evacuation steps. He noted that the Committee had attempted to eliminate any duplication and redundancy in the document, and that their result had been posted for employee comment for two (2) weeks.

A discussion ensued regarding how the Safety Policy ties into the Emergency Management program, and Mr. Sullivan and Mr. Poulson indicated that the former focuses more on employee response whereas the EM Policy is geared toward global events.

Mrs. Crisler pointed out that the Board of Selectmen was not listed as a party to notify in the event of a situation, nor were they shown as receiving inspection or incident reports. Mr. Sullivan indicated that phraseology could be added stating that when he was notified the Board would also be notified.

Mrs. Crisler then inquired whether a master log existed of incidents, and questioned the makeup of the JLMC committee. Mr. Sullivan replied that a master sheet was used, and that statutorily the JLMC must be made up of equal parts management and labor, which resulted in a membership of eight.

After further discussion regarding the nature of the JLMC meetings, evacuation routes, addition of the language suggested by Mr. Sullivan, and forwarding of all minutes and correspondence to the Board, Mrs. Crisler moved and Mr. Senibaldi seconded to approve the Safety and Health Policy as amended. Passed unanimously. The Board then thanked the Policy Committee for their efforts.

**OLD/NEW BUSINESS CONTINUED:** Chief Lewis approached to request permission to expend \$1,300 toward the installation of 56K data lines for the three (3) digital repeaters, to be followed by a monthly fee of \$460. Completion of this project will bring the Police Dept. to full digital status.

Mr. Carpenter inquired whether the Chief had looked into utilizing microwave rather than data lines, noting that the cost would initially be higher, but the monthly costs would be negligible. A discussion ensued regarding the pros and cons of both options. Mr. Carpenter requested that the Chief forward the information he had to the Technical Advisory Committee for review and recommendation. Chief Lewis indicated he would do so, and stated he would like to try out the data lines and re-evaluate the system in the Spring to gauge any improvement.

Mr. Senibaldi then moved and Mrs. Crisler seconded to allow the Chief to expend \$1,300 for the data line voter installation, and to enter into a monthly payment agreement with Verizon. Passed 4-0-1, with Mr. Carpenter abstaining.

**NON-PUBLIC SESSION:** Mr. Carpenter moved and Mr. Hohenberger seconded to enter into non-public session in accordance with RSA 93-A:3 IIa and d. Roll call vote, all members "yes". The topics of discussion were personnel and land acquisition.

*The Board,* Mr. Jim Finn and Mr. Bruce Breton of the Conservation Commission, and Ms. Devlin were in attendance in the first session.

The Board heard a request from the Conservation Commission to acquire additional acreage, and a possible land swap.

*The Board,* Mr. Sullivan, and Ms. Devlin were in attendance in the second session.

After a brief discussion, Mr. Senibaldi moved and Mr. Hohenberger seconded to approve the hiring of the selected Deputy Animal Control Officer candidate as recommended, subject to successful completion of physical and background checks. Passed unanimously.

**CLARK FARM/FAITH ROAD:** Mr. Peter Zohdi of Herbert Associates explained that his client was requesting permission to trench in order to run electricity from Faith Road to Clark Farm Road. He noted that all fees would be paid by the applicant and a Certificate of Insurance had been submitted to the Town.

Mr. Carpenter inquired whether a bond would be required to ensure the road is patched properly and for any yard repairs, if necessary. Mr. Zohdi replied in the affirmative, but stated the amount has not been set yet.

After further, brief discussion, Mr. Senibaldi moved and Mrs. Crisler seconded to approve the applicant's request for a trenching permit, subject to the bond amount to be calculated the following day by Mr. Turner. Passed unanimously.

*Mr. Carpenter* then moved and Mr. Hohenberger seconded to seal the minutes of the non-public session regarding land acquisition.

*Mr. Senibaldi* then publicly moved and Mr. Hohenberger seconded to approve the hiring of the selected Deputy Animal Control Officer candidate as recommended, subject to successful completion of physical and background checks. Passed unanimously.

**OLD/NEW BUSINESS CONTINUED:** Mrs. Crisler noted that the Library steps are still in need of repairs, which she felt should be done before winter. Mr. Sullivan stated that the estimated cost to repair the steps as suggested would be approximately \$10,000, and that Mr. Barlow recommended that they be treaded instead. After a brief discussion, it was the consensus of the Board to tread the steps as a temporary repair measure. Mrs. Crisler will speak to the Trustees regarding the Board's decision.

Mrs. Crisler moved and Mr. Carpenter seconded to adjourn. Passed unanimously.

The meeting was adjourned at 9:35 P.M.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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