

1 **BOARD OF SELECTMEN**
2 **Draft Meeting June 26, 2017**

3
4 **CALL TO ORDER:** Chairman Ross McLeod called the meeting to order at 7:00 PM.
5 Selectmen Joel Desilets, Roger Hohenberger, Bruce Breton and Jennifer Simmons were
6 present. Town Administrator David Sullivan was also present. Chairman McLeod opened
7 with the Pledge of Allegiance.

8
9 **Announcements**

10 The fireworks will be held Wednesday, June 28, 2017.

11
12 Town Day was well attended. The Board thanked Cheryl Haas and those that volunteered
13 to help out that day.

14
15 There will be a child car seat safety check up at the Fire Department. Check with them
16 for details on the time.

17
18 The next meeting will be on July 17, 2017.

19
20 **Tax Abatement Recommendations**

21 *21-K-15 (166 Range Road- \$ 4,331.27)*

22 Mr. McKinney from MRI noted they compared the assessment with other properties that
23 have sold in the area. They also inspected the property and found a few discrepancies.
24 Overall, the quality rating was overstated. The property is dated. They are recommending
25 reducing the assessment by \$193,500 to \$1,252,200.

26
27 Mr. Desilets questioned what changed after the inspection. Mr. McKinney noted that
28 some measurements were off and they brought the grade from an A- to a B.

29
30 Mr. Breton did not believe the comps were similar to the home. Mr. McKinney noted
31 they tried to find larger sized homes that sold most recently.

32
33 Ms. Simmons questioned how much value is given to the tennis court, in-ground pool and
34 accessory apartment since the comps did not have all of those items. Mr. McKinney
35 noted there was a \$15,000 adjustment for the tennis court and \$20,000 for the pool when
36 comparing the comps.

37
38 Attorney Ed Richards was present on behalf of the petitioner. Ms. DeLuca had hoped for
39 a greater reduction but is satisfied with the proposal.

40
41 **MOTION:** Mr. Desilets made a motion to deny the abatement because he did not believe
42 the comps were an adequate comparison. There was no second to the motion. The motion
43 failed.

44
45 Mr. Hohenberger noted the price of the homes has not gone down over the past few
46 years. He is not happy the home will be assessed at the 91% equalization value and does

47 not believe everyone is assessed at 91%. He agreed that the comps were not close to the
48 actual property.

49

50 **MOTION:** Mr. Hohenberger made a motion to approve the abatement recommendation
51 for Lot 21-K-15 for \$4,331.27. Mr. Breton seconded the motion.

52 No discussion.

53 Vote 4-1. Mr. Desilets opposed.

54 Motion carried.

55

56 *21-H-15B (5 Cheryl Road- \$ 613.14)*

57 Mr. McKinney noted the property is a seasonal dwelling in need of renovation. The
58 purchase price was \$85,000, but because they could not find that information on the open
59 market, they assume it was a private sale. They did inspect the property and found the
60 overall condition more inferior than what was listed. They are recommending reducing
61 the assessment by \$28,100.

62

63 **MOTION:** Mr. Desilets made a motion to approve the abatement request for Lot 21-H-
64 15B for \$613.14. Mr. Breton seconded the motion.

65

66 *Discussion:* Mr. Breton wanted more detail on the sale of the home. Mr. McKinney noted
67 that they looked at the PA29 form that is filed with the state, which indicated a fair
68 market value. The home did not go to the same person.

69

70 Vote 4-1. Mr. Hohenberger opposed.

71 Motion carried.

72

73 *22-L-73 (West Shore Road - \$ 3,273.00) – Administrative Abatement*

74 Mr. Lessard noted they are recommending an abatement of \$3,273.00.

75

76 **MOTION:** Mr. Desilets made a motion to approve the administrative abatement for Lot
77 22-L-73 for \$3,273.00. Ms. Simmons seconded the motion.

78 No discussion.

79 Vote 5-0.

80 Motion carried.

81

82 Mr. Sullivan noted there was a veteran that missed the deadline for the new tax credit and
83 asked for consideration to approve it as an exception.

84

85 **MOTION:** Mr. Desilets made a motion to approve the requested veteran's credit. Mr.
86 Hohenberger seconded the motion.

87 No discussion.

88 Vote 4-0-1. Ms. Simmons abstained because her husband is a veteran.

89 Motion carried.

90

91

92

93 **Recreation Committee Rules of Procedure**

94 The Board reviewed possible changes to the Recreation Committee Rules of Procedure.
95 Mr. McLeod reviewed the history of the formation of the committee and Ms. Haas' role
96 in that.

97

98 Mr. Breton prepared some suggested changes, which he circulated to the Board.

99

100 Mr. McLeod did not believe that having a volunteer group comprised of each of the
101 town's sports programs would work. Right now they can contact Ms. Haas directly.
102 Perhaps the correct solution is to expand Ms. Haas' role to Recreation Manager. With the
103 growth in the town and her accumulated track record of success, it would be good growth
104 for Ms. Haas to expand the position. He would like the Recreation Committee to weigh-
105 in on any changes.

106

107 Mr. Desilets agreed he would like to hear from the Recreation Committee. He agrees that
108 there has been a change in the scope of what Ms. Haas does. He supports recognizing
109 how that role has evolved over time. They would need to understand cost implications.
110 He sees some items being solved within the current job description. He also sees
111 retaining the Recreation Committee just with an altered scope.

112

113 Mr. Hohenberger questioned what was broken and didn't feel there was anything that
114 needed to be changed.

115

116 *Mark Lucas – Recreation Committee*

117 He doesn't believe a lot is broken. He does have concerns about the committee being
118 marginalized. They have issues now with getting commitments for board members. He
119 could see them expanding the committee responsibilities more. The Board doesn't hear
120 much from any of the sports organizations; they go directly to Cheryl if there is an issue,
121 but should feel comfortable coming to the Board as well.

122

123 Mr. McLeod noted they were looking to address any conflicts that may remain between
124 the roles.

125

126 *Jason Gill – Recreation Committee*

127 He does believe that one of the responsibilities of the committee is to get out there and
128 get involved. What is more important though is oversight and guidance of the recreation
129 department. They need to help with events at a strategic level. They do not need to be
130 involved in the day-to-day transactions, but focus on the big picture, possibly creating a
131 five-year plan.

132

133 Mr. Desilets wanted to make sure that Ms. Haas helped drive the strategic aspect of
134 events and work together with the committee to do that. He would want to empower her
135 to be the leader.

136

137 *Alberto Chang – Recreation Committee*

138 Mr. Chang believed they functioned in more of an advisory capacity. Ms. Haas runs ideas
139 by them and they give feedback. He believes they represent the citizens of the town.

140

141 *Dennis Sennibaldi – Former Recreation Committee Member*

142 There is a partnership between the committee and the coordinator and it has worked well.
143 Recreation does need to increase its capacity.

144

145 Mr. Gill noted the committee did not know the Board wanted to review the Rules of
146 Procedure. He believes the committee should be involved in the conversations to make
147 any changes.

148

149 The Board noted it was more of a kick-off discussion and would want their input.

150

151 Mr. Breton noted the input they received from the committee members was very much
152 inline with what he proposed.

153

154 The Board was open to having Mr. Sullivan working with the new HR Coordinator to
155 review the structure of the Recreation Coordinator job and explore broadening her role
156 and job description.

157

158 **Bid Award – Telephone System Replacement - Eric DeLong**

159 Mr. DeLong reviewed a letter he sent to the Board outlining the details of the bids.

160

161 Mr. DeLong recommended they chose ACS and TSE as the vendors. He contacted
162 references from other towns that use them and they received positive and honest
163 feedback. They all expressed that they were happy with the cost savings. He
164 recommended they accept the bid and he further requested the ability to address any
165 infrastructure needs that arise with the remainder of the funds allocated. He understood
166 anything above \$5,000 would require Board approval. The additional infrastructure may
167 include switches and connectivity materials to upgrade the Senior Center and Firehouse.

168

169 Before the meeting, Mr. Sullivan requested that Mr. DeLong get a three-year guarantee
170 on the monthly recurring costs. Mr. DeLong received verbal confirmation that ACS/TSE
171 would hold the pricing for three years.

172

173 **MOTION:** Mr. Desilets made a motion to award the telephone hardware and service as
174 recommended by staff to ACS/TSE and authorize the expenditure of the CIP balance as
175 long as costs are below \$5,000 to Mr. DeLong. Mr. Hohenberger seconded the motion.

176

177 Mr. Breton had remaining concerns about the bid process and did not have confidence in
178 the recommendation.

179

180 Mr. Hohenberger agreed that ACS/TSE is the highest price but they included the lowest
181 monthly costs.

182

183 Mr. DeLong added that the bids are not apples to apples. They did not all bid on the
184 project in the same way. Some companies wanted them to lease the hardware; others
185 were willing to give it to them.

186
187 Mr. Desilets noted the difference in monthly fees ranged from \$530 to \$4,100. Mr.
188 DeLong noted that the higher monthly fees are because they would be paying for the
189 hardware over time.

190
191 Mr. Popovici-Muller added that the contract should be awarded based on the total cost of
192 ownership. It is clear that over the three years, there will be significant costs savings by
193 going with ACS/TSE.

194
195 Mr. Sullivan noted they would be paying more for any other vendor after two years.

196
197 Mr. Desilets added he has reviewed the bids at length, and is 100% confident in the
198 recommendation.

199
200 *Deputy Chief Brady*

201 Mr. Brady noted by having the hybrid type of system, the Town would still have some
202 connectivity if the Internet were to go down. Each building would have components that
203 would allow them to still be able to function. That is a benefit of this system.

204
205 Vote 4-0-1. Mr. Breton abstained.

206 Motion carried.

207

208 **Chief McPherson – Communication Equipment Grant**

209 Chief McPherson noted that the radios they are currently operating with have no
210 remaining life expectancy. In 2015, they applied for and received a phase-in project over
211 several years. They are hoping this grant opportunity would get them where they need to
212 be and give the police department more.

213

214 *Deputy Chief Brady*

215 Mr. Brady noted their system is in dire need. In January 2018, they will no longer have
216 support for their radio system. This grant is an opportunity to replace their systems and
217 possibly more in the police department. If they utilize the \$280,000 the police department
218 received through a warrant article to replace the dispatch center that may count as their
219 matching portion. Town Council could not find a reason why they couldn't use those
220 funds. They could possibly add on enhancements to increase the police department
221 offerings. By enhancing the dispatch console, it gives them more flexibility if they had an
222 overwhelming event and allows them to get aid from other dispatch centers.

223

224 The grant would replace their transmitters and receivers bringing them up to the current
225 generation of models. By doing it as one time project, there is cost savings in installation.

226

227 This infrastructure also allows them the possibility to bring dispatch back in-house if they
228 ever wanted to.

229

230 They are requesting the Board allow them to proceed with the grant application. If the
231 grant were rejected, the project for the police department would still move forward
232 without interruption.

233

234 **MOTION:** Mr. Desilets made a motion to move forward with the grant application. Mr.
235 Hohenberger seconded the motion.

236 No discussion.

237 Vote 5-0.

238 Motion carried.

239

240 **AJ Letizio Marketing – Request for Lease for Town Land Usage – Enterprise Road**

241 Mr. Letizio has moved forward with the project to construct a tower at the cul-de-sac at
242 the end of Enterprise Road. Once the tower is completed it will be donated to the town.

243 Mr. Letizio requested that the town enter into a lease with AJ Letizio Marketing. AJ

244 Letizio Marketing would be responsible for the maintenance of the tower.

245

246 Mr. Hohenberger questioned why he wanted to lease it. Mr. Letizio noted that rather than
247 donate the structure to the town immediately upon completion, they could hold the
248 construction costs on their balance sheet. Their intent is to do a long-term lease.

249

250 Mr. Sullivan drafted a lease agreement similar to what they have done in the past, said
251 agreement was also reviewed by Attorney Campbell.

252

253 Mr. Sullivan noted that the property would be taxable since it is not being used for a
254 municipal purpose. The improvements he is making to the property would become his
255 taxable value. Mr. Breton did not believe Mr. Letizio should be taxed.

256

257 Mr. McLeod reviewed the document and had changes:

258 Section 1: change to, “0.1 acres”

259 Section 3, use of premises: change to, “43 ft tall tower”

260 Landscaping and irrigation: change to, “all at tenants sole cost”

261 Section 9, ownership/improvements: add “at the sole cost of the tenant;” do not include,
262 “return to pre-existing condition.”

263 Section 10: change to, “in good, safe condition”

264 Section 12: change to, “without prior written permission”

265 Section 16: change to, “within a reasonable period of time.”

266

267 Mr. Letizio noted they would continue to maintain the property. They have power and
268 irrigation running to the property.

269

270 Section 17: remove comma before “any such petition”

271

272 Mr. Letizio noted the Board needed to determine the lease amount and the tax amount.

273

274 Mr. Sullivan noted he would work with the assessor to determine if there was a legal way
275 not to charge a tax or if taxes are required to determine the amount. He would have that
276 for the next meeting.

277

278 Mr. Desilets questioned if they could abate any taxes assessed. Mr. Sullivan would look
279 into that.

280

281 **MOTION:** Mr. Desilets made a motion to move forward and grant the lease for a period
282 of one year as amended by Mr. McLeod and assess a rental payment of \$1/month or as
283 determined by staff. If that amount is egregious, staff will consult the Board. Mr. Breton
284 seconded the motion.

285 No discussion.

286 Vote 4-0-1. Mr. McLeod abstained because he would like further information from staff
287 before moving forward.

288 Motion carried.

289

290 **Old Business**

291 Mr. Breton had met with Mr. Sullivan previously and had suggested considering putting
292 an electronic sign in place of one of the signs to be installed at the common. Mr. Sullivan
293 looked into it and received an estimate of \$29,000 to do that. He would suggest
294 proceeding as originally planned with a manual changeable sign given the high added
295 costs. The Board agreed.

296

297 Chief McPherson noted that the “Smokey the Bear” sign will be restored and moved to
298 the fire station facing Fellow’s Road. They are hoping either an eagle scout can make it a
299 project or the schools woodshop.

300

301 He added that Mr. McCartney, his crew and some of the firefighters took care of some of
302 the work not included in the grant, such as running the trench for the electrical conduits.

303

304 Mr. Desilets wants to commit to making sure the message on the sign is timely and the
305 letters are kept clean and orderly.

306

307 **General Services Division**

308 Mr. Sullivan and Paul Carmichael, HR Coordinator, put together job descriptions for the
309 General Services Manager and General Services Assistant Manager. The intent was to
310 spell out their administrative duties and place specific tactical rolls with each job. He also
311 included their relationship with the Recreation Coordinator.

312

313 Mr. Desilets requested that they change “reasonable accommodations *may* be made to
314 enable individuals with disabilities to perform functions,” to “*will*”.

315

316 He also suggested they be delineated as General Services Director and General Services
317 Manager to be more consistent with other department structures.

318

319 Mr. Breton noted on page 4, the transfer station hours didn't add up to 8 hours. Mr.
320 Sullivan will add an hour to "walk."

321
322 Ms. Simmons questioned why they included time in unheated area and outside time. Mr.
323 Sullivan would eliminate that reference.

324
325 **MOTION:** Mr. Desilets made a motion to approve both job descriptions as amended and
326 change the job titles to General Services Director and General Services Manager. Ms.
327 Simmons seconded the motion.

328 No discussion.

329 Vote 5-0.

330 Motion carried.

331

332 *Compensation*

333 Mr. Sullivan noted it was always his intent for the assistant to move to a Grade 20, Step 1
334 and the Manager to move from a Grade 24 Top Step to Grade 25, Top Step. There was
335 some confusion about that at a previous meeting and the way it was discussed had the
336 person receiving a promotion ending up with a demotion in pay.

337

338 **MOTION:** Mr. Desilets made a motion to go into non-public.

339

340 Mr. Sullivan noted the Board had previously authorized Mr. Senibaldi to receive a
341 stipend for the increase in responsibilities as Transfer Station Supervisor until the
342 structure was determined and that Mr. McCartney had been receiving a stipend as
343 Maintenance Director for the past several years. There will no longer be any stipends
344 with the proposed pay adjustments.

345

346 Mr. Desilets withdrew his motion.

347

348 Mr. Sullivan requested another motion to confirm the recommendation for compensation.

349

350 **MOTION:** Mr. Hohenberger made a motion to compensate Mr. McCartney at Grade 25,
351 Top Step and Mr. Sennibaldi at Grade 20, Step 1. Ms. Simmons seconded the motion.

352 No discussion.

353 Vote 4-1. Mr. Breton opposed.

354 Motion carried.

355

356 *Transfer Station Hours*

357 Once the two new part-time operators are hired, staff feels that the Transfer Station could
358 be opened an additional 10 hours each week. Mr. Sullivan recommended opening the
359 transfer station on Tuesdays from 9 a.m. -7 p.m.

360

361 Mr. Desilets had time to get public input and is comfortable with those hours.

362

363 Mr. Senibaldi believed it was the best time, but suggested they could evaluate as the went
364 along.

365

366 **MOTION:** Mr. Desilets made a motion to open the Transfer Station on Tuesdays from 9
367 a.m. -7 p.m. once staffing levels are ready to support that. Ms. Simmons seconded the
368 motion.

369 No discussion.

370 Vote 5-0.

371 Motion carried.

372

373 Mr. Breton requested to see a worksheet on how the hours would be scheduled. He hoped
374 to eliminate overtime so there could be additional savings. Mr. Desilets didn't believe
375 overtime could be eliminated entirely but could likely be reduced. Mr. Senibaldi added
376 that they use minimal overtime currently.

377

378 Mr. Senibaldi also added that the extra positions will give them the ability to work on
379 their own equipment again, and is not just the extra hours for the Transfer Station to be
380 open.

381

382 **Request that Town sell Lot 13-K-34B, 3 Cole Road**

383 The Board reviewed a request from the abutter that the town offer lot 13-K-34B for sale.
384 The parcel, .16 acres in size was acquired by tax deed in 1968. As outlined in the Town's
385 "Disposition of Town Property Policy", recommendations were solicited from the
386 Planning Board, Conservation Commission, Economic Development Committee, and the
387 Community Development Director. Conservation suggested keeping it; Planning Board
388 had no issues with selling it; Economic Development did not send a response;
389 Community Development suggested selling it.

390

391 **MOTION:** Mr. Desilets made a motion to sell lot 13-K-34B subject to restricted deed
392 language for a price to be determined. Ms. Simmons seconded the motion.

393

394 *Discussion:*

395 Mr. Desilets did not want to prevent any development. He questioned if they could use it
396 for a septic system if needed. Mr. Sullivan noted they typically don't restrict that use.

397

398 Vote 5-0.

399 Motion carried.

400

401 **New Business**

402 The Board received correspondence from the Highway Safety Committee requesting that
403 the State address the intersection of Range Road and Gateway Boulevard for safety
404 issues.

405

406 **MOTION:** Mr. Hohenberger made a motion to request that the Department of
407 Transportation look at the intersection of Range Road and Gateway Boulevard for safety
408 issues. Ms. Simmons seconded the motion.

409

410 *Discussion:* Mr. Desilets noted he passes this intersection daily and it is dangerous.

411

412 Vote 5-0.

413 Motion carried.

414

415 *21 Haverhill Road*

416 Mr. McLeod read a letter from Bill Hickey dated June 22, 2017. The letter indicated the
417 School Board would like to expand the terms of the lease for the building since they
418 received an estimate that was in excess of \$160,000 to rehab the building. Mr. Popovici-
419 Muller noted the School Board does not want to proceed for a five-year lease if they had
420 to recover that kind of money. He questioned if there was flexibility to change the terms
421 and put through a new town warrant article.

422

423 Mr. Desilets believes there is a greater use for the property and the decision should go
424 back to the voters.

425

426 Mr. Breton noted if the School District makes the building functional for 10 years then
427 they would get a return on their investment. If they don't, the building would continue to
428 deteriorate.

429

430 Mr. McLeod noted if the school could get some use out of a wasting building, he would
431 support them expanding the lease.

432

433 Mr. Sullivan noted they could go to town meeting with either a long-term lease or convey
434 the building back to the school.

435

436 Mr. Desilets believes it could be sold and have much greater taxable potential to the town
437 versus how it would be used by the school.

438

439 Ms. Simmons questioned when the disrepair happened to the building. Mr. Popovici-
440 Muller noted it was the School District's lack of maintenance during ownership and it has
441 continued to deteriorate since.

442

443 **New Business**

444 Mr. Breton believes the Town is lacking in internal controls in terms of Welfare as it
445 relates to food vouchers with clients using same for items that should not be allowed. The
446 Board discussed. Mr. Breton, Mr. Sullivan and the Mrs. Carmichael will review the issue
447 and come before the Board if necessary.

448

449 **Review of the 6/19 Minutes**

450 **MOTION:** Mr. Hohenberger made a motion to approve the 6/19/17 Minutes as written.

451 Ms. Simmons seconded the motion.

452 No discussion.

453 Vote 5-0.

454 Motion carried.

455

456 **Correspondence**

457 Nicole Bottai, Town Clerk, provided the Board with an update as to the number of dogs
458 still not registered.

459

460 **NON-PUBLIC SESSION:** Mr. Hohenberger made a motion to go into non-public
461 session in accordance with RSA 91-A:3 II (a, d) Ms. Simmons seconded the motion.
462 Passed unanimously. Roll call vote all “yes”.

463

464 Mr. Desilets left the meeting.

465

466 **MOTION:** Mr. Hohenberger made a motion to support staff’s recommendation to waive
467 the probationary period for the General Service promotions. Ms. Simmons seconded the
468 motion.

469 No discussion.

470 Vote 3-0-1. Ms. Breton abstained.

471 Motion carried.

472

473 Mr. Desilets returned to the meeting.

474

475 The Board discussed the price for the sale of town-owned property 13-K-34B. Mr.
476 Sullivan will communicate the sale price to the prospective buyer.

477

478 **MOTION:** Mr. Hohenberger made a motion to adjourn. Mr. Desilets seconded the
479 motion.

480 Vote 5-0.

481 Motion carried.

482 Meeting adjourned at 10:30 p.m.