

**BOARD OF SELECTMEN**  
**Minutes of December 7, 2015**

**MEMBERS PRESENT:** Chairman Al Letizio, Selectmen Ross McLeod, Bruce Breton and Roger Hohenberger were present, as was Town Administrator David Sullivan and several department heads. Selectmen Joel Desilets was excused. Mr. Letizio called the meeting to order at 7:00 pm, and opened with the Pledge of Allegiance.

**BUDGET WORKSHOPS:**

Police – Mr. Hohenberger asked how an employee qualified for the incentive payments. Chief Lewis explained that they either had to complete a college course or 40 hours of police training each year.

The Board noted that the majority of the budget increases were due to salary and benefits which the Board was aware of.

No changes to the budget were made.

Chief Lewis advised the Board that the department's voice recorder has recently stopped working and will need to be replaced. Currently we are renting one through the end of the year, however we will need to either budget \$12,000 for next year or expend available funds from this year's budget to replace the system.

Dispatch – It was noted that the largest increase in the budget is related to the annual increase in the contractual fee to Derry for dispatch services, which is still far below what the Town would pay to dispatch for Fire in-house. After further discussion, no changes to the budget were made.

Community Development - Ms. Scott discussed the projects included in the Contracted Services line item, which is the largest area of increase. The consulting services line totals \$23,600 and includes \$5,000 for a charrette to study the town parcels in the area of Londonbridge, Haverhill, and Lowell roads, and \$14,400 to hire a contractor to help review septic plans thereby freeing up some time for the building inspector to perform their other functions.

Mr. McLeod asked about the charrette and opined that this is the purview of the Planning Board. After some discussion the Board agreed to leave the funding intact but to amend its usage to "for the Planning Board to study the Town and School parcels located near the Haverhill/Londonbridge/Lowell Road areas".

The Board next turned to the funds planned to hire a contractor to review septic plans. Discussion revolved around the amount of septic plans reviewed annually, the fees charged for septic reviews currently and the potential of increasing same to cover the cost for the contracted position, as well as the need to augment the Building Inspector's time. After a lengthy discussion the Board left the funding in the budget, but requested that Ms. Scott return to the Board with more information as to the number of septic plans and a proposed fee schedule before the end of the budget meetings.

CIP – Master Plan update – Ms. Ruth Ellen post, Planning Board member, made a brief presentation on the need for the \$50,000 funding to assist the Planning Board in its update of the Master Plan, particularly in researching and helping with the writing of several chapters associated with phase two of the project.

Mr. McLeod felt that the appropriate group to complete the project was the Planning Board itself.

Ms. Post stated that the Planning Board, while being overwhelmed by the current scope of development in town, would still be overall responsible for the project and would be doing much of the work. The intent of the funding would be to provide a consultant to provide logistical assistance.

Mr. Hohenberger opined that not much has changed, so it should not be a lot of effort to update the chapters, to which Ms. Post replied that the Planning Board simply just did not have the time to do it alone.

Mr. Letizio expressed support of the funds but felt that they should be placed in the operating budget not a CIP item as he did not agree it met the definition of a "capital improvement". Mr. Hohenberger disagreed, feeling it met the definition and that placing the funds in the operating budget removed an opportunity for the voters to weigh in.

Mr. McLeod opined that the law recommends the plan be updated every five years. He further indicated he believed the Planning Board was making good ground and have met the statutory obligations. He supports the general concept of updating the Master Plan, however he also does not feel that it meets the CIP requirements, and agrees it should be in the general operating budget.

Mr. Guttman, Planning Board member, stated that he feels the Board should support the funds coming from the CIP, as it went through the CIP vetting process.

After some further discussion it was agreed that the subject would be further discussed during the budget wrap up session on December 21<sup>st</sup>.

Mr. Hohenberger motioned to go into Non-Public session in accordance with RSA 91: A-3 II a and c – Personnel/Reputations. Mr. McLeod seconded. Passed unanimously. The Board and Mr. Sullivan were in attendance.

The Board deferred the discussion on Personnel until the Dec 14<sup>th</sup> meeting.

On the matter of Reputations, the Board discussed a tax valuation issue on 23 Searles Road. Mr. Hohenberger moved to accept the valuation recommendation of Mr. Norman. Mr. McLeod seconded. Passed unanimously.

Mr. McLeod motioned and Mr. Hohenberger seconded to adjourn. Passed unanimously. Meeting adjourned at 9:35pm

Respectfully submitted,

David Sullivan, Town Administrator

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