

BOARD OF SELECTMEN
Minutes of November 8, 2010

MEMBERS PRESENT: Chairman Charles McMahon called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Ross McLeod, Galen Stearns and Roger Hohenberger were present, as was Town Administrator David Sullivan.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Breton seconded to enter into a non-public session in accordance with RSA 93-A:3, II c. The topic of discussion was reputations and the Board, Mr. Sullivan, Recreation Coordinator Cheryl Haas, and Ms. Devlin were in attendance.

The Board discussed a matter regarding a complaint. No decisions were made.

The Board, Mr. Sullivan, and Ms. Devlin were in attendance in the second session. The Board discussed further the complaint in question. No decisions were made pending input from the second party.

The public session resumed at 7:45 PM. Mr. McMahon opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. McMahon reminded all that the Christmas Tree Lighting has been scheduled for December 11th, from 3 PM to 5 PM at the Town Hall. Also, the Garden Club will be screening "Taking Chance" on November 10th at 6 PM at the Windham High School, the proceeds of which will help fund the Dover Garden.

LIAISON REPORTS: None.

MINUTES: None.

CORRESPONDENCE: Right of Way permit request received relative to 4 Ledge Road. Mr. Hohenberger moved and Mr. McLeod seconded to approve the permit. Fire Chief McPherson clarified for the record that this permit pertained to the hardware store's redesign of their access to correct drainage and turning radius issues. Motion passed unanimously.

Notice received of an adjustment of \$1000 in cost relative to the Salt Shed project. Mr. Sullivan explained that this change covers installation of power from the generator to the well to ensure that both the Salt Shed/Garage and Transfer Station have water during a power outage. He added that funds are available in the Salt Shed budget to complete this portion of the project. Mr. Stearns suggested that the funds come 50/50 from the Transfer and Highway budgets, rather than the Salt Shed project budget. Discussion ensued.

Mr. Hohenberger then moved and Mr. McLeod seconded to approve the change order for an additional \$1,000 as described; to be paid from the Salt Shed fund. Passed unanimously.

FIRE DEPARTMENT/STAFFING UPDATE: Chief McPherson updated the Board regarding current staffing levels and OT expenses to date. Highlights of his presentation included:

- It is estimated that, based on currently having two employees out on long-term disability and a third out on Workman's comp, the Department will have \$34,542 in salary savings at year-end.
- After factoring in other salary requirements, such as incentives, and barring any other personnel issues it is anticipated that there will be a \$30,000 over-expenditure in the Department's overtime budget.
- Combined, the salary and overtime budgets should have a net amount of funds remaining at year end.
- The Department has continued to maintain five (5) per shift during these extended absences. As of October 1, staff had responded to 1276 calls for service, 400 +/- of which were simultaneous calls.

Discussion ensued regarding the incentive and employ re-calc programs, which staff clarified were not elective but rather are contractual items, and that if one of the three employees were to return to work earlier than year-end the savings estimated would increase.

Mr. Breton expressed concerns that the overtime line item would be overexpended by approximately \$30K, and noted that the Department has suffered such absences in the past without such a large deficit. Discussion ensued.

Mr. Hohenberger inquired whether, statistically, there were any periods of the day in which simultaneous calls were less likely and staffing could be reduced to four. Chief McPherson replied in the negative, and noted he could graph the calls for a better understanding. Discussion ensued regarding the Chief's assistance during calls, the potential for exposure if staff is reduced to four, and that, contractually, staff who responds to a call back have to be paid for their time.

Mr. McLeod expressed his support for the Chief's efforts and maintaining five on shifts. He felt the latter was an adequate and safe staffing level, and that there was no pervasive argument justifying reducing that number.

Mr. Stearns noted that the bottom line was the Department's overall budget would be under-expended, and felt the discussion should be ended. Discussion ensued regarding the Chief developing a graph to analyze slower periods, and four versus five personnel and related overtime versus earned time use.

It was the general consensus of the Board that the Chief proceed as he has been, and no further action was taken.

OLD/NEW BUSINESS: Recreation Vice-Chair Dennis Senibaldi approached and updated the Board on the proposed donation of fill for the Spruce Pond field. He noted that H & B Homes has expressed a willingness to provide equipment to the site to spread the donated fill as it comes in, however, they were requesting reimbursement towards their fuel expenses, which are estimated to total \$2,500-\$3,000.

Mr. McLeod indicated he had continued concerns that the Board has seen no plans for this project. Discussion ensued regarding the intent of H & B's donation, the original Planning Board approval for Spruce Pond, and whether this matter should be tabled to allow the Board to receive and review the field plans.

It was the consensus of the Board to table this matter to the next agenda, and that in the interim staff provide the members with the original site plan approvals/conditions, plans for the field, and any correspondence related to the donation.

Financial Update: Mrs. Dana Call presented her third quarter update to the Board, highlights of which included:

- Revenues: Approximately \$1.5M remains to be received through 12/31, most significantly \$576,734 in Meals & Rooms tax, \$213K/month in motor vehicle fees, \$90,246 in Highway Block grant funds, and \$46K +/- in cable franchise fees.
- Expenditures:
 - Election official salaries will exceed budgeted amounts as discussed in August. In addition, the Town Clerk's election hours and ballot line items will be over-expended.
 - IT's miscellaneous line item will be over-expended due to an unforeseen \$4,500 charge to hire a consultant to assist with a server recovery issue.
 - Police overtime continues to be high due to coverage for officers out with injuries, however offset savings exist in regular salaries. In addition, vehicle maintenance costs will exceed the budget due to several of the leased vehicles coming out of warranty this year.
 - Community Development contracted services will be over-budget by approximately \$8,000 due to staff vacancies early in the year, an independent review of the Town's building inspection process, and legal consultation. These are offset by salary savings.
 - The Solid Waste property maintenance, site improvements, and vehicle maintenance will all be over-expended due to several, unanticipated projects including insulation and security upgrades.

- Fund Balance: Mrs. Call briefly reiterated her annual discussion with the Board relative to their decision to maintain an undesignated fund balance of \$300K as opposed to the Department of Revenue Administration recommended amount of 5-10% of the total Town/School/County appropriation (ie: 5% would have been equal to \$2.2M for 2009).

NON-PUBLIC SESSION: Mr. McLeod moved and Mr. Hohenberger seconded to enter into non-public session in accordance with RSA 91-A:3 II a and c. Roll call vote all “yes”. The topics of discussion were personnel and reputations.

The Board, Mr. Sullivan, Recreation Coordinator Cheryl Haas, Ms. Devlin, and the following members of the Recreation Committee were in attendance in the first session: Ralph Valentine, Dennis Senibaldi, Chris O’Niel, and Bill Brennan.

The Board discussed a matter relative to the Town’s purchasing policies as it pertained to committee activities. No further action was taken.

The Board, Mr. Sullivan, Dennis Senibaldi, and Ms. Devlin were in the second session.

The Board discussed a reputations matter relative to receipt of complaint. No decisions were made.

The Board and Mr. Sullivan were in attendance in the remaining session.

Mr. Sullivan updated the Board on a reputations matter relative to the sale of Town property. Mr. Hohenberger moved and Mr. McLeod seconded that \$6K be paid to the previous owner from the sale proceeds. Passed unanimously.

Mr. Sullivan discussed a personnel matter with the Board relative to continuation of employment. Mr. Stearns moved and Mr. Hohenberger seconded that Mr. Sullivan draft a letter to the employee in question as discussed.

Mr. Sullivan updated the Board on a personnel matter. No decisions were made.

Mr. McLeod moved and Mr. Hohenberger seconded to adjourn. Passed unanimously.

The meeting was adjourned at 10:50 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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