

BOARD OF SELECTMEN
Minutes of November 30, 2010

MEMBERS PRESENT: Chairman Charles McMahon called the meeting to order at 7:10 PM. Selectmen Bruce Breton, Ross McLeod and Roger Hohenberger were present, as was Town Administrator David Sullivan. Selectmen Stearns was excused. Assistant Town Administrator Dana Call was delayed and arrived at 8:30 PM. Mr. McMahon opened with the Pledge of Allegiance.

BUDGET REVIEW: The Board reviewed the following proposed budgets for 2011:

Capital Improvements Program: Recommended by the Committee and Planning Board at \$1.18M; an increase over the \$720K expended in 2010. Proposed items for 2011 include:

- Police Station enhancements: \$137,098
- Purchase of 5-ton pickup for Highway Department: \$150K
- Spruce Pond field: \$171,679
- Road Improvements: \$330K
- Purchase of front-end loader for Highway Department: \$120K
- Griffin Park Parking: \$200K
- Sewage Study continuation: \$65K
- Replacement of Engine 3: \$135,108

Mr. Hohenberger sought clarification that the purchase of the 5-ton truck would be subject to receipt of a \$120K grant, to which Mr. Sullivan replied in the affirmative. Mr. Hohenberger then noted his support of the 5-ton truck purchase and road improvement allocations.

Mr. McMahon indicated his support of the Griffin Park parking improvements, and Mr. McLeod and Mr. Hohenberger concurred.

Lengthy discussion ensued regarding the sewer study, with comments both in support of and against proceeding, including input from Community Development Director Laura Scott and Economic Development Committee Chairman Ralph Valentine. Items cited in support included timing of the study in relation to the I93 project and economic/environmental benefits. Those against its inclusion cited the scope of work, lack of plans, and that it was premature to proceed.

Mr. Hohenberger moved and Mr. McLeod seconded that the \$65K for the sewer study not be included in the CIP for 2011. Failed 2-2, with Mr. McMahon and Mr. Breton opposed.

Discussion moved to the Highway front-end loader, and questions were raised regarding the condition of the current loader, maintenance costs, and the new emissions requirements that will become effective in 2011. Mr. McMahon inquired of Mr. McCartney whether he could continue to utilize the existing loader for another year, to which Mr. McCartney replied in the affirmative.

Mr. Hohenberger moved and Mr. McLeod seconded that the front-end loader not be included in the CIP for 2011. Passed 4-0.

Lengthy discussion ensued between CIP Chair Jack Merchant and the Town Administrator in efforts to clarify what the 2011, level-funded target amount would be: \$720K or \$910K. Discussion centered on the \$190K which was removed from the 2010 CIP and taken from the operating budget in order to avoid the need to bond the Salt Shed/Highway Garage. The Board proceeded under the premise of \$720K being level funded for the capital portion of the budget.

Discussion moved to the replacement of Engine 3, and Mr. Merchant noted that there is funding in Capital Reserve toward this purchase. Mr. Hohenberger moved and Mr. McLeod seconded that a warrant article be drafted relative to a 3-year lease to replace Engine 3, with \$73,757 to come from Capital Reserve Funds. Passed 4-0.

Discussion moved to the Spruce Pond field, and Mr. McLeod recused himself from the Board in light of his affiliation with the Windham Soccer Association. Mr. Hohenberger noted that, as the expected fill had not arrived this year, he believed the project could be pushed off until 2012.

After a brief discussion, Mr. Hohenberger moved and Mr. Breton seconded to remove Spruce Pond from the 2011 CIP. Passed 3-0.

Mr. McLeod resumed his seat with the Board.

Discussion then turned to the remaining CIP items, primarily the Police addition request, and what could be done in order to accommodate the capital items but maintain overall level funding, based on the Selectmen's desire for a total Town budget increase of 0%. Discussion turned to the public safety impact fees and Ms. Call was asked to report as to how much was currently available in these accounts. Ms. Call indicated that there is \$17,511 available for police and \$28,684 for fire. Discussion continued as to how to incorporate these funds, as well as the current budget savings in the proposed operating budget, to provide some funding towards the Police department's requested addition, even if it isn't sufficient to complete the entire project. Consensus was to revisit this item, once the balance of the operating budget has been reviewed.

The Board took a brief recess, then reconvened to discuss the Recreation budget with Ms. Haas. Discussion ensued regarding Board members' questions on particular line items. Mr. Sullivan noted that \$1,000 was being added to the dental insurance line item due to a plan change for one employee. Mr. Hohenberger moved to reduce \$5,000 from the recreational activities line item and eliminate the fireworks. A lengthy discussion ensued regarding this being a new (partially town funded) program this year, with the remaining cost funded through donations, that it is planned as part of the overall Town Day event and was well received last year, and that other line items within the overall Recreation budget were trimmed in order to accommodate this new item within an overall level funded budget. Mr. Senibaldi and Mr. Valentine, representing the Recreation Committee, spoke in favor of leaving this funding in the budget. No second to the motion was received.

The Board then discussed the field maintenance portion of the Recreation budget. Mr. Hohenberger discussed his view that this line item was built up in past years to get the fields to a certain level, and that the Recreation Committee has since been "finding ways" to spend the money on projects more than on maintaining the fields. Mr. Hohenberger then moved to reduce the line item from \$24,000 to \$17,000, and relocate that \$17,000 into the General Government/groundskeeping budget which is overseen by Al Barlow, Maintenance Supervisor. Mr. Breton indicated his desire instead to see Mr. Hohenberger's motion revised to allow the total amount Field Maintenance funds be left in the budget, but move \$22,000 of the proposed \$24,000 into the General Government /groundskeeping budget, with \$2,000 left in the Recreation budget for special projects. It was noted that the purpose of this would be to have all the groundskeeping & field needs in one budgetary location, but that direction from the Recreation Committee would be taken as to how those funds should be spent and what field maintenance projects should be accomplished. Mr. Hohenberger agreed to withdraw his motion and second Bruce's motion instead.

Mr. Valentine spoke on behalf of the Recreation Committee indicating his opposition to this proposal due the additional level of oversight that would be involved, which could delay projects and complicate fairly routine matters. Mr. Valentine and Mr. Senibaldi both explained that the Recreation Committee has a methodical process for prioritizing and spending these funds based on each member's knowledge of what needs to be maintained at the various fields & recreational facilities. Mr. Breton added that he does not feel that this would put any additional burden on the Maintenance Supervisor to administer these funds, as most of the work is contracted to outside parties and Mr. Barlow and Ms. Haas already communicate and work together on these types of projects. After additional discussion, Mr. McMahan called for a vote and the motion failed 2-2 with Mr. McMahan and Mr. McLeod opposed. No other changes to the budget were made.

With the Highway Department budget slated for later in the evening and Mr. McCartney presently in the audience, Mr. McMahan asked if any Board members had any questions on this budget, and it was indicated that there were none.

The Board then addressed the Police Department budget with Chief Lewis, Captain Caron and Captain Wagner. Discussion ensued regarding Board members' questions on particular line items. It was noted that a reduction to the training budget previously made by Administration should have been \$2,700 but was calculated as \$2,200, thereby slightly increasing that line item. Chief Lewis and Ms. Call presented the proposed vehicle lease program and discussed the specific provisions of a multi-year plan to replace department vehicles per the replacement schedule, but also remaining within approximately the same budgeted funds as the previous year. No other changes to the budget were made.

The Board then addressed the Dispatch budget with Chief Lewis. Discussion ensued regarding the earned time coverage (through overtime) for the 2nd 9-5 Dispatcher position and whether this can be minimized due to other administrative coverage available during that time of day. Chief Lewis noted that it currently is not mandated that this 2nd position be filled in the case of an absence and that they will continue

to work towards minimizing the overtime generated from this potential coverage. No changes to the budget were made.

The Board then addressed the Fire Department/Emergency Management budgets with Chief McPherson and Deputy Morgan. Discussion ensued regarding Board members' questions on particular line items. In the vehicle maintenance line item, discussion ensued regarding the overtime budgeted for the Firefighter/Mechanic for time worked on non-Fire department vehicles. Chief McPherson and Deputy Morgan explained the procedures regarding how the Mechanic's time is administered and what functions can be done on and off-duty. Both Captain Caron and Mr. Sullivan indicated that along with the convenience of having the Mechanic in the Police/Fire complex, the cost of sending all the Police preventative maintenance and other mechanic work out to an auto shop or dealer would far exceed the overtime cost for this employee. Additional discussion turned to the overtime line item itself and the various items that generate fire personnel overtime. Mr. Breton asked that before the Fire department budget can be finalized, the Board revisit the policy discussion regarding staffing and overtime. Mr. McMahon indicated that a separate workshop meeting should be scheduled to coincide with the overall budget process. Discussion turned to Board member's questions on other line items within the Fire and EM budgets, and no changes were made.

At 10:55, Mr. Sullivan indicated that he had one item of business for the Board of Health that was an urgent matter. Mr. Hohenberger motioned and Mr. McLeod seconded to convene as the Board of Health. Passed unanimously. Mr. Sullivan reviewed a memo provided by Health Officer Poulson regarding a property at 31 Sawyer Road that has a failing septic system. The owners are intending to install a new system utilizing the same footprint, but because the location is near Cobbetts Pond and requires several Town and State approvals, Mr. Poulson has asked that the Board grant a waiver to allow the homeowners to move forward with upgrading their septic system under an emergency order, but simultaneously follow through with the formal Town and State approval processes, including posting for a waiver public hearing by the Board of Health, once DES approves. Mr. McLeod motioned and Mr. Hohenberger seconded to approve Mr. Poulson's recommendation, allow the emergency order, but move forward with the formal hearing process. Passed unanimously. Mr. McLeod motioned and Mr. Hohenberger seconded to reconvene as the Board of Selectmen. Passed unanimously.

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

Meeting adjourned at approximately 11:00 pm.

Respectfully submitted,

Dana Call, Assistant Town Administrator-Finance
Wendi Devlin, Administrative Assistant

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