

**BOARD OF SELECTMEN**  
**Minutes of December 15, 2011**

**MEMBERS PRESENT:** Chairman Ross McLeod, Selectmen Bruce Breton, Phil Lochiatto, Kathleen DiFruscia and Roger Hohenberger were present, as was Town Administrator David Sullivan and several department heads. Mr. McLeod called the meeting to order at 7:05 pm and opened with the Pledge of Allegiance.

**CORRESPONDENCE:** The Board addressed several citizens' petitions received to date for Zoning amendments pertaining to: amending zoning on certain lots from Rural to Residential A; junkyard definitions; commercial vehicle definition and permitted uses in residential and rural districts; and fence definitions. In addition, the Board addressed two petitions related to Conflict of Interest to be included on the Town's warrant. All have been verified for appropriate signatures by the Town Clerk. Mr. Hohenberger motioned and Mr. Breton seconded to accept the petitions and submit (Zoning items) to the Planning Board. Passed unanimously.

**BUDGET:** Mr. Sullivan explained the status of the overall Town budget, after the various budget workshops to date. There was one additional change regarding an employee's health plan choice which created an additional budgetary savings of approximately \$9,500. A total budget increase of \$251,000 or 2.0% is currently proposed.

The first item of business that the Board wanted to revisit was regarding the overtime line item in the Solid Waste budget. Mr. Sullivan reminded the Board that the goal in drafting the budget was to eliminate guaranteed overtime created by "late shifts", and shifting work schedules. Mr. Sullivan noted that after looking at the overtime calculation again since the last budget workshop, it was determined that the Town may not be able to implement the four, ten-hour schedule option because it is contingent on changes to the municipal union contract, which is still in negotiations. It was noted, however, specific union members working at the Transfer Station have expressed that they are in favor of this option. A total of \$7,200 would be required to leave the schedule as is today, however, the current line item is budgeted at \$3,400. Mr. Sullivan recommended that we leave the budget as is, for now, as there is more time to complete negotiations prior to the public hearing.

Mr. Poulson further discussed the option of four ten hour shifts and feedback he has received from residents since this was originally discussed. He also discussed the benefit of fixed hours (both early/late opening on each day they are open), which he believes makes it less confusing to residents. Mr. Hohenberger asked about the proposal for the schedule change and commented that it seems there is an extra person on shift, if coverage through overtime is not required, and that he questions the need for that person on the shift as proposed. There was no motion to change the amount budgeted, therefore, consensus was to

revisit the schedule at a later date, implementing the scheduling option of either four ten-hour days or five eight-hour days.

Discussion turned to the IT budget. Mr. Lochiatto requested the Board review correspondence he provided from Scott Baetz, a local IT professional. Mr. Lochiatto expressed concerns about the level of IT support, currently one individual, and whether this continues to be sufficient to provide the services required. Mr. Lochiatto indicated that in discussions with Mr. Baetz, he believes the Town could run the entire IT department for a total of \$60,000-\$70,000 versus what is budgeted now, representing a substantial savings. It was further discussed that this estimate is based on outsourced pricing of \$100-150 per hour with the assumption of 40 users/systems and 24/7 coverage. Mr. Mcleod reviewed the information further noting that it was fairly lengthy and asked if there is a requested budgetary change as a result. Mr. Lochiatto indicated he does not have a specific amount to reduce the budget but believes an analysis could be done, and would like the Board's permission to review this further prior to finalizing the budget. Mr. Sullivan indicated he needed more time to review the letter, but questioned who at the Town Mr. Baetz spoke to in order to gather information, and further noted that the Town currently has an offer from an outside consultant to analyze the IT department as well, for no charge. Mr. Lochiatto indicated he would be in favor of this. Mr. Mcleod asked that Mr. Sullivan review the information with the IT Director and report back to the Board.

Mr. Hohenberger questioned the \$1,200 price budgeted for each PC workstation and thinks we could get each for \$1,000, saving approximately \$2,000 with the planned purchase of ten PC's for 2012. Mr. Delong indicated that the units were priced with high performance CPUs & RAM because the systems will be in use for at least four years and need to stay viable longer. Mr. Hohenberger would like to make a motion to reduce the budget by \$2,000. Mr. McLeod seconded. Per Eric, this would eliminate the 3 year warranties that are normally purchased with each machine, which could be done. Mr. Poulson suggested that different machines could be purchased based on specific user needs. It was noted that typically the specific allocation of the total budgetary funds available would be spent in the manner determined by the IT Director at the time of purchase. Motion passed 5-0.

Mr. Breton asked if the CIP items could be discussed, specifically the HVAC/weatherization warrant article. Mr. Breton noted he reviewed in detail the full energy audit report and found it to be somewhat flawed. He indicated several items listed as capital improvements are not capital in nature and could be accomplished out of the property maintenance trust fund. The report also noted that certain items could be done internally and others contracted. Two of the recommendations noted that the entire project should be done all at once and could qualify for some grant funding. Mr. Breton indicated his belief that this report should be read by the Board members in detail prior to putting the CIP article on the warrant. He believes the Town should implement the energy saving

measures through the weatherization program first, which is not funded through the CIP article. Mr. Hohenberger agreed that the presentation to the CIP included the HVAC and duct work but not funding for the weatherization program, and that at the last meeting, Mr. Sullivan discussed this and that, he, Mr. Hohengerger, suggested the multi-year approach. Further discussion ensued regarding the content of the report, whether Board members fully reviewed the report, questions regarding inflated prices noted in the report and the amount of funding that is being proposed. Mr. Lochiatto indicated that he agrees the Board members should review the report in more detail, seek outside advice on the estimates included in the report and put this proposed warrant article on hold, while focusing on the weatherization for 2012.

Mr. Breton motioned to reduce the CIP article from \$105,870 to \$0. Mr. Lochiatto seconded. Mrs. DiFruscia asked where the funding for the weatherization program would come from and Mr. Breton indicated that they are maintenance items that should be done out of the Property Maintenance trust fund. Mr. Hohenberger wished to acknowledge what the CIP committee did and that they look at all of the out years, for all funding requests. He reiterated that eliminating this funding from the 2012 plan will either spike the following year's CIP funding or bump someone else out of next year's slot. Mr. McLeod indicated that the Board had an opportunity to scrutinize the report when it was presented over the summer, and reiterated that it has been reviewed by the CIP committee. Mr. Breton maintained that more time should be given to establishing a project plan and doing the project right. Mr. Hohenberger clarified that he is advocating to raise the funds this year to be used for this purpose, but not to expend the funds until a plan is established and the items in the report are clarified. Mr. McLeod called for a vote. Motion failed 2-3 with Mr. McLeod, Mr. Hohenberger and Mrs. DiFruscia opposed.

The Board took a brief recess from 8:05 pm to 8:15 pm.

Discussion turned to the proposed reorganization plan for the Community Development. Mrs. Call reminded the Board that the budget as proposed reflects the proposed reorganization and that if the Board chooses not to support the reorganization, funds would need to be added to the budget. The reorganization proposal reflects a budget reduction of approximately \$26,000, representing benefit costs eliminated as a result of changing the department secretary from 32 hours/week to 20 hours/week. Ms. Scott noted that the proposal would extend the "in office" staff time to provide more hours, with the addition of an employee solely to take minutes, and go from two 20 hour office positions to three 20 hour positions. Mr. Lochiatto indicated that he continues to be in favor of this proposal as presented. Mr. McLeod spoke regarding his concerns that in the recent past, this has been addressed by the Board and it was decided to leave the department secretary at 32 hours. Ms. Scott reminded the Board that she indicated at that time that she would not propose any staffing changes for the 2011 budget, with the addition of the 30 hour ZBA/Code Enforcement

Administrator, but that she would look at it again for the 2012 budget once the new structure was in place for a year. Mr. Breton reiterated this is the proposal by the department head and discussed with Ms. Scott the efficiencies that would be gained and the budgetary savings that would be realized. Mr. Hohenberger also indicated that he too voted for the previous department reorganization discussed earlier, but through further discussion with Ms. Scott, he is convinced the department will be more efficient with this new proposal. There was no further discussion, and the reorganization will remain in the budget as proposed.

Mr. Sullivan noted he had passed out a draft version of the public hearing notice and a draft of the warrant articles for their review, pending receipt of any petitioned articles. Mr. Breton asked what date the budget needs to be posted and Mr. Sullivan indicated that the public hearing is scheduled for January 9, 2012 and for a 7-day posting the deadline would be January 2, 2012 (which is a holiday), however, to meet the deadline for the local Windham newspaper, the intention is to post for public hearing on December 28, 2011. The Board is not scheduled to meet again until the year-end meeting on December 29, thus, unless the Board wishes to call an additional meeting, any budgetary changes will take place at the public hearing.

**NON-PUBLIC SESSION:** Mr. Hohenberger motioned and Mr. Breton seconded to enter into nonpublic session in accordance with RSA 91-A:3 II e. Roll call vote all "yes". The topic of discussion was legal. The Board, Mr. Sullivan and Mrs. Call were in attendance. The Board discussed a legal matter and no decisions were made.

Mr. Hohenberger moved and Mrs. DiFruscia seconded to adjourn. Passed unanimously. Meeting adjourned at approximately 9:00 pm and the Board remained to discuss Union negotiations.

Respectfully submitted,

*Dana Call*

*Asst Town Administrator-Finance*

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