

BOARD OF SELECTMEN
Minutes of February 6, 2012

MEMBERS PRESENT: Chairman Ross McLeod called the meeting to order at 7:00 PM. Selectmen Bruce Breton, Phil LoChiatto, Kathleen DiFruscia and Roger Hohenberger were present, as was Town Administrator David Sullivan. Mr. McLeod opened with the Pledge of Allegiance.

ANNOUNCEMENTS: Mr. McLeod announced with sadness the passing of Deputy Tax Collector Alice Hunt. He noted that Mrs. Hunt had served the town from 1987-1998, and 2000-present, and will be sorely missed. Mr. McLeod extended deepest sympathies to the Hunt family.

LIASON REPORTS: None.

MINUTES: None.

CORRESPONDENCE: Mr. Sullivan noted that correspondence had been received relative to pending legislation, HB1305 regarding utility taxation, which if it passes will eliminate \$58K in revenue the Town would receive from Fairpoint, as well as any potential revenue from Comcast. He noted that, in the past, the Board took an official position in opposition of similar legislation and that staff could, if the Board were so inclined, amend that letter's language for submission to the legislators. Mrs. DiFruscia moved and Mr. Hohenberger seconded to not support HB1305, and that staff send letter as such. Passed unanimously.

Mr. Sullivan advised that there was another House Bill pending which would grant local authorities the power to plow private roadways/driveways. He noted that should this pass, he anticipated the Town would receive many requests, and advised he will forward the information to the Board for future discussion.

ANNOUNCEMENTS CONTINUED: Mr. McLeod advised that he would not be in attendance at the Deliberative Session due to a prior, family commitment for which he will be away.

Mr. McLeod extended congratulations to the following Windham High School athletes who placed in the previous day's Division II State Track and Field Championships: Derek Gray 3rd place – new school record – 6.66 sec in the 55m dash; Derek Gray, Kennie Padin, Brandon Dreyfuss, CJ DiPrima – 3rd place – new school record – 1:36.48 in the 4x200m relay; Kristen Tilley 4th place – new school record – 1:42.69 in 600m, and; Kate Farrell 5th place – new school record – 11:11.82 in 3000m.

OFFICE FURNITURE DONATION: Chief McPherson advised that he had been approached by Mr. Jim Littlejohn of Cubicle Solutions offering a donation of shelving units for installation in the Department's breathing apparatus room, along with miscellaneous storage units and office chairs/desks. Chief McPherson noted that some of these items being offered for acceptance were budget items for this year. Mrs. DiFruscia moved and Mr. Breton seconded to accept these items with thanks for the generous donation. Passed unanimously.

OLD/NEW BUSINESS: *Mr. Sullivan* advised that the Highway Safety Committee had met the previous week, as noted in two memos received by the Board, to review requests related to relocation of the street light at the intersection of Lowell and Cobbetts Pond roads due to inadequate lighting of the new T-intersection, and installation of a street light in the area of the Common Man restaurant on Range Road due to on street parking. Mr. Breton noted that it would behoove the Common Man to light the area in question, as their employees generally park on the opposite side of Range Road.

Chief McPherson, as Chairman of the HSC, approached and concurred with Mr. Breton; noting that he had reiterated to the requestor that the Common Man may wish to weigh in on the matter. Discussion ensued regarding the area of Range Road in question, between the Common Man and Route 93, and construction impacts and the existing light which was not relocated as part thereof. Mrs. DiFruscia felt it was a legitimate safety concern, and that installation of an additional light was a good resolution.

Mr. Breton then moved and Mrs. DiFruscia seconded to support the recommendation of the Highway Safety Committee dated 1/31/2012 regarding installation of a street light as outlined; and to instruct the Chair to send a letter to the DOT and/or PSNH regarding realignment of the light located on PSNH pole 154 to PSNH pole 19X. Passed 4-1, with Mr. Hohenberger opposed citing opposition to lights in general due to the pollution they send into the atmosphere. Brief discussion ensued, and it was the consensus of the Board that the HSC's letter be enclosed in the correspondence to the DOT/PSNH.

Mr. Sullivan advised that the federal reimbursement of \$12,449 from the October storm had been received as it pertained to the Fire Department's activities. He added that similar reimbursement for the Highway Department is pending.

Mrs. Barbara Coish approached to extend thanks to Maintenance Supervisor Al Barlow for his efforts in coordinating with PSNH the repair of the light in the rear of the Senior Center leading to the parking lot; which has been inoperable for several years.

FINANCIAL UPDATE/YEAR-END: Finance Director Dana Call reviewed with the Board several items, including the Comparative Statement of Appropriations and Expenditures as submitted to the Annual Report. She noted that those departments who had been running over throughout the year did come in over-expended, but there was savings overall due to the spending freeze implemented in November due to concerns regarding impending plowing costs. Mrs. Call noted the Town had been fortunate that limited winter maintenance costs had been required and, as such, the budget had fared well with \$200K, or 2%+/- remaining unexpended at year end. Mr. Hohenberger commended staff for their efforts.

Mrs. Call went on to discuss revenues which she noted, preliminarily, appear to be greater than had been estimated at tax rate time. She noted this included sale of Town property, and advised that it is expected \$200K +/- in surplus revenue will be available toward the Town's fund balance in 2013.

As to the Special Funds, Mrs. Call noted there were no real surprises in these areas at year end, as they are not readily available for any purpose other than that stated upon creation. Mr. Hohenberger questioned the amount of \$150K being shown as available in School Impact Fees, and Mrs. Call confirmed that the fund was essentially drained with the 2011 disbursement. She added that there are still one or two subdivisions remaining from which these impact fees are being collected under the old calculations. Brief discussion ensued regarding the School District's fiscal year and when their next request for disbursement is expected; which Mrs. Call clarified should be in the spring sometime.

Mr. Breton inquired for what purpose funds were disbursed from the Public Safety Impact Fees, and Mrs. Call replied they were utilized toward the new engine. Brief discussion ensued regarding the ongoing collection of these impact fees.

Mr. Breton inquired whether the donation had been received from the WRTA of \$1,500 from the Amherst Railway Associations. Mrs. Call replied in the affirmative, and Mr. Sullivan reminded the Board that these funds are intended to complete the ADA ramp to the Freight building deck at the Depot.

Mrs. Call then reviewed with the Board a draft Balance Sheet, which she noted was subject to auditing; and noted that town funding is somewhat of a wash at any given time, however, when the Board discusses the fund balance, the surpluses will be discussed as well. She added that, prior to the annual Independent Audit, she will be bringing a proposed Fund Balance Policy to the Board for discussion.

FINAL PREPARATION/TOWN MEETING: Mr. Sullivan distributed the final details to the Board regarding their presentation for the upcoming budget/warrant discussions; noting that Mr. McLeod's articles had been divided amongst the remaining Board members for presentation. He added that any questions posed regarding the overall budget could be fielded by any Board member.

Mr. Sullivan then advised that the transition of the municipal union staff to the new health insurance plans had been completed and the resultant savings will begin in March; adding that Article 20 will now need to be amended as a result of this transition. He went on to explain that of the 14 employees eligible to switch plans, 12 had and the Town will now realize a tremendous saving in per employee costs for the ensuing year. Article 20 will thus be amended to reduce the total by \$64,180. Mr. Sullivan noted that, combined, the non-union and municipal union changes represented \$100K less in health insurance costs. Brief discussion ensued, and the Board extended thanks for a job well done.

OLD/NEW BUSINESS CONTINUED: Mr. Sullivan, on behalf of the Highway Agent, advised that Cairns has offered to donate between 3-5K yards of fill material provided the Town moves it from its present location. Mr. Sullivan noted the material could be utilized for road bases or screened for loam, offering a potential \$6K in savings to the Town, and will need to be tested before acceptance.

Mr. LoChiatto expressed concerns regarding the potential cost to haul said material, which Mr. Sullivan clarified would be done via the Town's two vehicles coupled with local vendors for a day or two at an estimated cost of \$500. Further discussion ensued regarding the number of trips required to move the material and the need to verify hauling costs.

Mr. Hohenberger moved and Mr. Breton seconded to approve the expenditure to move and test the material. Further discussion ensued regarding potentially bidding the moving costs.

Mr. Hohenberger amended his motion and Mr. Breton his second to make the approval subject to Mr. Sullivan returning to the Board with clarification of the moving costs. Passed unanimously.

NON-PUBLIC SESSION: Mr. Hohenberger moved and Mr. Breton seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a and e. Roll call vote all "yes". The topics of discussion were personnel and legal.

The Board, Mr. Sullivan, Mrs. Call and Ms. Devlin were in attendance.

Mr. Sullivan updated the Board on a personnel matter related to Workman's Compensation, and advised that the Town had satisfied its statutory requirement to hold the employee's position for a period of 18 months. Mr. Hohenberger moved and Mr. Breton seconded to terminate the employee in question and move forward to advertise the position. Passed unanimously.

Mr. Sullivan updated the Board on a legal matter relative to a tax abatement appeal. No decisions were made.

Mr. Hohenberger moved and Mrs. DiFruscia seconded to adjourn. Passed unanimously.

Meeting was adjourned at 7:50 PM.

Respectfully submitted,

Wendi Devlin, Administrative Assistant.

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