

**BOARD OF SELECTMEN**  
**Minutes of October 15, 2012**

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

**ANNOUNCEMENTS:** Mrs. DiFruscia noted that the Harvest Fest and the Fire Department's simultaneous Open House had both been wonderful and very well attended. Mr. McLeod extended thanks to Recreation Coordinator Cheryl Haas for another successful Harvest-fest.

*Mr. McLeod* then stated that, after investigation, no charges had been filed against him; adding that he was grateful for all the support he had received. He went on to note that he had been saddened by the lack of support from Mr. Breton, as well as Representative Kolodziej's use of the situation as part of his campaign, but added he hoped all could move forward in a positive fashion.

**LIAISON REPORTS:** None.

**MINUTES:** None.

**CORRESPONDENCE:** Mr. Sullivan advised that a letter had been received from the Department of Transportation relative to surplus property on Harris Road, which it was offering for purchase to the Town at a cost of \$98,100. Mr. Sullivan noted that this is not the first time the DOT has offered this parcel. In February of 2012 it was offered at \$118,800, and the Town declined to purchase it based upon the Planning Board, et al, recommendation and, in January 2011 it was offered at \$170,100 and also declined for the same reasons. Mr. Sullivan inquired whether the Board wished him to send it to the Planning Board and others again for input, or if he should just advise the State that the Town has no interest in purchasing the parcel.

After a brief discussion, it was the consensus of the Board that there was still no interest, and Mr. Sullivan should advise the DOT as such without forwarding the information to the Planning Board et al.

**PUBLIC HEARING – DISPOSITION POLICY:** Mr. Sullivan advised that only two comments had been received in response to the posting, one regarding the addition of "or designee" and the other in Section F changing "... requesting that a parcel be *purchased*..." to "...requesting that a parcel be *sold*..." Mr. Sullivan noted that he did not believe these changes were substantial enough to require a full reposting.

Mr. Wayne Morris approached and inquired what happens to the proceeds upon sale, specifically, if they are automatically deposited into the General Fund. Mr. Sullivan replied in the affirmative, and Mr. Morris asked whether there was a mechanism available to direct the funds elsewhere, ie: towards improvements to the rail bed. Discussion ensued, and Mr. Sullivan clarified that per statute the Board is empowered to sell tax deeded land, the proceeds for which must go into the General Funds. He added, however, that as to other parcels that are sold via Town Meeting, those funds can be directed to a certain purpose through the Warrant article. Discussion ensued as to when the potential parcels for sale will be discussed, and that Ms. Scott will provide a map of said parcels to the Conservation Commission.

Mrs. DiFruscia then moved and Mr. Hohenberger seconded to approve the Disposition of Town Property policy as amended. Passed unanimously.

**MAINTENANCE REORGANIZATION:** Mr. Sullivan gave a brief background of the discussions to date, noting that subsequent to the last one an assessment had been completed of the Maintenance department as it pertained to duties/tasks and means to facilitate its continuation. He then noted that Mr. Poulson and Mr. McCartney were in attendance for this discussion.

Mr. Sullivan reminded the Board that his proposal encompassed two Administrators over one Supervisor over the remaining staff of all departments; to be facilitated via existing staff members. Discussion ensued regarding Mr. Poulson and Mr. McCartney's position/assessments.

Mr. Sullivan indicated that Mr. Barlow's "above and beyond" duties/efforts had also been looked at by he and Mr. McCartney; and various options developed for each. Mr. Sullivan reminded the Board of the Shared Resource Policy as adopted the previous April, and that staff had been broken down into various skill sets. He added that, as a result of this assessment, he believed the needs of all the departments can collectively be adequately handled through a structure that includes Administrators and a Supervisor. Mr. Sullivan noted that he firmly believed the time to make these changes was now, during the Department Head vacancy, and stressed that the proposed reorganization was not a result of Mr. Barlow's service and/or lack thereof.

Mr. Pouslon approached, explaining that he had limited his assessment to a general outline of the department components. He added he believed the first step should be selecting an Administrator to take over the Department, after which a true field assessment can be completed; as the Department will morph into something else after that time. Mrs. DiFruscia sought clarification as to Mr. Poulson's statement, and he noted that any new Manager will take on the Department with a different strategy; changing everything hopefully for the better. Discussion ensued as the duties and whether they could be changed, a field perspective of same, and outsourcing of tasks.

Mr. LoChiatto indicated he had not had time to thoroughly review the assessments, however he did note that Mr. Poulson's belief that this could be accomplished with inhouse staff @ 40 hours per week differed from Mr. McCartney's feeling that a part-time person would be necessary. Mr. Poulson indicated he had not gone to the same degree in his assessment that Mr. McCartney had, but he felt with overtime and out sourcing the core group could do the required duties. Lengthy discussion ensued.

Mr. Sullivan clarified that all agreed an Administrator with a Supervisor was needed; and that the remaining staff under same was open to debate. Further discussion ensued, and Mr. Poulson indicated that the key for him would be to save money while increasing efficiency/effectiveness.

Mr. McCartney approached noting he did not believe staff could be pulled much from the Highway Department or Transfer Station in the winter months; thus part-time or other staff would be needed. Discussion ensued regarding augmenting the other departments from the Transfer Station and the amount of hours worked versus earned time used by Mr. Barlow. Mr. Sullivan clarified that the reason Mr. Barlow had so much earned time remaining was because he utilized the bare minimum required annually; that being 80 hours. He noted that the Board needs to look beyond the current year, and that he believed a full staff was necessary to maintain the department. He also pointed out that the Board is limited by union contract what they can sub out, and that the Board also must consider compensation needs.

Further discussion ensued regarding who is currently handling the Maintenance Department administrative duties, such as payroll and bills, as well as vehicle maintenance needs and Mr. Barlow's duties. Mr. Sullivan noted that Mrs. Call had picked up much of Mr. Barlow's administrative duties, such as bid specifications, and bills.

Further discussion ensued regarding the Administrator's hours, subcontracting of services, the differences in licensing/certification requirements among staff, and the short time remaining in the year. Mr. LoChiatto noted that the Board seemed to be favoring the third option, or hybrid approach, and suggested the Board try it for the remainder of the year. Discussion ensued, and Mr. Sullivan noted that there were items pertaining to same that would need to be discussed in non-public session. Mr. McCartney approached advising the Board that the hybrid approach had been his suggestion, and that Mr. Poulson may need time to review it for consideration.

**NON-PUBLIC SESSION:** Mr. Hohenberger moved and Mrs. DiFruscia seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a. Roll call vote all “yes”. The topic of discussion was personnel, and the Board, Mr. Sullivan and Ms. Devlin were in attendance in the first session.

Mr. Sullivan discussed a matter relating to compensation with the Board. No decisions were made.

*The Board*, Mr. Sullivan, Mr. Poulson, Mr. McCartney, and Ms. Devlin were in attendance in the second session. The temporary implementation of the proposed hybrid approach, and compensation therefor, was discussed. No decisions were made.

*The Board*, Mr. Sullivan, and Ms. Devlin were in attendance in the final session. Mr. Sullivan updated the Board on a personnel matter. No decisions were made.

**PUBLIC SESSION:** Mr. Breton called the public session back to order at 8:50 PM, and advised that the Board had made no decision and that this matter will be on the next agenda for further discussion.

**OLD/NEW BUSINESS:** None.

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

Meeting adjourned at approximately 8:55 pm.

Respectfully submitted,

Wendi Devlin, Administrative Assistant

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