

**BOARD OF SELECTMEN**  
**Minutes of November 26, 2012**

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

**POLICE CHIEF:** Chief Lewis approached to formally announce the promotion to Sergeant of Officer Bryan Smith. After a giving a brief outline of Sgt. Smith's duties/accomplishments since joining the Department, Mrs. Kristine Smith conducted the pinning ceremony. Sgt. Smith then gave a brief speech extending thanks to many for their support and thanks to the Board for the opportunity. The Board extended their congratulations to Sgt. Smith.

**CORRESPONDENCE:** Right of Way Permit/Fern Street: Mr. Sullivan explained that all is in order, and that the Highway Agent has no concerns with approval. Mr. Hohenberger moved and Mrs. DiFruscia seconded to approve the permit. Passed 4-0.

*Request received* from the Knights of Columbus to undertake a fundraising auction in which the highest bidder would have a Town road named after them subject to Town guidelines/restrictions. Mr. Sullivan advised that he had met with Mr. Marcil and explained the requirements of 9-1-1, and the Historic District Commission. He noted he had suggested that the winning road name could be added to the list of approved names, however, naming of new roads remains up to the developers. Lengthy discussion ensued regarding the process, and it was the consensus of the Board that the KoC be advised that the best that could happen would be placing of the winner's name on the approved list of road names.

**LIAISON REPORTS:** None.

**MINUTES:** None.

**ANNOUNCEMENTS:** Community Development Director Laura Scott reminded all that the 1<sup>st</sup> Annual Holiday Shopping Extravaganza would be taking place at the High School on December 1 from 9AM to 1 PM. Approximately 60 vendors are currently confirmed, and proceeds will go to local organizations.

**EL-HEFNI ABATEMENT REQUEST:** Withdrawn from agenda.

**TAX ASSESSOR:** Mr. Norman presented an administrative abatement request to the Board relative to the Friends of Moeckel Pond's subdivision of parcel 25C-250 in order to transfer a portion thereof to the Town. In addition, parcels 25C-251 and 25C-255 which are also being transferred to the Town would need to be abated. Discussion ensued regarding what taxes are being abated, and Mr. Norman indicated it would be the first billing for this year. Mr. McLeod noted the total abatement for all three parcels was \$4,677.88. After further brief discussion, Mrs. DiFruscia moved and Mr. Hohenberger seconded to approve the abatement as presented. Passed 3-1, with Mr. LoChiatto opposed.

**PERSONNEL POLICY:** Mrs. Call noted that these proposed amendments had been previously discussed/posted, and pertained to amendments codifying current procedures regarding health insurance and open enrollment.

Mr. Hohenberger moved and Mr. LoChiatto seconded to approve the amendments relative to open enrollment. Passed 4-0.

**COMMUNITY DEVELOPMENT DEPARTMENT:** Mrs. Call reminded the Board that, as part of the Energy Audit, it was recommended that the four (4) garage doors on the facility be replaced. She added that, at the time, a cost estimate of \$5,800 was available so staff had proceeded to solicit quotes for replacement of the doors rather than going through a full bid process.

Mrs. Call noted that, in December, she had sent out detailed information to three (3) vendors regarding this project and while all had responded with a proposal; nothing had been quoted that resembled the existing doors. She also noted that the pricing varied across the three vendors and that inclusion of a man-door as quoted by the vendors may not address the second egress issue that exists. Mrs. Call then reviewed the quotes/designs received by the vendors; noting that the most similar option in appearance, via a Derry vendor for a Garaga door, was estimated to cost \$14,000 for the four (4) doors.

Discussion ensued as to the design of the existing doors and the required second means of egress. Mr. LoChiatto expressed a willingness to assist staff in finding a more suitable door. Further discussion ensued regarding the timing of the project, the number that actually need to be functional, the age of the doors, egress alternatives, and energy loss as the building is now. It was the consensus of the Board that Mr. LoChiatto work with staff and their findings brought back to the Board.

Ms. Carol Pynn, HDC, approached suggesting that a false wall behind one or more of the doors be considered, and a discussion ensued regarding the need to determine the future use of the building, and that the existing doors, which are wood, cannot be replaced by wooden ones.

#### **BUDGET WORKSHOPS:**

Cable – The Board met with Margaret Case, Cable Committee Chairperson, to discuss the Cable budget. Discussion ensued regarding the Video on Demand service and the amount of space available to post past meetings on the web. Mrs. Case indicated that the Committee utilizes the recording space as effectively as possible, but in order to increase the capacity, there would be an additional charge by the provider. The Board discussed future alternative storage options and it was noted that all meetings are retained on DVD, but the web viewing is offered as a convenience. No changes to the budget were made.

Historic/HDC – Carol Pynn discussed the HDC's increased request from \$1,000 to \$3,000 and the projects they intend to complete in the upcoming year. A lengthy discussion ensued regarding the sizeable percentage increase, minimal spending of the HDC's budget in past years and the need to purchase new signs to be used by the Community Development Department, should the proposed Historic Demolition/Substantial Modification Delay Ordinance pass at Town Meeting. Discussion turned to the requirement for new signs and whether they should be funded through the Community Development budget, or whether they could be produced or funded by developers. Laura Scott explained the requirements of the proposed ordinance, which specifies the type of sign and that they must be provided by the HDC, but that they are reusable, so it would be a one-time purchase. Mr. Hohenberger motioned to reduce the budget to \$2,000 and Mr. LoChiatto seconded. Motion failed 2-2, with Mr. McLeod and Mrs. DiFruscia opposed. Mrs. DiFruscia asked that the Board be provided with firm cost estimates for the signs so that this item could be reconsidered. It was also noted that the ordinance has been through the initial adoption process and is moving forward to the Town warrant.

Elections – Nicole Merrill and Dana Call presented the proposed Elections budget. Mrs. Call presented a proposal to adjust the pay for the elected Supervisors to a stipend, versus hourly pay. Mrs. Call indicated that the hours vary from year to year and are difficult to both predict and track for payment purposes. The budget proposes a stipend, similar to the way the Moderator is paid, at \$300 per election. Mrs. Call indicated she had spoken about this with the current Chairperson, Bob Skinner, and he was agreeable, however, she noted the Town could “grandfather” existing Supervisors and adjust prospectively as new

Supervisors are elected. Ms. Mashimo, a current Supervisor, indicated that she would have preferred the proposed budget been shared with all three Supervisors, at a meeting, and that she had not had an opportunity to review it. Mr. Hohenberger motioned to change the Supervisor pay to stipend-based, pending discussion with the current Supervisors and Mr. LoChiatto seconded. Motion passed 4-0 and Mrs. Call indicated she would follow up with the three current Supervisors. No other changes were made to the budget as proposed.

Town Clerk – Ms. Merrill presented the Town Clerk’s budget, noting that the primary change was the request for a financial software system for the department. Ms. Merrill explained the “Clerkworks” system provided by Interware that is designed specifically for the many transactions completed through the Clerk’s office, including State and Town motor vehicle registrations, dog licenses, vital records, etc. She explained that this is a fully integrated system and would allow the Clerks to remove several pieces of equipment currently used to communicate with the State DMV, including the need to “switch” between Town computers and the State, noting this equipment was provided by the State but is now the Town’s responsibility to maintain and/or replace. Ms. Merrill also noted that all transactions in the office are currently being recorded in either excel spreadsheets or access databases and clerks are required, in many cases, to perform double entry into each system, thus creating the potential for manual errors. The Clerkworks system would have multiple modules that would integrate with each other, as well as provide the functionality to upload financial data into the Town’s Munis software system, thus minimizing manual entries to the general ledger currently conducted by the Finance office. Mr. LoChiatto noted a few concerns regarding the reliability of the upload to Munis and whether our existing equipment can handle the new software. Further discussion ensued regarding the potential for data transfer from the “old” system to the new program and whether this could be put out to bid to other software providers. Ms. Merrill indicated that the clerks currently have access to the system because the Town currently utilizes the E-Reg component, and they are comfortable with how it works, however, they do not have access to these other modules that would need to be purchased. Mrs. Call noted that she would work with Ms. Merrill to determine if other software providers offer a similar system, and if so, would assist in putting it out to bid. No changes to the budget were made.

Community Development – Ms. Scott reviewed the changes proposed in her department budget including \$1,200 funding for an intern and the anticipated \$2,380 in savings associated with the Town’s move to the SNHPC. Ms. Scott presented funding requests for two items in the Contracted Services line including \$2,000 for an updated Public Safety Impact Fee study and \$6,500 for a Regional Economic Impact Assessment Study. A lengthy discussion ensued regarding both items. Ms. Scott noted that the Police and Fire Chiefs were both supportive of the Public Safety Impact fee study, noting that it was conducted several years ago and is in need of a revision. Discussion ensued regarding the need for the update, whether it could be done by staff personnel and the benefits of utilizing Bruce Mayberry, as the expert in this area, at a low cost. Discussion continued regarding the economic impact study with several Board members asking about the benefit to the taxpayers. Ms. Scott explained what the study could be used for, as well as the positive response received from the economic development website, but noted that although the study would be helpful to have, it is not a required item for 2013. Mr. Hohenberger motioned to reduce the Contracted Services line item by \$6,500, removing the economic impact assessment. Mrs. DiFruscia seconded and the motion passed 4-0.

**NON-PUBLIC SESSION:** Mr. Hohenberger motioned and Mr. LoChiatto seconded to enter into nonpublic session in accordance with RSA 91-A:3 II a. Roll call vote all “yes”. The topic of the meeting was a union grievance appeal hearing. The Board, Mr. Sullivan, Dave Poulson and Dennis Senibaldi were in attendance. Also, on behalf of the municipal union, Robert Dobson, Charlotte Misuraca, Mike McGuire and Joe Macarone were in attendance. After a lengthy hearing, Mr. LoChiatto motioned to deny the grievance and uphold the disciplinary action taken by the Transfer Station Manager, which was a one-day suspension of an employee. Mrs. DiFruscia seconded the motion, and the vote was 2-2 with Mr.

McLeod and Mr. Hohenberger opposed. Mrs. DiFruscia and Mr. LoChiatto were supportive of the level and duration of the suspension, while Mr. Hohenberger and Mr. McLeod were in agreement with the suspension, but disagreed with the duration feeling that a half-day suspension was more appropriate.

Mr. Lochiatto motioned and Mr. Hohenberger seconded to adjourn. Passed unanimously. Meeting adjourned at approximately 11:15 pm.

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.