

Board of Selectmen

June 9, 2010

Present: Kenneth S. Paul, Chairperson; Mark P. Duffy; Peter M. Kasprzyk; and Toni Bodah, Secretary.

Also present at this time were Cathy Kinville; Arthur Fulton; Carol Bucknam and Diane Mileti.

The posted meeting was called to order by Mr. Paul. **Mr. Kasprzyk moved to enter Non Public Session under RSA 91-A:3, II (c). Mr. Duffy seconded the motion. Roll call vote: Mr. Kasprzyk – ‘aye’; Mr. Duffy – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board entered Non Public Session at 6:30 p.m.**

The Board returned to public session at 7:00 p.m. Those present at this time included: Terry Martell; Todd Nason; Daymond Steer, *Carroll County Independent*; Dick & Margaret Wessell; Kim Mendell; Steve Brown; Charlie Edwards; Carlene Stewart; Fred Gray; Larry DeBow; David Lee; Jerry O’Connor; Arthur Fulton; and several unidentified individuals. Joining the meeting in progress were John Fournier; David Mankus; Asha Kenney; and John Hildreth.

Mr. Paul led all present in the Pledge of Allegiance.

1. Appointments

a) Terry Martell re: Request for Waiver of Fee – Mr. Martell explained that an owner of a camper located on Mr. Martell’s property constructed an 8x20 removable platform deck without a building permit. Mr. Martell is seeking a waiver on the property owner’s behalf of the \$200 fine, as the property owner did not know that he needed a permit. According to Mr. Martell, the property owner checked with the State, which does not require a permit for 200 square feet or less. Mr. Paul asked whether the screen house stays up for the winter. Mr. Martell stated it does not, adding that the entire structure is removable and could go with the camper if moved. Mr. Martell also stated that a fee was waived in a similar situation several years ago. Several camper owners have constructed similar decks over the years, and Mr. Martell will straighten that situation out with the Board of Assessors. He added that another permit is sitting on the CEO’s desk awaiting the outcome of this evening’s request. **Mr. Kasprzyk moved to reduce the fine for the after-the-fact permit to \$50. Mr. Duffy seconded the motion, which passed 3-0.**

b) Todd Nason, Fire Chief, re: Fire/EMS Pay Policy – Chief Nason would like to make adjustments to the referenced pay policy—namely, to allow comp time and the swapping of shifts within a pay period (with prior approval from the Chief). He referred to a recent example with one employee, in which the use of comp time would have been helpful. Chief Nason stressed it would only be used if necessary, when no other options are available, and only with the Chief’s approval. Shift swapping (within a pay period) would be helpful in the event of various appointments. These changes are not anticipated to affect anyone’s pay and are not intended to result in overtime.

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Mr. Duffy stated that a time limit for use of comp time is necessary. The Chief was in agreement with adding relevant language. He also confirmed that the comp time would be used hour for hour. The change in policy will be drafted for the Board's consideration.

Chief Nason referred to the significant sum saved in purchasing the new ambulance. The old defibrillator on that ambulance is only a 4 lead, as opposed to a 12 lead. He approached Philips for a quote, with the original price for a new 12-lead defibrillator being \$31,000. Philips is offering a generous 38% discount, as well as a trade-in allowance for the old defibrillator, bringing the cost to slightly over \$17,000. Chief Nason believes the current balance in the CRF is \$110,000, with an appropriation of \$50,000 to be added to that. Considering the cost of the ambulance (\$137,602), there would be approximately \$23,000 left in that CRF. Chief Nason stressed that the new defibrillator would be equipment for the new ambulance and hopes it would be appropriate to take that cost out of the CRF. The Board will talk to the Trustees of the Trust Funds about this request.

2. Unscheduled Matters/Public Comment

--Ms. Mendell stated that the Seven Lakes Trailblazers have delivered letters of support as requested at the previous Selectmen's meeting. Mr. Paul stated that no one on the Board is opposed, but the Board members would still like to see a detailed map. He noted that the use of fencing and gates is encouraging. Mr. Paul suggested the group prepare a detailed map, determine how water crossing stabilization will be addressed and where fencing will be placed, then get on another agenda to discuss. Ms. Mendell stated they will want to work with the Board to identify where the signage should be placed. Mr. Paul noted that the biggest issue is to keep ATV's out of the landfill cap area. He believes establishment of this trail could be an economic boost to the local businesses.

--Mr. Brown referred to a previous meeting, at which he had asked about the possibility of having a part-time Town Administrator. He remembers being told that the Town has too many employees for a part-time administrator. Mr. Paul clarified that the Town has a substantial number of employees that would require an administrator to be here for the day-to-day flow. Mr. Brown wonders whether that would not be the job of the department heads. Mr. Paul indicated that the department heads are certainly part of the process; however, the process should also include a Town Administrator. Mr. Brown referred to the Town of Middleton, which he believes does not have a Town Administrator, because their Board of Selectmen meets every week. Mr. Paul does not believe comparing Middleton and Wakefield is appropriate. In order to compare towns, one must find another town with 4,000 to 5,000 people, 12 lakes, and a population that expands 10-fold during the summer. He suggested that Alton might provide a better comparison.

Mr. Brown stated that the current support staff could handle the situation with a part-time administrator. Mr. Paul referred to the many night meetings which the administrator attends, as well as the contact with various community groups.

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Mr. Brown does not believe there is much communication between the administrator and the School. He stated that the Board should consider saving the residents' money, rather than protect the full-time position. Mr. Paul stated that he would not protect the position unless it was warranted. If the Town were to go with part-time administration, he believes a consultant would be the way to go. Mr. Lee questioned the cost of a consultant compared to a full-time Town Administrator. Mr. Paul believes New Durham uses a consulting firm, such as MRI, but he is not sure of the cost. Mr. Duffy noted that the Town hired a consulting firm a number of years ago and estimated the cost was in the area of \$60,000 per year. Mr. Lee noted the Town would not have to fund benefits. Mr. Paul would not want a consultant involved with the community. Mr. Lee noted that the Town Administrator was not involved with the School Board. He would be interested to see the cost of a consultant compared to a full-time administrator.

--Mr. Wessell noted that over the past several months there have often been only 2 Board members in attendance, and often one member must reclude himself from making a decision. Mr. Wessell wonders whether it is time to go to a 5 member board. Mr. Paul has asked around and has been advised that nothing gets done and that a 5 member board is actually a step backwards. Mr. Duffy agreed there have been several meetings with only 2 members; however, he has only recluded himself once, with the issue being resolved at the next meeting. Mr. Wessell referred to Mr. Blackwood being injured for a significant amount of time last year, noting an injury can happen to anyone. Mr. Duffy agreed it could happen; however, he noted that there can be much dissention on a 5-member board. Mr. Wessell noted that the Planning Board seems to work efficiently. He wonders whether having alternates to the members of the Board of Selectmen would be practical. Mr. Edwards suggested that the people be allowed to vote on this issue. It was noted that this suggestion was on the Town warrant a number of years ago and was voted down.

Discussion followed as to how long the Town has had a full-time administrator, as well as the cost of same. Mr. Edwards believes the Board of Selectmen should run the Town and should not need someone telling them how to do it. Mr. Paul stressed that the Board needs someone knowledgeable with laws, someone who has adequate training and is part of the administrator/manager association. He referred to the huge learning curve involved, adding that without an administrator each Board member would need to put in 25-30 hours each week. Mr. Edwards suggested giving each Board member a raise to put in the added time. He noted that the position is supposed to be done on a volunteer basis. Mr. Kasprzyk stated that an administrator has the education and training necessary to avoid high legal fees. He believes the Board members would need to contact legal counsel very often. Mr. Kasprzyk also noted that the membership of the Board changes from year to year. He stressed that it is money well spent to have a full-time administrator in place. Mr. Edwards stated that we bring a lot of the legal issues upon ourselves because of our rules and regulations.

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Mr. Kasprzyk personally does not believe that this Board could do the job of the administrator. Mr. Duffy added that having 3 part-time people do the job is not good business practice. He added that department heads run their departments, but also need to be supervised themselves. Discussion then followed regarding the difference between a town manager and a town administrator.

3. Unfinished Business

a) Union Schoolhouse – This issue had been tabled to allow the Heritage Commission time to consider a plan for the building. The Commission is still working on this, so the issue was tabled until the June 23 meeting.

b) Land Application of Lagoon Solids – Mr. Paul advised that no response was received to the Town's published request for proposals. Several contractors were contacted directly, and one bid was received from Winn's Logging in the amount of \$10,500. Mr. Paul has worked with this individual. Mr. Edwards spoke in support of Mr. Winn. **Mr. Duffy moved to award the bid for land application to Winn's Logging, in the amount of \$10,500. Mr. Kasprzyk seconded the motion, which passed 3-0.**

c) Meridian Final Payment – Mr. Paul has spoken with the Supervisor of the project, who advised they are waiting for the sun to seal the shingles before they bring the crane back to make necessary repairs.

d) Cartographics Contracts – Although the work has been on-going, the contracts were never executed. **Mr. Duffy moved to approve the contracts from Cartographic Associates, as presented for 2010 GPS Data Collection, 2010 Map Maintenance, 2010 Street Numbering and GIS Services. Mr. Kasprzyk seconded the motion, which passed 3-0.**

4. New Business

a) Welding Proposals for Transfer Station – The Town received 3 responses to its request for proposals; however, one individual could not meet the insurance requirements. The two bids to be considered are: KMS Welding in the amount of \$1985 and Raymond Sanborn in the amount of \$2950. Warren Winn will do the mechanic work. **Mr. Kasprzyk moved to accept the bid of KMS Welding in the amount of \$1985. Mr. Duffy seconded the motion, which passed 3-0.**

b) 121 & 123 maple Street – Mr. Paul explained that these two addresses are located on a right-of-way off of Maple Street. Mr. Kasprzyk stated that this issue had been brought to his attention. Apparently emergency vehicles have had a difficult time locating these properties. Mr. Paul suggested that the property owners purchase reflective street numbers to post at the intersection of the right-of-way and Maple Street. He noted that it is even more difficult to locate properties at night. All must take responsibility to post street numbers.

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Mr. Paul noted that this issue occurs in many other places in Town. Mr. Duffy was in agreement, adding that there is no need to rename a street. Ms. Bodah will provide Mr. Paul with the telephone numbers of the two residences.

c) 2010/2011 Heating Season – Last year the Town joined forces with the School to obtain the best price for heating fuel and propane. As prices are expected to continue to drop, the School does not plan to lock into a price until late fall. It was noted that the State has established its price for diesel. The Town will take no action at this time to solicit fixed prices for the heating season.

d) Bids for Surplus Vehicles (not on agenda) – The Town had solicited bids for 3 vehicles. One bid was received after the deadline and cannot be considered. The Board considered the following bids:

1991 Ford L-8000 Cab & Chassis – A bid of \$20 was received from Chris Lamb. After considerable discussion, the Board agreed by consensus to try again to solicit bids for this vehicle.

2001 Ford Crown Vic – A bid of \$200 was received from Chris Lamb. **Mr. Kasprzyk moved to accept the bid of \$200 for the 2001 Ford Crown Vic from Chris Lamb. Mr. Duffy seconded the motion, which passed 3-0.**

1957 Ford F-750 – A bid of \$20 was received from Chris Lamb. **Mr. Duffy moved to accept the bid of \$20 for the 1957 Ford F-750 from Chris Lamb. Mr. Kasprzyk seconded the motion, which passed 3-0.**

5. Proposed CRF Expenditures

a) Technology Fund \$967.75 – This expenditure is requested to purchase various equipment for the PEG station. Mr. Duffy noted use of this CRF to purchase equipment for the PEG station has been discussed for the past several years. He noted that the Town supports the PEG channel, and the Technology fund is clearly to be used for equipment. **Mr. Duffy moved to approve the \$967.75 expenditure from the Technology CRF as requested. Mr. Kasprzyk seconded the motion, which passed 3-0.**

6. Correspondence

a) American Red Cross – The Red Cross has presented the Town with a letter of thanks, as well as a plaque, for the support shown over the years for their program.

b) Bereavement Leave – The Board has received a request for a waiver of the existing bereavement leave policy, which covers leave for the loss of immediate family members, as defined. Mr. Duffy's company has a similar policy. He expressed understanding for the request; however, he believes granting the request would require an amendment to the Personnel Policy. Mr. Duffy has no issue with the employee using other sick/personal/vacation time, as needed. Mr. Paul noted that many other towns have "earned time" only, rather than track 3 different types of time.

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Mr. Kasprzyk noted that the policy allows for mothers/ fathers-in-law, and suggested it should possibly include brothers/sisters-in-law. Mr. Duffy believes that could create a snowball effect. He reiterated his opinion that we should not change the bereavement leave policy, rather the employee should be allowed to utilize other time on the books. Mr. Paul added that an employee in this situation could request use of time prior to it actually being earned. The Board agreed by consensus to allow the affected employee to utilize sick, personal or vacation time in place of bereavement time if/when the need arises. Mr. Wessell asked about the School's bereavement leave policy. No information was available.

c) Gary & April Miliner – The Milners, who live on St. Anthony's Road, are requesting permission to tie into the Town's sewer system. The Operator has no issue. Mr. Miliner has been advised that his private system is in failure. His property is located on ledge, which would make it difficult to install a new system. The property is already on the Sanbornville Water Precinct system. Mr. Paul has made Mr. Miliner aware that the cost of design, construction, etc., would all be borne by the Miliners. Mr. Duffy pointed out that the pipe at the abutting property must be big enough to support the additional flow. Mr. Kasprzyk questioned whether there is any concern regarding the capacity of the Town's system. Mr. Paul has been advised that this connection would not adversely affect the capacity.

Mr. Paul stated that he had a conversation with the Operator of the system, including a problem with a recent connection on Witchtrot Road, which is resulting in a lot of water in the system. The lagoon beds are in good shape. The ultimate capacity of the system should be determined. The Board agreed by consensus to allow the Miliners to hook into the Town's system. The appropriate paperwork will be sent to Mr. & Mrs. Miliner.

7. Unscheduled Matters/Public Comment #2

--Mr. Edwards stated that the Board has done a good job this evening, adding that he is proud that it was done without the benefit of a Town Administrator. Mr. Kasprzyk stressed that the Administrator would have more intimate involvement with the departments not located within Town Hall. Mr. Duffy stated that the Board is very fortunate that Mr. Paul has had the time to contribute to this situation.

--Mr. Steer questioned whether the Board met previously to discuss taxes on a particular property. Mr. Paul advised that the Board met in non public session and will continue to work with a property owner.

8. Administrative Matters

a) Liaison Reports – Mr. Kasprzyk: Results have been received from the individual hired by PSNH to conduct the energy study. The study indicates it would cost approximately \$25,000 to retrofit all Town buildings with energy efficient lighting. There are various programs available to assist with such an effort, with a pay-back period ranging from 1.9 to 2.2 years. The estimated yearly savings to the Town: \$4500. Mr. Kasprzyk will attempt to arrange for a presentation to be made to the Board.

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The Heritage Commission is working on the park at the Jette property, which is expected to be complete prior to August. The Grange Hall is being rented out for the summer. The Commission continues to investigate issues with and ownership of the trees next to the Grange. Some repairs are being planned for the freight station in Union. A guest speaker from Strawberry Banke will be at the Brookfield Town Hall on June 16 at 7 p.m. Planning Board entertained two subdivision applications—a 6-lot plan on Perkins Hill Road and a 10-lot plan on Lovell Lake Road.

Mr. Duffy: Although he was unable to attend the recent CAB meeting, Mr. Duffy did receive a complaint from a citizen regarding spotty reception. He also received a call from an Old Bulkhead Road resident hoping to have cable extend to his property. AWWA should be starting the YCC projects in July. Mr. Duffy spoke with the Road Agent regarding issues on Perkins Hill Road; however, the Board has received correspondence from another resident with a different point of view. Mr. Kasprzyk stated that it might help to clean out the culvert. Mr. Duffy would like to see a schedule for cleaning all culverts. Discussion followed regarding the need for an outlet on the back side of the pond. Mr. Kasprzyk suggested that a pump might alleviate the problem, rather than a ditch, adding the State's engineers might be able to offer advice. It will be necessary for the Board to visit the site.

Mr. Paul: Several issues with roads have come to light, all of which the Road Agent is aware. Discussion followed regarding the cycle of wear for both dirt and paved roads. Mr. Paul received a call about an issue on Bonnyman Road, and he will view the site on Friday. He will also view Perkins Hill Road.

Mr. Brown referred to the proposed Perkins Hill Road subdivision and asked whether they will be required to address run-off. Mr. Kasprzyk assumes most of the run-off will be sent towards the existing wetlands near the railroad tracks; however, he will try to ask about it at the next Planning Board meeting.

Mr. Paul received an update of activity from the Police Department. That department has received several grants, covering about 334 hours of patrol. The Animal Control Officer has completed the part-time academy. 153 individuals were convinced to obtain Transfer Station permits by the Police Officer on duty at the Transfer Station.

The Heritage Commission has submitted a letter stressing the importance of the dams in Union, as part of the area project survey done several years ago. A happy customer sings the praises of Arthur Capello and Cheryl Labrie—kudos to both! On Saturday, at 8:30 a.m. at the Public Safety Building, there will be a meeting of the Emergency Preparedness Committee. Anybody willing to be a part of the Carroll County reserve corps is welcome, as they are seeking volunteers. The Town of Tamworth has sent a regional notice regarding their hearing for a cell tower.

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Mr. Kasprzyk spoke to camperships for those planning to attend Conservation Camp. Any individual or business is encouraged to assist with this fund. Mr. Edwards suggesting placing a notice on the PEG channel. Mr. Lee indicated there is an email campaign in progress.

b) April 14 Minutes – A scrivener’s error has come to light. Reference to posting of the North Wakefield Bridge should be **15 tons** rather than **15,000 pounds**. **Mr. Duffy moved to amend the April 14, 2010, minutes to reflect the posting of the North Wakefield Bridge to be 15 tons. Mr. Kasprzyk seconded the motion, which passed 3-0.**

c) Heritage Commission Membership Appointment – The Commission has recommended the appointment of Rod Cools as a member for 3 years. **Mr. Duffy moved to approve the appointment of Rod Cools as a member of the Heritage Commission for 3 years. Mr. Kasprzyk seconded the motion, which passed 3-0.**

d) Building Permit Releases – None presented.

e) May 26, 2010 Minutes – **Mr. Duffy moved to approve the May 26, 2010, minutes, as presented. Mr. Kasprzyk seconded the motion, which passed 3-0.**

f) Supervisors of the Checklist – The Supervisors will be in to speak to the Board on June 23. In the meantime, some computer issues are being addressed. The antivirus software for the laptop needs to be updated. Mr. Duffy will discuss with CCS. The laptop still has difficulty receiving a wireless signal in the Opera House.

Mr. Kasprzyk suggested that the Board members be issued laptops, which are fairly inexpensive. He does not believe Town email should be sent to home computers. Laptops would also be a good organizational aid. This can be considered during budget preparation. Mr. Paul noted that use of a laptop during meetings would be beneficial, as information could be projected onto a screen for the public. Mr. Duffy noted that use of a scanner would also be helpful.

There being no further business, the meeting adjourned at 9:02 p.m.

Respectfully submitted,
Toni Bodah, Secretary

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Approval of Minutes:

Kenneth S. Paul, Chairperson

Mark P. Duffy

Peter M. Kasprzyk