

**Board of Selectmen
December 22, 2010**

Present: Kenneth S. Paul, Chairperson; Mark P. Duffy; Peter M. Kasprzyk; and Teresa A. Williams, Town Administrator.

Mr. Paul called the posted meeting to order and led those present in the Pledge of Allegiance.

Those also present included: Terry Martel; Arthur Capello; Charlie Edwards; Dick Wessell; Al Mayranen; Ed Brown; Dave Lee; Wayne Robinson; and Dave Mankus.

1. Appointments

a) Terry Martel re: Building Permit Fee – Mr. Martel referred to the fee for renewal of existing building permits. He must renew a specific permit for the second time, and the fee for this is the entire amount of the original permit cost. It seems unreasonable to Mr. Martel that in this economy a builder should be tied to a 3-year time frame. He has only had 2 inspections so far on this project. He has discussed this with Mr. Capello. Mr. Capello stated this is the first case of a builder having to pay this fee, and he added that he agrees with Mr. Martel. The average house permit is about \$1200. Mr. Capello is suggesting a flat fee for the 4th year of renewal of \$300. Although one intent of the fee is to encourage completion of projects, he understands Mr. Martel's reference to the economy. Mr. Paul reviewed that the original permit is good for 2 years, then a renewal of the permit, at a cost of \$30, is good for another year. If Mr. Capello is suggesting a flat fee of \$300 for the 4th year, what will happen in the 5th year? Mr. Capello hopes we will not get to that point. Such a term includes too many potential code changes.

Mr. Martel suggested that a permit be renewable even into a 5th year (or longer) with the understanding that the Code Enforcement Officer may require adherence to code changes in effect at that time. He stated that even though he plans to renew the subject permit for 1 year, he does not anticipate that he will complete the project within that time frame. Mr. Martel noted that the inspections are paid for with the initial permit fee. Mr. Paul stated that was his theory when he suggested dropping the renewal fee to \$30. Mr. Capello noted that this project of Mr. Martel's was probably started earlier than Mr. Martel would have liked due to impending changes in the Shoreland Protection Act.

Mr. Paul suggested the renewal fee for year 3 and year 4 of the permit be \$150 per year, with the full original fee payable for year 5 of a project. Mr. Edwards noted that some people just cannot afford to do more than the basics when building a home and suggested that the Town clarify the acceptable standards. Mr. Capello referred to the necessity of having an acceptable weather barrier on the outside of the house and agreed with Mr. Edwards that there are minimum safety standards to meet for the interior. Mr. Edwards likes the idea of a yearly flat fee for renewal of \$300 as he believes having to pay that fee every year will encourage completion of the project. He also believes that a renewal fee of \$1800 (in Mr. Martel's case) is not reasonable.

Mr. Capello advised Mr. Kasprzyk that there are several different packets of information given with the permits detailing expectations and requirements. However, not everyone reads the packets.

Perhaps a punch list should be included with the permit listing requirements for Certificates of Occupancy. A public hearing to review the fee schedule will be scheduled for January 26, 2011. Mr. Martel's actual renewal can wait until after the public hearing. Mr. Capello will do some research and will present a recommendation to the Board for that public hearing.

2. Unscheduled Matters/Public Comment #1

--Mr. Wessell noted that some people build their own homes, which can be a lengthy process. Discussion followed regarding the ease with which one can obtain an Occupancy Permit, following which modifications to the home can be made. However, this can still require keeping the building permit open. Mr. Martel noted that projects can certainly extend to 5 years or more and cautioned that the renewal fee should not be exorbitant to the homeowner; however, it should get one's attention. Mr. Capello noted that the homeowner has the option of addressing the issue with the Board of Selectmen.

3. Unfinished Business

a) Personnel Policy – Ms. Williams had submitted the proposed changes to LGC for review and has made adjustments as necessary. Town Counsel has not reviewed. It will likely be necessary to review and revise the policy in sections. Ms. Williams referred to the 2 furlough days, for which most employees would need to use earned time in order to receive compensation. If the Transfer Station is allowed to be open on those 2 days, those employees would not need to use earned time. Mr. Paul stated his belief that the Board's intent was that the Transfer Station would be closed on the 2 furlough days. Therefore, those employees would be in the same situation as other employees.

Mr. Paul explained to the public the decision of the Board to combine vacation and sick time as earned time. He further explained that the Board has decided to implement 2 furlough days. Town offices will be closed on those 2 days (Columbus Day and the day after Thanksgiving). The floating holiday was removed. Previously, employees earned 12 sick days per year. From now on, only 6 sick days per year will be earned, and they will be combined with vacation time and classified as earned time, to be used as the employees wishes. Employees will now have access to extended sick time, which time will not accrue or be bought back upon termination. Ms. Williams has been questioned why the extended sick time will be for consecutive days, including weekends, which are not normally paid days. A brief discussion followed, during which the Board confirmed the intent is to allow (under certain circumstances) an employee to be away from his job for a number of consecutive days, for which work days will be paid.

Ms. Williams advised that the Fire Chief has recommended the amount of roll-over hours be a multiple of both 8 and 12, since most employees work an 8-hour day and FF/EMT's work a 12-hour day. The Board had previously agreed to allow 32 hours to be rolled over. The Board was comfortable with increasing the roll-over to 48 hours. Mr. Paul suggested the Board continue to review this policy during the 2nd meeting of each month.

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Mr. Kasprzyk referred to the Town purchasing 50% of unused accrued sick time at termination of employment, and the Board's previous discussion regarding the possibility of allowing employees to use that time at a rate of 2 days per day absent. Mr. Kasprzyk is not entirely in favor of this. Mr. Duffy stressed the intent is to avoid the balloon payments at the end of employment. Mr. Kasprzyk believes the accrued time should only be used for sick time. Mr. Lee noted the Board is taking good steps; however, it still has far to go to come in line with corporate America. Ms. Williams requested clarification as to whether (and how) to include use of accrued time in the revised policy. Language will be drafted for future review.

Mr. Duffy moved to approve the revisions to the Personnel Policy, as presented, to be effective as of January 1, 2011. Mr. Kasprzyk seconded the motion, which passed 3-0.

4. New Business

a) Town Report Printers – The Board reviewed bids received for printing of the 2010 Town Report. **Mr. Kasprzyk moved to accept the bid of Town & Country in the amount of \$2710. Mr. Duffy seconded the motion, which passed 3-0.**

b) Cemetery Regulations (not on agenda) – Mr. Mayranen presented each Board member with a copy of the newly adopted regulations for Stonehedge Cemetery. He thanked Dave Mankus for all the help he provides to the Cemetery Trustees.

c) Ballfield Survey – Mr. Robinson advised that 6 bids were received for the proposed survey. The subcommittee has reviewed these bids and has agreed to recommend the Board accept the bid of Land Tech. One reason is the newer technology available, in addition to the products to be received and the ability to deliver the finished products in a timely manner. Ms. Williams referred to the availability of funds in the 2010 budget. Mr. Robinson stated that Land Tech can start the job immediately. He noted that the plan is to harvest the property so that the trees are not choked off, establish a walking trail on the perimeter and create a picnic area. Perhaps it could include a designated conservation area.

Reviewed the difference in the 2 local bids being considered. **Mr. Duffy moved to accept the bid of Land Tech in the amount of \$8580. Mr. Paul seconded the motion, which passed 2-0-1.**

Again discussed where the funds will be charged within the budget. Funds will need to be encumbered. **Mr. Duffy moved to encumber the funds necessary for the ballfield survey. Mr. Paul seconded the motion, which passed 3-0.**

Discussion followed regarding a potential warrant article regarding revenue from the timber cut. This will be discussed in more detail at a later date.

c) Town Treasurer – The Board reviewed a letter of interest regarding this vacancy. **Mr. Duffy moved to appoint Heidi S. Smith as Town Treasurer until the March 2011 election. Mr. Kasprzyk seconded the motion, which passed 3-0.**

5. Proposed CRF Expenditures – None forthcoming.

6. Correspondence – None forthcoming.

7. Unscheduled Matters/Public Comment #2 – None forthcoming.

8. Administrative Matters

a) Liaison Reports – The Board members have all been concentrating on the personnel policy, as outlined above, and the 2011 budget.

b) Selectmen's Letter of Appreciation – The Board agreed by consensus to recognize all Town employees this month!

c) Administrator's Update

--Food Pantry has met and decided that the Greater Wakefield Resource Center is not an option for a new location for them. Coexistence with Parks & Rec will continue.

--The former welfare computer is needed for the public station in the Assessing Department. Cost for CCS to "wipe" it clean is \$100. **Mr. Kasprzyk moved to have CCS wipe the former welfare computer for use in the Assessing Department. Mr. Paul seconded the motion, which passed 3-0.**

--Ms. Williams expects the Crew Road property to close prior to year end. Yippee!

--We continue to experience problems with the outside connector doors. The Fire Department strongly recommends the issue be addressed. It was agreed that Mike's Lock & Key and All Glass be contacted to make recommendations for the Board's consideration.

--Transfer Station schedule for septage haulers: As of January 1, 2011, the Transfer Station will be closed for all activity on Tuesday & Wednesday. Thursday, Saturday and Sunday hours will be 6:30 a.m. to 3 p.m. Friday and Monday hours will be 6:30 a.m. to 4 p.m. Another work-in-progress.

--The auditors have submitted a final letter for the Board's signature. Once received, the Town gets its audit report! They are willing to attend a Board meeting for review. **Mr. Kasprzyk moved to authorize Kenneth Paul to execute the final audit letter as presented. Mr. Duffy seconded the motion, which passed 3-0.**

--Ms. Williams discussed an outstanding debt owed to the Town. Town Counsel has questioned the Town's ability to charge interest on unpaid balances. No record of a public hearing to consider this can be found. There is some hope that these funds might still be recouped. On the pending list for 2011: Revise Sewer Ordinance!

--We received our Workers' Comp invoice for 2011, which is about \$3200 more than we estimated during the 2011 budget preparation. This will be addressed at the public hearing on January 11.

--Virtual Town Hall: The Board has reviewed this product. The Town of Wolfeboro utilizes this, and each department is responsible for maintaining its section of the site. The annual cost is \$2400, plus an initial fee of \$4000. We currently spend \$3300 per year.

d) Building Permit Release – Mr. Duffy moved to approve a building permit release for LeDonne on Wansor Road. Mr. Kasprzyk seconded the motion, which passed 3-0.

e) Minutes – Mr. Duffy moved to approve the minutes of December 8, 13 and 15, 2010, as presented. Mr. Paul seconded the motion, which passed 3-0.

f) Encumbrances – Ms. Williams advised that Planning Board requests an encumbrance for maps in the amount of \$1600. Mr. Duffy moved to encumber the \$1600 as requested. Mr. Kasprzyk seconded the motion, which passed 3-0. Briefly discussed the funds to be encumbered for the ballfield survey.

g) Non Public Session – Mr. Paul moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Kasprzyk seconded the motion. Roll call vote: Mr. Kasprzyk – ‘aye’; Mr. Duffy – ‘aye’; Mr. Paul – ‘aye’. The motion passed 3-0, and the Board entered Non Public Session.

The Board returned to public session at 9:05 p.m., at which time the meeting adjourned.

Transcribed by Toni Bodah

Approval of Minutes:

Kenneth S. Paul, Chairperson

Mark P. Duffy

Peter M. Kasprzyk