

Board of Selectmen Minutes 11/15/11

Contributed by Diane Young
Tuesday, 06 March 2012

Board of Selectmen

Minutes

November 15, 2011

Official as of January 24, 2012

Chairman Robert Holden called the meeting to order at 5:02 p.m.

Roll Call

Chairman Robert Holden, Vice-Chairman Alden Dill, Selectman Scott Bryer, Town Administrator Brent Lemire, Budget Committee Members and other Department Heads

Mr. Vaillancourt led the Pledge of Allegiance.

Citizen's Forum

Mr. Vaillancourt stated he was speaking as a private citizen. He added he has three items he would like the board to consider as we start into the budget and town meeting process. One is the Town Report from last year. He stated the bottom line number fed into the report of another department did not always match; two examples are the tax collector and the treasurer's report. He added they do not equal and he believes they should. He also added he believes the treasurer's report to the school district should match as well. He asked the board of selectmen and staff as they prepare the town report, make sure the departments are synchronizing information with each other.

Mr. Vaillancourt stated he asked the board to consider increased funding on the legal line. The fact that the school district over spent their budget and, by RSA, the budget committee or any tax payer in Northwood could ask the town to provide legal representation in superior court if a case were brought forth to address this.

Mr. Vaillancourt stated he was making his annual appeal for providing capital improvements to the assets of the town. He feels that having a committee is not providing capital improvements. He added that many people in town have looked at how the budget has been done over the last few years as far as reducing supplies and equipment, etc. He stated that by deleting excess spending from the budget is to be lauded, but to keep doing the same year after year and not providing for infrastructure improvements will hurt the town in the long run. He also suggested that process improvements be done so that we can provide the best services to the town in a less expensive way or to prevent increased expenses from being incurred.

Mr. Vaillancourt stated he noticed the board of selectmen have decided to spend \$250,000 to reduce taxes this year and would like to know where the money is coming from. He added that \$160,000 is raised to pave roads, and then we get \$160,000 in grants and would like to know where the \$160,000 goes. He added we raise \$50,000 thru a warrant article every year for special duty police and we get \$50,000 in revenue and would like to know where the \$50,000 goes. He would like the board of selectmen to explain this at the deliberative session.

Mr. Vaillancourt would like the board to consider a warrant article where the snow plowing would be cut to \$60,000 in the budget and a warrant article would fund \$75,000 for the sole purpose of snow plowing. He feels it would be more money than we have now, but it would mean you would not have the luxury of budgeting \$100,000 for snow plowing and using only \$70,000 and putting the remaining \$30,000 else where.

Mr. Lemire asked Mr. Vaillancourt if the town should anticipate a superior court case because he suggested an increase the legal. Mr. Vaillancourt replied there is by law the ability of a member of the Town of Northwood to do that or the ability of the budget committee to do that. He added whether that will happen or not, he does not know. Mr. Lemire stated the budget committee can increase the line. Discussion continued on funding the legal line.

Mr. Holden stated we do not want to raise taxes to fund surplus. He also added at this point and time, we do not see anything forthcoming that requires additional legal fees. He also stated if the budget committee decides to take action, then it will be up to them to add money to the budget.

Mr. Lemire stated he understands what he is saying about process improvement and added that the staff is always working on process improvements.

Mr. Lemire asked about the warrant article for snow plowing. He stated that when you go into SB2, if you want to have a separate fund for snow plowing, you would be better off making a special reserve fund or another fund of that type that is allowed under DRA rules to pay for snow plowing in excess of budgeted amounts. He added under SB2, if the voters defeat the warrant article, there would be no money for snow plowing.

Mr. Jandebour, the representative for the school board, stated he would like to extend his thanks for the invitation to this meeting.

Appointments/2012 Budget Review

Meeting with Department Heads on final 2012 Budget proposal

Selectman Holden stated he would like to speak about the bottom line. He added we have a 2011 adopted budget of \$3,263,099.00 and the selectmen proposed a 2012 budget of \$3,320,573.00, a difference of \$57,474.00 increase.

Selectman Dill stated the only two departments we have changed from the first meeting we met with the department heads, was the welfare department and the highway department. He added there is \$10,000 less in the contracted services line for the highway and various cuts made from welfare. He also stated the fire department, the police department and other departments are exactly the same as when the board met with the department heads. He added nothing has changed except for the numbers provided by finance for health care. He also added that the amounts that the departments had requested are what the BOS approved for the budget.

Selectman Holden stated that for 2012 the police cruiser (\$36,600.00) has been recommended in the operating budget the, so in essence the budget \$36,000 of the \$57,000 increase is for the cruiser.

Mr. Lemire stated that the purpose of this meeting was to meet with the department heads and to give them the opportunity to express any concerns that they may have with the budget process or the final process. He added that he has spoken with all the department heads and that they were invited, not mandated to come. He also stated that most of the department heads felt that the board's recommended amounts met their needs and they did not feel it necessary to be at this meeting.

Selectman Holden stated there is some discussion needed with the library. Selectman Holden stated that he understands that potentially there is a position that is going to be open and we need to address the health care for that position.

Mr. Lemire stated that is correct. He added he received a call from the Library Director stating that one of the full time positions will soon become vacant. Ms. Bunker advised that they just received the resignation yesterday, November 14, 2011. Selectman Dill asked if it was for the Children's Librarian. Ms. Bunker stated that it was her understanding that because the current position is filled with a person that has a single health plan, and when we hire a replacement, we need to have the necessary funds in case the employee needs a family health plan. This is not in the current budget request. Ms. Bunker asked what that impact might be. Mr. Lemire stated it would be a \$12,496.00 impact. Selectman Dill asked if they would be staying at the same salary. Ms. Bunker stated it would likely be less.

Selectman Dill stated his understanding is that we have always budgeted for the worst. Ms. Heroux asked what if we do not have this in our budget. Selectman Dill feels that it will have to be included. Mr. Lemire stated it would bring the total increase to \$69,970.00. Selectman Holden asked if we had a current year to date expenditure. Selectman Holden stated thru October 31, 2011, we have a budget of \$195,000.00 and we have expended \$140,000.00.

Selectman Bryer asked how long before the position will be filled. Ms. Bunker stated the employee has given her two week notice, and they have to advertise and have a work session. Selectman Dill stated it would hopefully be by the end of the year. Selectman Bryer stated the budget committee could add it into the budget once they know if a family plan is needed.

Selectman Holden recommended that we hold off and let the budget committee add it in. He added even if the budget committee does not grant the extra money, as selectmen we would have to come up with it. Ms. Bunker asked if it would have to come out of their budget and Mr. Holden stated it would come out of the town's budget. He also stated that year to date, you are \$17,000 under.

Selectman Bryer stated if the library hires someone who needs a family plan, he recommends increasing their budget. Selectman Dill stated he feels it should be added in now because we have done it to all the other departments that have come in with an expanded position. Selectman Holden stated that it is only \$10,000 but he feels we have some time, and the budget committee will have the budget and they can make the change. Selectman Bryer asked if the ad would be going out this week. Ms. Bunker stated they were having current staff work some extra hours, but not going into overtime until someone is hired. Selectman Dill commented that we have until the public hearing to add. Mr. Lemire stated as long as it appears at the public hearing then they would be all set.

Ms. Bunker stated it makes a difference in looking at their budget. She asked if they need to look at their lines to come up with the \$12,000 versus being added on now. Selectman Bryer stated they should have a person hired before going to the public hearing. Mr. Lemire stated the public hearing will be on January 11, 2012.

Chief Drolet stated if they put the money in now, and hire a person who needs a single plan; the budget committee can also lower the number. Selectman Bryer stated we hire based on who is the most qualified.

Selectman Bryer stated if they hire someone who needs a family plan, he is all for putting it into the budget, but he thinks they have time to make that decision. Selectman Dill stated he is not going to cut it out of their budget if we need to find an extra \$12,000. He also stated the library has come in with a budget lower than last year.

Selectman Holden stated that some of the budget committee members were in attendance and asked if any of the members had any preferences. Ms. Dole stated she would like to see the money put in now, and then once a person is hired, if they have a single plan or a two person plan versus a family plan, you can reduce it. Mr. Vaillancourt stated that he agreed with Ms. Dole, but added he thinks the expectation from the legislative body is that the town makes its best recommendation of its needs to the budget committee and you are saying tonight that our best estimate of our need for next year is that family plan, so add it in. Selectman Holden made a motion that on page 17, line 210 we increase the amount from \$29,625.00 to \$39,625.00 an increase of \$67,474.29, seconded by Selectman Bryer. Selectman Dill stated that you are taking out \$2,000 from salary. Selectman Bryer stated if they hire someone with experience, he would leave the salary alone and give them \$12,000. Selectman Bryer would like to offer an amendment that we amend the amount from \$10,000 to \$12,000, seconded by Selectman Dill. Motion carries; 2/1. Selectman Holden stated back to the original motion \$69,474.29. Selectman Bryer so moved, seconded by Selectman Dill. Selectman Holden stated he will vote in favor of this number, but feels it is raising taxes to fund surplus. Motion carries; 3/0.

Unfinished Business

None

Public Hearings

None

New Business

Acceptance of Minutes – October 25, 2011

Selectman Holden stated the minutes from October 25, 2011 will be tabled.

Process Assessing Forms and Applications

Mr. Lemire stated he had one assessing form for an administrative abatement. Selectman Dill moved we accept the assessor's recommendation for the administrative abatement on Map 108/1, 108/2 and 108/2 building. This is a settlement proposal for pending BTLA case for William Boddy, seconded by Selectman Bryer. Motion carries; 3/0

Approval of Manifest (s)

Payroll Manifest

Selectman Dill motioned to approve the payroll manifest in the amount of \$47,856.58, seconded by Selectman Holden.

Motion carries; 3/0

Purchase Orders

Purchase Order ~ Rockingham County Treasurer

Mr. Lemire presented the board with a purchase order for Rockingham County Treasurer for the County Tax Warrant in the amount of \$485,797.00, so moved by Selectman Dill, seconded by Selectman Bryer. Motion Carries; 3/0

Purchase Order ~ D.L. Docko and Son

Mr. Lemire presented the board with a purchase order for D.L. Docko and Son for hauling gravel for Barnstead Road and Canterbury Road. Selectman Dill moved in the amount of \$5,000. Seconded by Selectman Holden. Motion carries; 3/0

Miscellaneous Reports

Mr. Lemire stated the various reports were included in the board's packets. He also stated that on December 13, 2011, if the board approves he would like to have a public hearing prior to the selectmen's meeting for two reasons, one for metro cast, and the second to accept the grant money in the amount of \$5,000.

Mr. Lemire stated that Davlynn Development needs to be notified that they have not met the requirements again. He added that he has a letter that we will hold onto their bond. Mr. Lemire stated that they are on notice and have to have it done by June 1, 2012. Selectman Dill and Selectman Bryer were fine with Mr. Lemire signing the letter.

Mr. Lemire stated he had a very good afternoon meeting with a new vendor that was recommended by our IT people because neither one of them can handle our situation. The name of the vendor is Day Star, Newington, NH. Mr. Lemire added they will be doing a survey of our situation starting November 28, 2011. Mr. Lemire will get a proposal and a package available for you at that point.

Miscellaneous Signatures/2011 Tax Warrant

The Board of Selectman signed the Tax Warrant for 2011

Town Administrator's Report

The Town Administrator was asked if he had anything to discuss and he replied no

Individual Selectman's Report

Selectman Bryer had nothing.

Selectman Dill stated that the road crew got the first half of the paving done on Old Mountain Road today and the second half will be completed next year. He also reported they filled some pot holes and a bump on Kelsey Mill Road while they had the paving crew in that area. Selectman Dill stated that we have an issue this year with road side mowing. A contract was signed with Chatter Brook Farm and it was not dated. He added that Chatter Brook Farm showed up last Sunday with the mower and Mr. Wilson and Selectman Dill started getting calls. He added the contract did not have a date and Selectman Dill felt that there is nothing to be mowed right now. Selectman Holden agreed with Selectman Dill that there is nothing to be mowed at this time.

Selectman Holden asked if it was the saplings that were being taken down. Selectman Dill stated that we mowed last year. Selectman Dill stated that next year we have to make sure we have a "to be completed by date";. Discussion was held with the highway committee concerning extra money due to the fact we are not mowing and this could be put back into ditch and tree work and cleaning up before snow arrives and it turns out we do not have the money.,

Mr. Lemire stated that this is one of the issues along with highway and road that he will be tackling next year. Selectman Holden stated that we issued a purchase order and wanted to know if we accrued the expense. Mr. Lemire replied yes.

Selectman Bryer commented about it being done on a Sunday. Selectman Dill stated yes on Sunday morning. He added that we should be notified if they will be doing any work on Sundays. Mr. Lemire will look into this issue. Selectman Dill feels this vendor should be looked at before further contracts are signed.

Selectman Holden stated that he would like to look at expenditures due to the board not meeting until December. Selectman Bryer stated purchase orders will be shut off by December 1, 2011. Mr. Lemire and Ms. Garrett have been meeting and Ms. Garrett has been closing the blanket purchase orders. Selectman Bryer would like to make a motion to that affect, seconded by Selectman Holden for discussion purposes. Mr. Lemire asked the board if they would mind holding off because they are working thru it and he is aware that this is what the board usually does. Mr. Lemire asked if they would like to do this on December 1, 2011. Mr. Lemire stated they are doing fine, the budget looks good, and the tax bills will be going out Friday, November 18, 2011.

Selectman Bryer stated that if there is an emergency purchase, it just needs to come before the board. Selectman Bryer would like to withdraw his motion. Selectman Dill asked if this will be revisited at the next meeting. Selectman Holden asked if this will be reviewed at the administration level. Mr. Lemire replied that there would be extensive review.

Citizen's Forum

Chief Drolet stated that he just came back from training on constructing, designing and planning police facilities. He added he felt it has been everyone's goal for a couple of years to try to do a safety complex. Chief Drolet would like to ask the board's permission to form a study committee. He will send out e-mails and invite a committee of 12 to 14 people and start meeting on this. Selectman Holden stated they all agree this should be done, but it becomes a question of how the committee is formed. Selectman Holden feels it is appropriate that the board of selectmen approve the committee members. Chief Drolet supplied a short list for the board comprised of himself, Fire Chief, Emergency Management Director, Representative from the Board, Representative from the Police Commission, Town Administrator, Planner, Representative from the facilities committee, two people from the public, Planning Board, Building Department.

Selectman Holden stated that the board of selectmen has already approved this.

Non-Public Session

Nothing for Non-Public Session

Adjournment

Selectman Dill made a motion to adjourn, seconded by Selectman Bryer. Motion carries; 3/0 at 5:48 p.m.

Respectfully Submitted,

Diane L. Young,
Municipal Secretary

