

DRAFT November 3, 2005

APPROVED

PUBLIC MINUTES
HOLLIS BOARD OF SELECTMEN
November 3, 2005

Selectmen Present: Mark Johnson, Vahrij Manoukian, Melinda Willis, Ray Lindsay and Peter Band

Staff: Catharine W. Hallsworth, Director of Administration

Paul Calabria, Finance Officer

Arthur LeBlanc, Director of Public Works

Mike Pischetola, Director of Communications

Chief Richard Darling

Vice-Chairman Manoukian called the meeting to order at 7:05 AM on Thursday morning, November 3, 2005, in the Community Room of Town Hall.

2006 Department of Public Works – See attached

Lawrence Barn. LeBlanc explained that four additional budget lines have been added to the Town Buildings and Grounds account. The amounts listed are based on and estimated 6 months of use in 2006.

- 1-113 Building Supt. Salary – this name was changed to Lawrence Barn Coordinator and a half year's salary calculated at \$16/hour for 40 hours per week with no benefits. This would start off as a Temporary Full-Time position. The job description would include coordination of scheduling with a contact at Town Hall, general clean up, set up and take down for various meetings and activities.
- 1-202 Electricity – LeBlanc, using the annual usage of electricity of the Town Hall and dividing in half, estimated and electricity budget of \$3375.
- 1-203 Fuel Oil – Again, using the Town Hall usage as a basis, LeBlanc calculated a six month expense of \$6750.
- 1-349 Major Building Maintenance – This estimate is for cleaning supplies and any usual and customary maintenance for the structure during 2006.- \$1000

The total amount added to the this budget is \$28,625 for 2006 for an estimated 6-month period.

Police Station Maintenance. LeBlanc had proposed that an outside firm be hired to clean the Police Station 5 days per week. The added cost for this service would be \$12,000. An additional \$2000 would be spent to have the window exteriors cleaned on an annual basis. The remaining \$5000 would be for general maintenance of the building overseen by the DPW. The account 0-331 therefore shows a total amount of \$19,000. LeBlanc suggested moving the \$14,000 dealing with professional cleaning of the building to the Police Budget, thus allowing the Police Department to track the expenses during the year.

After some discussion, it was decided to leave the full amount in the Town Buildings and Grounds Budget, but making a subcategory for the PD janitorial numbers. This information will be distributed to the PD on a monthly basis along with their Police Budget report.

Library Maintenance. LeBlanc reported that Library Director, Steve Russo, had requested the DPW move the circulation desk, install a new phone system and move existing phone and computer lines. They also requested the DPW provide a person to dust the books twice a year. A further request has been made to have the walks shoveled in the event of a late afternoon or evening snowstorm.

LeBlanc stated the DPW could help with the relocation of the circulation desk, but phone lines and computer line changes should be placed in the library budget to be done by an outside firm. The dusting of books is not a DPW function. Overtime would have to be paid for any nighttime shoveling, so LeBlanc was not in favor of this request either. Russo has also requested that the Town take over the plowing of the parking lot. Currently the church pays for the plowing of the lot and Brookdale Fruit Farm does the plowing, but usually it is late afternoon before the lot is plowed. If a snow fall occurs overnight or early morning, library patrons do not have a plowed parking lot at the time the library opens at 10:30 AM or 1:30 PM. The sidewalks will have been shoveled by the DPW for

opening.

Chairman Johnson arrived at 7:25 AM.

Farley Building. Willis stated the Board had discussed placing \$15,000 in the budget for 2006 for engineering studies of the Farley Building. She questioned if additional money should be included for electricity and fuel, similar to the Lawrence Barn. Johnson pointed out that the building was still the school district's building and the electricity and fuel expenses should be in their budget. There has been a group assigned by School Board member Tom Enright, to outline and define uses of the Farley Building by the schools.

Portable Classroom Building. LeBlanc asked the Board their thoughts on the proposal from Jim Belanger in regards to the possible use of one of the portables by the Hollis Seniors. Belanger stated the seniors could then store items in the building. There is limited or no storage in the Lawrence Barn. There is still a question of maintaining the portable on school property. Hallsworth asked if the portables were leased or purchased and no one knew for sure.

Warrant Article. It was strongly supported by the Board to place \$15,000 for engineering studies of the Farley Building as a Warrant Article for the 2006 meeting.

Library Maintenance – dome. LeBlanc stated he had had the dome inspected by a professional. Although the dome appeared to be in very good shape, a suggestion was made to replace flashing and some of the shingles around the dome. LeBlanc has a quote of \$9100 from the company that previously did the shingles on the Town Hall. He has the money in the budget for this year and he will have this work performed before the end of this year.

Highway Block Grant. LeBlanc reported that the numbers should be arriving in the towns and cities in the next few weeks. It is anticipated that the available money will be 10% to 20% less than last year.

Two Dump Trucks for 2006. LeBlanc described the 1993 International and the 1995 Ford Dump trucks that need to be replaced in 2006. He pointed out that he has pushed off the purchase of these trucks for a number of years, but he cannot push their purchases off any longer.

Culvert work on Wright Road. LeBlanc is still waiting for an estimate of cost. Willis asked if a Wright Road resident could meet with LeBlanc before the culvert work is approved. LeBlanc stated that would be fine.

Culvert on South Merrimack Road. The engineering cost for the culvert is estimated to be \$25,000. He would like to be able to have this done in 2006 with the culvert replacement in 2007. The bottom of the culvert has rotted out and the culvert is beginning to fail. It has been in place for 24 to 25 years, but LeBlanc would like the new culvert to be made of cement versus metal and therefore able to last a longer period of time.

Stump Dump- New Building. Band asked LeBlanc about the new building being proposed for construction. LeBlanc described the building proposed using 2 x 6 construction with heavy insulation, insulated doors and windows and electric heat to just keep the building above freezing. There would be wood stove to allow for additional warmth when the building is occupied on Saturdays and Wednesdays. There would be a bathroom and an eyewash. Water would be provided by a well and a septic would be installed.

LeBlanc was asked about the income from the fees imposed on building materials being disposed. Calabria stated about \$46,000 had been received to date; \$56,000 was received in 2004. The expenses for transporting and disposal are about \$25,000 per year.

LeBlanc left at 7:45 AM and Chief Darling was asked to speak with the Board.

SRO

Johnson remarked that the Board had discussed the Student Resource Officer position Monday night. He understood the SRO was in the budget at this time and realized people didn't want it to lose momentum. He stated the Board would like Lt. Ux to handle the responsibility of setting up the SRO from this time forward, because he will be continue to be in the Police Department after Chief Darling has retired in June of 2006. It was felt that the planning and coordination by Lt. Ux would allow for uninterrupted follow through on this subject.

Darling stated he thought it was an excellent idea. He also wanted the Board to know that he felt the SRO was losing impetus at the high school at this time. The focus has turned to other areas.

Chief Darling left the meeting at 8:00 AM

Communications

2005 Budget – repeater system. Pischetola stated that money had been set aside in the communication budget for 2005 for a repeater system. The amount of money did not cover the entire expense and therefore he is unable to purchase other budgeted items. He requested that \$4100 of the expense be reassigned to the miscellaneous executive budget. Since it was through no fault of Pischetola, the Board agreed to this reallocation. The \$4100 will be reallocated to the Executive Miscellaneous line.

Brookline Communications Contract. Pischetola described that the current software allows for tracking statistical information of usage by Brookline versus Hollis. He used the figures during the January 1, 2005 through August 31, 2005 as his basis. During this time, there were a total of 13,375 calls of which 3566 calls were for Brookline and 9808 were for Hollis. This calculates out to 27% usage by Brookline and 63% usage by Hollis. He remarked that besides the calls for police, fire and ambulance, there were other duties performed by the Communication Center for the benefit of Brookline, including:

- Mapping of new homes and roadways done by Dichard, utilizing hours and mileage expenses.
- Data entry of summons, warnings, court records, etc. again utilizing hours of work.
- Use of the SPOTS machine which costs the PD \$4500 per year.
- Answering the Brookline PD phone when the secretary is not available. The phone line is paid for by Brookline and with call forwarding, the calls are forwarded to the Communications Center.

At the current time the 2006 budget totals \$298,000 but this does not include any raises for the employees or and additional dispatcher being requested in 2006.

Pischetola suggested using the 27% figure calculated on the number of calls and add a further 3% representing the additional work bulleted above. (\$89,400)

He also suggested doing a multi-year contract so both towns would know the dollar amounts for the next three years.

Band stated there were two ways to calculate the cost. The conventional method, such as described by Pischetola above or by activity which is calculated by looking at the entire expense of the operation and splitting the costs.

Manoukian suggested making Hollis a stand alone Communications Department. He felt that if this were done, the additional dispatcher being requested by Pischetola would no longer be required along with the additional part-time employees and possibly a current full-time employee. These positions could be removed, saving money for the town. Pischetola responded that with the increase in the number of safety personnel – police and fire – that having two dispatchers on duty during the day and evening hours was imperative. He stated that although the cities of Nashua and Manchester have two dispatchers on 24/7, that there are 5 and 9 people respectively that are support staff to these dispatchers. Here in Hollis the dispatcher, not only dispatch but are their own support. With the addition of added officers on the street, there is a need for more dispatchers. He remarked that not having this dual coverage could be viewed as a union safety issue.

Pischetola stated that at this time he has dual coverage on Thursday, Friday and Saturday evenings. In some cases he has this dual coverage on Wednesday evenings as well. The only time there is single coverage is from 2 AM to 7 AM. He stated that not only do the dispatchers oversee the radio communications, but they also handle calls forwarded from the DPW phone, they answer the Police Department Phone, they write up burn permits, they do SPOTS checks and handle questions from the public at the window.

Pischetola went on to describe the good relationship between Hollis and Brookline Fire and Ambulance. He stated it is in the best interest of both towns to use the Communication Center.

Band stated that if the following items were added together and 27% was calculated the amount to charge Brookline for 2006 was \$101,000.

\$300,000 – proposed budget 2006

\$ 60,000 – request for additional dispatcher – salary plus benefits

\$ 4,000 – SPOTS

\$ 10,000 – increase in salaries for 2006

TOTAL \$374,000 x 0.27 = \$101,000

Hallsworth pointed out that the salary request should be reduced from \$60,000 to \$30,000 because the dispatcher will at most be only working for half of 2006. This reduction brings the 27% to a calculated \$93,000.

The 2005 contract was for \$81,000. There were further discussions on how the amount should be calculated. Willis suggested adding 27% of electric, fuel and other associated costs in the maintenance and upkeep of the center.

Due to the lateness of the meeting, the discussion will be continued at a later time.

MOVED by Mark Johnson, seconded by Peter Band, THAT the Board adjourn the meeting. Voting in favor of the motion were Johnson, Willis, Band, Manoukian, and Lindsay; none was opposed. The motion

PASSED 5-0-0.

The meeting adjourned at 8:32 AM.

Respectfully Submitted,

Catharine W. Hallsworth
Director of Administration