

# BOARD OF SELECTMEN

November 7, 2005

Selectmen present: Mark Johnson, Ray Lindsay, Peter Band and Melinda Willis

Absent: Vahrij Manoukian

Budget Committee: Lorin Rydstrom

Staff present: Cath Hallsworth, Director of Administration; Finance Officer, Paul Calabria; Cathy Hoffman, Secretary

## COMMUNITY ROOM (6:05 PM)

### 2006 Budget Reviews

#### TOWN CLERK

Nancy Jambard, Town Clerk, presented the proposed 2006 Town Clerk's budget to the Selectmen.

#### 1-4140-1

**-104 Town Clerk Salary:** P. Calabria explained that the Town Clerk's salary is gross based and related to income. Her salary reflects the growth of the Town. **Increased by \$3,000 to \$45,000.**

**-114 Deputy Town Clerk Salary:** The Deputy Town Clerk is an hourly position. **Increased by \$190 to \$20,123**

**-201 Telephone: No Change-\$1,700**

**-210 Postage:** N. Jambard explained that \$4,500 of the postage account is "in and out". \$500 of this budget covers operational postal expenses. **No Change-\$5,000**

**-211 Office Supplies:** This budget covers the purchase of the automobile price books, computer and calculator ribbons and general office supplies. **Decreased by \$400 to \$1,550**

**-215 Conferences: No Change-\$900**

**-225 Dues and Publications: No Change-\$100**

**-356 Dog Licenses and State Fees:** \$2 of every registration goes to the Department of Agriculture, as mandated by the RSAs, and \$.50 goes to the State Veterinary. Dog tags and the associated forms are ordered from this budget. This is an "in and out" account. **Increased by \$400 to \$5,050**

**-241 Expenses:** N. Jambard stated that she would like to purchase a new typewriter in 2006. In addition, \$750 was added to this budget for the conservation of Town records. She explained that the \$750 would cover the cost of conserving six books. A Vermont company, Brown's River Bindery, does an excellent job of preserving these historical Town records. **No Change-\$1,000**

**-357 Data Processing:** The computer contract and software program, including Interware's on-line vehicle renewal registration (E-Reg), are covered in this budget. **No Change-\$1,749**

**Rent-** The current rental agreement for the office space runs through January 31, 2006. The Board estimated a total rent increase of \$1,000. Because of increased utility costs, P. Calabria stated that the minimum budgeted increase for utilities (heat and electricity) is 33%. **Increased by \$2,000 to \$17,000**

**-250 Vital Statistics:** This is an offset revenue item. **Decreased by \$1,220 to \$2,950**

**With corrections, the proposed 2006 Town Clerk's budget represents a 4.19% increase.**

N. Jambard informed the Board that E-Reg is going well. In addition, approximately 85% of the registrations are now mailed-in, saving residents a trip to the Town Clerk's office.

P. Band questioned this year's revenue total. P. Calabria stated that to date, the Town has retained \$1.4 Million Dollars in revenue from Town registration fees.

N. Jambard recommended that the Selectmen investigate the possibility of covering the floors at the High School gymnasium on Election Day with a non-slip material to prevent falls. M. Johnson suggested contacting flooring companies that specialize in recreational areas for recommendations on the type of material to use.

## **EMERGENCY MANAGEMENT**

**2006 Budget Review:** D. McCoy reviewed the 2006 Emergency Management budget with the Selectmen.

**#1-4290-0-241:** D. McCoy explained that he is looking for a \$1,500 operational budget and an additional \$3,000 to purchase a ceiling mounted projector and retractable screen for installation at the Police Station.

D McCoy stated that \$5,000 was included in the 2005 budget for the Town's emergency operation plan. He commented that he received a grant for this plan. The money was returned to the general fund. The Board must sign off on this plan before December 31<sup>st</sup> or the grant money is lost.

When questioned about rescheduling a new training drill, D. McCoy stated that this drill ties into the new operations plan. He will reschedule the drill once the construction at the Police Station is complete and the room is properly set up. He added that FEMA's National Incident Management System (NIMS) has set federal guidelines for training programs.

M. Willis questioned if the training equipment could be purchased from this year's budget or the funds encumbered. P. Calabria stated that the equipment could be purchased this year if there is money in the budget. He will check the expenditures.

The Board invited D. McCoy to a public session to discuss the bird flu threat.

The Fire Department is eligible for \$5,000 from FEMA. This money is available because of the mutual aid the Hollis Fire Department provided to Alstead during the recent flood events. The DPW is also eligible for funding for the hours of overtime that DPW workers were called in to work in Hollis during the heavy rains. This amount is less significant than the Fire Department's. To receive these funds, P. Calabria and Fire Chief Rick Towne will attend the meeting in Concord on November 8<sup>th</sup>.

**The Emergency Management budget was decreased by \$2,000 to \$4,500**

## **ELECTIONS AND VOTER REGISTRATION**

**2006 Budget Review:** J. McCoy, Supervisor of the Checklist, reviewed the proposed 2006 budget with the Selectmen.

**#1-4140-2**

**-242-Poll Duty Pay:** J. McCoy stated that this budget covers police duty on voting days. In 2006 there will be three elections. **Increased by \$1,000 to \$2,000**

**-260-Expenses:** J. McCoy itemized the list of expenses covered in this budget.

Postage	\$350	Letters must be sent to those who have moved
---------	-------	----------------------------------------------

		out of Town, prior to removing their names from the checklist
Christian Party Rental Expenses	\$1,350	Stanchions and chairs for Town meeting and elections
Beltronics	\$3,600	Cover the cost to broadcast Town meeting on Channel 12
Envelopes	\$150	Printing costs
Ballot Printing	\$1,500	The number of ballots is controlled by the State
Equipment-voter machines	\$200	LHS Associates maintains the voter machines
Computer Upgrade	(\$1,000)	This item was eliminated from the 2006 budget
<b>Total</b>	<b>\$7,150</b>	

C. Hallsworth questioned if it would be more economical to purchase stanchions instead of renting them from Christian Party Rentals. J. McCoy stated that the rental costs were unusually high last year because of the four day extended Town Meeting.

J. McCoy noted that the State is tightening its enforcement of the rules regarding accessibility. She added that there would soon be a State checklist with up to date voter information that would be available to Towns on Election Days. These changes are a result of the "Help America Vote Act".

**The Elections and Voter Registration budget was increased by \$5,300 to \$14,550.**

P. Calabria stated that he completed a first run through of the Town budget. Including warrant articles but excluding the collective bargaining agreement, the budget increase from 2005 is 21.3%. He asked the Board to review the budget for Thursday morning's meeting.

**ANNOUNCEMENTS**

M. Johnson announced the board and committee meetings for the week of November 7<sup>th</sup> through November 11<sup>th</sup>.

**OPEN PUBLIC FORUM**

Tim Orcutt, Worcester Road, questioned the need for the chain link fence around the fire pond located across from his property. He stated that the fence is an eyesore and is not in keeping with the rural character of the neighborhood. M. Johnson stated that this fire pond is located close to the road. The water depth of this pond is six feet. Because of the steep embankment from the road to the pond, this six foot high chain link fence was installed to prevent people, especially children, from falling down the embankment into the pond.

T. Orcutt asked if there is some way that the fence could be hidden, except for the gate, by planting natural vegetation. The Board will refer this question to the Fire Chief.

**CORRESPONDENCE AND OTHER BUSINESS**

***Lease of Land for Farming Purposes (Woodmont Orchard):*** C. Hallsworth explained that reference to liability and insurance was added to this document. The Lievens are currently reviewing the agreement. M. Johnson stated that he questioned section F-7 regarding public access. He asked who would be responsible for marking trails, the Town or the Lievens. This question will be referred to Peter Baker.

***Conservation Easement Report from Nichols-Smith Conservation Land Trust (N-SCLT):*** The N-SCLT has submitted their easement report for the Woodmont Orchard property. Site visits were conducted on September 17<sup>th</sup> and October 16<sup>th</sup>. The report includes photos and a general description of the property. The boundaries have been flagged and blazed

except for the common driveway on Plain road. There are six existing buildings on the property that are not related to agricultural activities. This report will be forwarded to the Land Stewardship Committee for their recommendations regarding the buildings. The cost of this report was \$615.

## SIGNATURES

The Board signed the following:

- Annual Snow Removal Ordinance-This ordinance prohibits the placement of snow on public roads and parking on streets that impedes snow removal.

*MOVED by Mark Johnson, seconded by Melinda Willis, that the Selectmen adopt and sign the Annual Snow Removal Ordinance, as presented. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

- Timber Tax Collection

*MOVED by Mark Johnson, seconded by Peter Band, that the Selectmen authorize the Tax Collector to collect \$10.19 in timber tax for property identified as Map 14.Lot 37, as presented. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

- Intent to cut-Map 17/Lots 5 and 8

*MOVED by Mark Johnson, seconded by Peter Band, that the Selectmen sign the intent to cut for Map 17/Lots 5 and 8, as presented. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

## VOLUNTEER INTERVIEWS

**Jim Usseglio:** Because of his background as a CPA specializing in taxation, J. Usseglio initially volunteered to serve on the Property Tax Equity Committee. M. Johnson asked if he would be willing to serve on either the Zoning (ZBA) or the Planning Boards. M. Johnson and Peter Band explained the differences between the two boards, the time commitment involved and the distinction between alternate and regular members. J. Usseglio stated that he felt that with his experience, he would prefer appointment to the ZBA.

**Gerald Moore:** G. Moore stated that he practices law in Massachusetts and is legal counsel for the City of Lowell. He has extensive experience in land use law. He emphasized that he is not a member of the New Hampshire bar nor does he practice law in New Hampshire. He stated that he understands the nature of the ZBA and after being approached by Mark Johnson, agreed to consider a position on this board. He added that he did speak to ZBA Chairman John Andruszkiewicz regarding this position.

**Public Hearing:** M. Johnson stated that prior to appointing a new member to the ZBA, the Board must formalize the resignation of a current member. This ZBA alternate member has a history of missing meetings. He has not responded to a letter, sent six weeks ago, requesting his resignation. Board members agreed to post notice of a public hearing to be held on November 21<sup>st</sup> for the removal of this volunteer board member.

*MOVED by Mark Johnson, seconded by Peter Band, that the Selectmen post a public hearing for November 21<sup>st</sup>, 2005 for the purpose of removing an appointed member from the Zoning Board of Adjustment. The reason for removing this appointed member is lack of attendance at scheduled meetings.*

The date of the public hearing was extended to November 28<sup>th</sup> to give this person a chance to respond to a second letter requesting his resignation, prior to posting the public hearing notice.

*MOVED by Mark Johnson, seconded by Peter Band, that the Selectmen post a public hearing for November 28<sup>th</sup>, 2005 for the purpose of removing an appointed member from the Zoning Board of Adjustment. The reason for removing this appointed member is lack of attendance at scheduled meetings. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

## **ABATEMENTS**

**Map 13/Lot 19:** A correction was made to the acreage resulting in an abatement of \$158.

*MOVED by Mark Johnson, seconded by Melinda Willis, that the Selectmen abate taxes totaling \$158 for property identified as Map 13/Lot 19, as submitted. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

## **APPROVAL OF MINUTES**

*MOVED by Mark Johnson, seconded by Peter Band, that the Selectmen approve and keep sealed the NON-public minutes of Monday, October 31, 2005 (5:30 PM), as submitted. Voting in favor of the motion were Johnson, Lindsay and Band. None were opposed. Willis abstained. Manoukian was absent. The motion PASSED 3-0-1.*

*MOVED by Mark Johnson, seconded by Peter Band, that the Selectmen approve the public minutes of Monday, October 31, 2005 (6:05 PM), as amended. Voting in favor of the motion were Johnson, Lindsay and Band. None were opposed. Willis abstained. Manoukian was absent. The motion PASSED 3-0-1.*

*MOVED by Mark Johnson, seconded by Raymond Lindsay, that the Selectmen approve and keep sealed, except for the non-personnel portions of the minutes dealing with the DPW, the NON-public minutes of Monday, October 31, 2005 (7:30 PM), as submitted. Voting in favor of the motion were Johnson, Lindsay and Band. None were opposed. Willis abstained. Manoukian was absent. The motion PASSED 3-0-1.*

## **Excerpts from the October 31<sup>st</sup> Meeting Released to the Public**

**DPW Issue:** A. LeBlanc reported that the DPW was called in to cut a tree that had fallen across a cable line on Worcester Road. A police officer was also called to the scene. Board members agreed that the \$250 bill should be sent to Charter Communications.

**Merrill Lane Washout:** A. LeBlanc informed the Board that when the Husks re-graded their driveway it caused a washout onto Merrill Lane. He stated that the DPW, in order to correct the situation, would have to construct a swale to handle the runoff.

*MOVED by Mark Johnson, seconded by Peter Band, that the Selectmen approve and the public minutes of Thursday, November 3, 2005 (7:00 AM), as submitted. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

## **NON-PUBLIC SESSION**

*MOVED by Mark Johnson, seconded by Peter Band, that the Board enter NON-public session in accordance with RSA 91-A:3-II- (a) and (c) for the consideration of personnel matters and matters that if discussed in public would likely affect adversely the reputation of a person. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

The Board entered non-public session at 7:47 PM.

## **CONCLUSION OF NON-PUBLIC SESSION**

*MOVED by Mark Johnson, seconded by Peter Band, that the Board seal the minutes and come out of non-public session. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

The Board came out of non-public session at 8:44 PM.

## **ADJOURNMENT**

*MOVED by Mark Johnson, seconded by Peter Band, that the Board adjourn. Voting in favor of the motion were Johnson, Lindsay, Band and Willis. None were opposed. Manoukian was absent. The motion PASSED 4-0-0.*

The Board adjourned at 8:44 PM.

Respectfully submitted,

Cathy Hoffman, Secretary