

Board of Selectmen
Minutes December 04, 2018

Convened at 6:00 pm

Present: Robert Mantegari, Chair
Andrew Artimovich
David Menter
William Faria
Phyllis Thompson

Mantegari called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Kip Kaiser, Building Inspector, had the following permits to be signed this week:

- Cynthia Tolbert, 337 Middle Road, 2 horse stalls: signed by Board
- Matthew Vitti, 20 Lebreaux Street, electrical for pool: signed by Board
- William Dunkerly, 313 Rte. 125, grow room for mushrooms: signed by Board
- Laurie Loosigian, 66 Rowell Road, generator: signed by Board.

Kaiser said HB1472 has passed which states that completed energy code compliance forms shall be accepted by all code enforcement authorities within the state of New Hampshire as one method of verification that the applicable project meets the code requirements. Previously they were submitted to the PUC for review and approval. Kaiser said that any permit that is submitted for an addition, finished basement, new dwelling, etc. will need to complete this form. He will review with other communities to come up with an appropriate fee structure.

Kaiser said the salt shed is near complete. The projected cost was \$64K plus 30% for project management bringing the total to \$83 approved. The cost is \$66,513 plus \$12,053 in approved changed orders beyond the original scope bringing the project total to \$78,566. The board thanked Kaiser for his hard work and diligence as the project was completed successfully and under budget.

There is a need to install some lighting that will broad cast light into the general yard up to the shed location. It will run on a dusk to dawn timer. It will require the setting of one pole by the highway building and may be relocated when the addition is built. The cost is \$500 for each light for a cost \$ 1,500 for one pole and if an extension of underground electric for a second pole and light is approved that would add an additional \$2,000. Faria made a motion, 2nd by Artimovich to approve \$3500 to be expended from the CRF for highway additions. All were in favor.

There is a mobile home on 73A Scrabble Road that is in disrepair. A new building was built and Kaiser is scheduled to do the final inspection on Thursday. He is requesting that within a week of the CO for the new building being issued, that Mantegari posts the old mobile home as it is not habitable. The owner would be allowed access to remove all of his belongings but not to occupy or sleep.

Artimovich made a motion, 2nd by Menter to appoint Ian Matheson as animal control officer for one year. All were in favor.

The board reviewed the following budgets:

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Highway

Clement suggested the board started by interpreting the amendment to the operating budget at 2018 town meeting and decide how they want to proceed with Robinson's salary and bonus. Menter said the towns people want Robinson to make that much money, and he said he did not want to take it back. Mantegari said you cannot bind a future town meeting and the going rate for that position is about \$66K. Thompson said it should not be a bonus and should be included in a weekly salary. Thompson said the town does not have a pay scale with a max wage. Mantegari said he does not want to overpay the position. Artimovich said they (as a board) did not decide that, town meeting did. He went on to say that he has never worked a job where he has had to take a pay cut. The board went back and forth reviewing the numbers to include the \$8000 bonus in the budget or not. Artimovich suggested placing the bonus amount in a warrant article and let the town meeting decide if that should be a permanent wage adjustment. Artimovich made a motion, 2nd by Faria to approve the highway budget of \$543129 and place a warrant article on the warrant for the \$8000 bonus (plus taxes and NHRS). The motion carried with Menter opposed as he thought it should be included in the operating budget.

Clement said Steve Cummings was driving through town and went down Prescott Road. He viewed the headwalls and newly installed guardrails on Prescott Road when he came through, and said that as they are, they are a hazard and safety issue, as the headwall sticks out far in front of the guard rails. He told some remedies for this, such as adding curbing that begins on the outermost portion of the headwall and tapering back. Robinson said they were installed as they were engineered. Whitehouse asked if the town engineer reviewed the plans prior to construction. Mantegari said the original engineer was Dubois and King. Artimovich said the problem is that the town had an engineered plan and then town meeting changed the scope of the project and the plans could not be used as they were. Faria said they need to determine who is responsible, if this was an oversight as he had concerns of a plow wing hitting the abutment. Artimovich said ultimately, the Road Agent is responsible to oversee the construction. The board asked Robinson to look into this and come up with a remedy.

Robinson said Rowell Road West is closed and may be until spring. He said the water is too high to replace the culvert that has failed.

Animal Control Officer

The budget was reduced to 8 hours per week for calls. Reduction from \$100 to \$40 for subscriptions/\$40.00 cost for ACOANH (Animal Control Officers Association of NH) included in subscription is free training. Reduction in training line from \$1000 to \$800. This should cover cost of UNH annual training. Reduction in Equipment/Uniform line from \$1200 to \$900. Reduction in salary line from \$8553 to \$5917.60. Overall reduction in initial proposed 2019 budget to amended 2019 budget= \$3,597. Faria suggested reducing the mileage and uniforms to get the bottom line closer to \$9000. Menter said the board asked Arcieri to come back with a budget about 4% increased and she did just that. Artimovich said the budget was on track to spend \$9000 and that did not include uniforms. Faria made a motion to approve the ACO budget of \$9041.70. The motion died for lack of a second. Menter made a motion, 2nd by Artimovich to approve the ACO budget of \$9841.70. The motion carried with Faria opposed.

Police

Arcieri reviewed the research on various wage studies done for the NH Seacoast, Rockingham County, State of NH, and also factored in years of experience. She is proposing a 7.8% increase for Captain Roy from \$33.18 to \$36 to get closer to the average range based on research. The 7th officer requested was removed to include salary and benefits.

$\$952,977.60 - \$825,791.10 = \$127,186.50$ increase **(15% increase from 2018 to 2019 budget)**

$+\$56,831.92$ increase in costs in Retirement/Healthcare/Dental/Life

Insurance/Short term disability/FICA/Medicare **(equates to a 9% increase to 2019 budget in uncontrolled costs)**

$\$952,977.60 - \$56,836.92 = \$896,146.08$ divided by $\$952,977.60 = 9\%$

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15% - 9 = 6 % increase in overall budget

\$40,000 for a cruiser equates to 10% of the overall 2019 budget. Arcieri will not be requesting a new cruiser in 2019. If include uncontrolled costs and \$40,000 savings in cruiser= **-4% increase so technically we are down 4%.**

Artimovich asked why the uniforms was increasing. Arcieri said it cost \$3800 to outfit a new officer and she anticipates 2. Menter asked about the miscellaneous expenses. Arcieri said that is a new leased copier and security cameras for the police department. Faria asked what the average rate is for officers. Arcieri said she thought it was \$24 an hour for officers with 4-5 years of experience. She has budgeted for 3% increases for all officers to keep in range. Menter made a motion, 2nd by Artimovich to approve the police budget of \$952977.60. The motion carried with Mantegari abstaining.

Robinson said a pedestrian almost was hit crossing the street at Lindys and the owners are requesting a cross walk. Robinson said he will talk with Glenn Greenwood and the state to see what can be done.

Artimovich made a motion, 2nd by Faria to sign the Wreaths Across America proclamation for 2018. All were in favor. Thompson and Menter will be present on 12/15 at noon to read the proclamation at Tonry Cemetery.

Menter made a motion, 2nd by Thompson to sign Jim Michaud's 2019 assessing contract. All were in favor.

Artimovich made a motion, 2nd by Thompson to approve 5 veterans' credits. All were in favor.

Artimovich made a motion, 2nd by Menter to approve 1 veteran's credit. All were in favor.

Clement said suburban is offering the price of \$1.595 for propane and will buy tanks from AmeriGas. They assure Clement that there are no fees to switch. Clement said the tanks need to be drawn down to 5% to avoid the pump out cost of \$149 per tank. Artimovich asked Arcieri if the midnight officer could check all gauges while on shift and let Clement know when the gauges are nearing 5%. Arcieri said no problem.

Faria made a motion, 2nd by Menter to approve the public minutes of 11/27/2018 as written. The motion carried with Artimovich and Thompson abstaining.

Debt Service

Artimovich made a motion, 2nd by Menter to approve Debt Service- TAN at \$30000. All were in favor.

Government Buildings

The custodial line is up \$1020 due to an increase in contract price. The telephone line is up \$300 due to an added phone line. The electricity is up \$14000 as that is the fee paid to Revision for energy, which is offset by the revenue received from the surplus energy created by the solar panels. Artimovich made a motion, 2nd by Faria to approve the government buildings budget of \$83882. All were in favor.

Christiansen suggested developing a job description and pay scale for the positions, specifically road agent (due to town meeting amendment).

Whitehouse said the archive link on the website is not working. Clement will look into it.

At 8:02 pm a motion was made by Mantegari, 2nd by Artimovich to go into nonpublic sessions per RSA 91-A: 3, II (a) to discuss personnel. Mantegari- aye, Artimovich - aye, Menter - aye, Faria-aye, and Thompson - aye. The motion carries.

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At 8:44 pm a motion was made by Menter, 2nd by Thompson to come out of nonpublic session and seal the minutes. Mantegari– aye, Artimovich – aye, Menter –aye, Faria-aye, and Thompson – aye. The motion carries.

Mantegari made a motion, 2nd by Faria to adjourn the meeting at 8:44pm. All were in favor.

Respectfully submitted,

Karen Clement

WEEKLY TREASURER'S REPORT				
DATE:		12/4/2018		
Citizens General Fund:				
	Previous Balance:	19,142.45		
	Deposits:	3,812,913.65		
	Payroll:	28,647.15	DD: \$24502.42	CK: \$4144.73
	FICA:	7,108.57		
	to Impact Fees			
	A/P: Regular	\$218,081.83	Bell&Flynn: \$177,786	
	Non-A/P			
	void checks			
	From MMA			
	to Recreation	250.00		
	TO MMA	3,500,000.00		
	Account Balance:	77,968.55		
	Interest Earned YTD:	41.77		
	CD's	-		
MMA:	Unrestricted Balance	5,303,884.58		
	Total Invested Funds:	5,303,884.58		
	Interest Earned YTD:	21,882.63		