



**BOARD OF SELECTMEN**  
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**BOARD MEETING MINUTES**  
**January 4, 2016**

**Selectmen Present:** Nancy Carney, Chris Holman arrived at 7:10 p.m., Susan Silverman

Ms. Carney called the meeting to order at 7 p.m.

**PRIMARY:**

**\*\*\* APPROVE MINUTES**  
- **December 28, 2015**

Ms. Silverman made a motion to approve the minutes. Ms. Carney seconded. Ms. Carney - Yes, Ms. Silverman - Yes.  
Approved – 2-0

**\*\*\* APPROVE MANIFESTS**

Ms. Silverman made a motion to approve the manifests. Ms. Carney seconded. Ms. Carney - Yes, Ms. Silverman - Yes.  
Approved – 2-0

**\*\*\*\* CONSTRUCTION PERMIT**  
**MAP 15, LOT 30**

**Map 15, Lot 30** - Ms. Silverman made a motion to approve the permit for Map 15, Lot 30. Ms. Carney seconded.  
Ms. Carney - Yes, Ms. Silverman - Yes. Approved – 2-0

**7:15 MEET WITH CHIEF DISALVO**  
- **Discuss Cruiser Purchase**  
- **Discuss Towing Vendor**  
- **Discuss Richmond Case**

**Discuss Cruiser Purchase** – Ms. Carney asked Chief Leonard DiSalvo if he had received any quotes. Chief DiSalvo shared that he had received a quote from MHQ in the amount of \$33,526.25 for a Dodge Charger, AWD. The quote included additional equipment that can't be transferred from the old cruiser. Chief DiSalvo would like to go with a Dodge instead of a Taurus, as it is a bigger car and is an 8 cylinder. Ms. Silverman asked if Chief DiSalvo was considering a lease or purchasing out right. Chief DiSalvo shared that he had looked back at all of the Police Department CIP requests and the full amount was requested. Chief DiSalvo shared that a lease was done on the explorer and asked what the Selectmen wanted. Ms. Silverman stated it was Chief DiSalvo's decision. Discussion continued on whether to purchase or lease and Chief DiSalvo asked what was better for the Town. Ms. Silverman asked Chief DiSalvo to find out about leasing and the costs involved. Ms. Favreau shared that the quote from MHQ was for purchasing the Dodge Charger and a quote to lease was needed. Ms. Carney stated the Warrant Article would list the full amount. Ms. Silverman shared that Chief DiSalvo needed to propose what his department needed as he was in charge of his budget. Mr. Holman asked when a Warrant Article was done – for leasing or purchasing. Ms. Favreau shared that a Warrant Article needed to be done whether leasing or purchasing to be approved by the voters. Ms. Favreau suggested that Chief DiSalvo look at his long term budget needs, especially if looking to purchase/lease another cruiser. Chief DiSalvo would get the additional information to Ms. Favreau. Discussion continued on the need for additional cruisers. Ms. Silverman suggested that Chief DiSalvo have a rationale and a plan for additional cruisers. Ms. Silverman shared that Chief DiSalvo's CIP request was a projection and it could be adjusted.

**Discuss Towing Vendor** – At 7:25 p.m. Ms. Silverman made a motion to go into non-public session under RSA 91-A:3 II(c). Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 7:30 p.m. Ms. Silverman made a motion to leave non-public session and seal the minutes. Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

**Discuss Richmond Case** – Ms. Favreau shared that she hasn't heard any additional information and that she had asked Richmond's Town Administrator for the information. Ms. Favreau was informed that Richmond had checked with their attorney and were told that they could release the information. Richmond's Chief of Police stated that Chief DiSalvo needed to request the information. Chief DiSalvo reviewed the details of the incident that occurred in May 2015. The Selectmen wanted to make sure that everything was covered on our end and Chief DiSalvo stated that we were clear.

Mayer Molding Building – Chief DiSalvo had spoken with the Real Estate person. They were working on putting together a proposal and would contact Chief DiSalvo this week.

Chief DiSalvo shared that the physical training test would determine when the part-time officers would attend the academy. The academy schedule was Tuesdays and Thursdays – 6-10 and 8-4 or 5 on Saturday for 12 weeks for a total of 200 hours. Chief DiSalvo shared what would be covered at the academy. Mr. Holman asked if the part-time officers could work detail and Chief DiSalvo shared that after 6 months they can't work alone.

Ms. Silverman asked why Chief DiSalvo chose to work 4 long days and Chief DiSalvo replied that he had done that for a long time, even before becoming the Chief. Ms. Silverman stated that she understood the decision to park cruisers at Meadowood but the Police Department appears to be closed up and felt there should be more presence. Chief DiSalvo stated that even if a cruiser was out there was someone there. Ms. Silverman shared that she wanted more presence in Town. Ms. Favreau asked if it would deter someone from stopping in if there were no vehicles. Ms. Favreau shared that she had heard a couple of comments that there wasn't anyone there. Ms. Carney asked about parking a cruiser there. Ms. Silverman stated that she was asking for visibility – appearance that there was someone around. Discussion continued on parking cruisers, people at the Police Department, not having any vehicles at the Police Department, and the impression that there was very little activity at the Police Department.

Chief DiSalvo shared that Debbie Boncal's desk was old and had been repaired before. Ms. Carney asked for the cost of a new desk. Chief DiSalvo shared that Debbie currently had an L-shape desk with a hutch. Ms. Carney asked for 3 quotes. Chief DiSalvo wanted to purchase under his 2015 budget. Ms. Favreau shared that Mr. Holman thought the purchase could get approved without going through the Selectmen but Ms. Favreau didn't feel comfortable approving the purchase of a \$3,000 desk. Mr. Holman asked about the \$1,800 desk from Staples and that it could be ordered today under the 2015 budget. Discussion was held on the cost and how that looked to tax payers, shipping cost and trying to get under 2015 expenditures. Ms. Silverman stated that in the future, Department Heads needed to look at their budgets and determine what equipment was needed. Chief DiSalvo stated that it was his fault that it was at the last minute. The Selectmen reviewed the quotes. Chief DiSalvo shared they wanted to get a desk that was like the one they already have.

Mr. Holman made a motion to approve the purchase of a desk from Staples in the amount of \$1,799.95 Ms. Carney stated her concern was that we are so far into the New Year and asking to pay from 2015 funds. Ms. Carney also stated the desk had been broken for some time now and she understood that they tried to fix it but it should have come to the Selectmen a few months ago. Chief DiSalvo stated that a desk wasn't specifically budgeted for and Ms. Silverman stated that Chief DiSalvo had room in his operating budget. Ms. Carney wanted the funds taken out of the 2016 budget. Mr. Holman stated that his motion didn't specify either year. Ms. Carney seconded the motion and stated the desk was to be purchased from the Police Department's 2016 budget. Mr. Holman acknowledged that it was a friendly amendment. Ms. Carney – Yes, Mr. Holman – Yes, Ms. Silverman – Abstained. Approved 2-0

Ms. Carney asked Chief DiSalvo to use the purchase requisition form and submit with the purchase. Ms. Silverman asked that going forward, Chief DiSalvo make an assessment during the year of what the needs were. Chief DiSalvo stated that he thought with surplus funds it could go forward. Ms. Silverman stated the surplus funds were there in November.

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## **REVIEW INVOICE CLOUD INFORMATION**

Ms. Favreau reviewed the information on Invoice Cloud that would allow property owners to pay their taxes on-line. The software works alongside Avitar and allows property owners to pay invoices on-line for a service fee of 2.95% for credit cards and 95 cents for electronic checks. Deposits would go into the Town's bank account and are reconcilable in the biller portal. There are no upfront, annual or monthly fees to the Town.

Ms. Silverman made a motion to approve upgrading to the expanded configuration for a one-time upgrade fee of \$155, with the condition that Jane Wright have sufficient time to setup. Ms. Carney seconded. Ms. Carney – Yes, Susan Silverman – Yes. Approved 2-0

\*\*\* **REVIEW LIST OF APPOINTMENTS NEEDED IN MARCH**

The Selectmen reviewed and discussed the appointments needed in March. Ms. Favreau would post the vacancies in the newsletter.

\*\*\* **PIPELINE**

- **NH Municipal Pipeline Coalition**
- **Letter from Attorney Arthur Cunningham to Eugene Forbes, Director, NH DES**
- **Notice of FERC Filing Extension – January 15, 2016**
- **Notice of SEC Public Meeting – January 5, 2016**

**NH Municipal Pipeline Coalition** – The Selectmen reviewed the November 2015 Update.

**Letter from Attorney Arthur Cunningham to Eugene Forbes, Director, NH DES** – The Selectmen reviewed the letter from Attorney Arthur Cunningham to Eugene Forbes, Director, NH DES regarding RSA 91-A Request. Attorney Cunningham asked for a copy of all documents that have been received regarding Kinder-Morgan and/or Tennessee Gas Pipeline communications and filings that affect waters of N.H., as NH DES would be required to issue a Clean Water Act Section 401 Certificate for the project to Kinder-Morgan. Attorney Cunningham also asked for a copy of documents generated by NH DES to or relevant to Kinder-Morgan communications.

**Notice of FERC Filing Extension – January 15, 2016** – The Selectmen reviewed.

**Notice of SEC Public Meeting – January 5, 2016** – The Selectmen reviewed and discussed.

\*\*\* **BUDGET**

- **Highway On Call Pay**
- **Transfer Financial Administration Overage**

**Highway On Call Pay** – Ms. Favreau reported that the Selectmen during their previous discussion regarding on-call pay for highway employees had not made a decision. Ms. Carney reviewed Mr. Cuomo's proposal and time period for on-call pay. Ms. Favreau shared that she had contacted other Town Administrators to find out if they had on-call pay and had only heard from one town and they have one employee that is on-call year round. Mr. Holman stated that they didn't have enough information to make a decision. Ms. Silverman asked about making a wage adjustment. Ms. Favreau stated that a further study could be done to look into the highway department. Ms. Silverman asked that a memo be sent to the Road Agent notifying him that the Selectmen were looking into adjusting the wage scale to include on-call. Mr. Holman discussed the responsibilities of departments and how they overlap and asked about making it a stipend. After further discussion, the Selectmen agreed to look at the wage scale.

**Transfer Financial Administration Overage** – Ms. Favreau reported that Line 4150 - Financial Administration had an overage of \$156.29 because the audit cost more than what was budgeted. Mr. Holman made a motion to move \$156.29 from the Welfare budget to Line 4150 - Financial Administration.

\*\*\* **LAND DONATION**

- **Map 16, Lot 14**

The Selectmen discussed the land donation - Map 16, Lot 14 - Scott Pond Road. After a lengthy discussion, the Selectmen agreed to decline the donation.

Mr. Holman made a motion to send a thank you letter declining the donation. Ms. Silverman seconded. Ms. Carney - Yes, Mr. Holman – Yes, Ms. Silverman - Yes. Approved – 3-0

\*\*\* **REVIEW HOLIDAY SCHEDULE FOR 2016**

Ms. Favreau shared that if the Holiday was on a Monday, the office was always closed. The Selectmen discussed their January 18<sup>th</sup> and February 15<sup>th</sup> meetings as they fell on a Holiday. After discussion, the Selectmen agreed to cancel their meeting on January 18<sup>th</sup> and to reschedule their February 15<sup>th</sup> meeting to February 18<sup>th</sup> at 1 p.m.

\*\*\* **NON-PUBLIC SESSION – PENDING LITIGATION - RSA 91-A:3 II(e)**

At 8:34 p.m. Mr. Holman made a motion to go into non-public session under RSA 91-A:3 II(e). Ms. Silverman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

At 8:35 p.m. Ms. Silverman made a motion to leave non-public session and seal the minutes. Mr. Holman seconded and the motion passed 3-0. Roll Call vote: Ms. Carney - Yes, Mr. Holman - Yes, Ms. Silverman - Yes.

**OTHER BUSINESS:**

Ms. Silverman asked to have a meeting on Saturday, January 16<sup>th</sup> from 9 a.m. – Noon to update residents on the pipeline. Mr. Holman asked if the meeting could be held on February 6<sup>th</sup> as he wanted to wait for the report from Rick Van De Poll. Ms. Silverman stated we had mentioned in the newsletter that we would have an update in January. Ms. Silverman also stated another meeting was needed on the prime wetlands, even if there wasn't a vote on it this year. After discussion, the Selectmen agreed to hold the meeting on January 16<sup>th</sup> from 9 a.m. – Noon. Representatives Jim McConnell and Carol Rose Roberts would be asked to attend. Ms. Carney asked that a meeting be held in February on the Prime Wetlands Study. Ms. Favreau would contact Rick Van de Poll to find out his schedule.

Ms. Carney reported the Budget Committee would be reviewing the Code Enforcement, Selectmen and General Government Buildings budgets at their meeting on Thursday.

Ms. Silverman asked about scheduling another meeting to prepare the budget. Ms. Carney suggested coming in early on Monday before the Board of Selectmen's meeting. Ms. Favreau shared that they only needed an hour and suggested to schedule the first hour of the Selectmen's meeting to discuss the budget. After discussion, the Selectmen agreed to meet at 6 p.m. on Monday, January 11<sup>th</sup>. Ms. Favreau shared that she would be meeting with Mr. Cuomo to reduce his 2016 budget request as he was able to make purchases from his 2015 budget.

Ms. Carney asked that the porta potty be moved to the Fire Station.

Mr. Holman reminded the Selectmen that he would be meeting with the Recreation Commission on January 11<sup>th</sup>.

Mr. Holman made a motion to adjourn the meeting at 8:35 p.m. Ms. Silverman seconded and the motion passed. 3-0

Submitted by:

Sheryl White  
Secretary to the Board of Selectmen

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Nancy Carney, Chairman

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Chris Holman

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Susan Silverman  
Board of Selectmen