

SANBORNTON BOARD OF SELECTMEN'S MINUTES
September 24, 2014
Town Offices

The Board of Selectmen convened in regular session Wednesday, September 24, 2014 at 4:30 p.m. at the Town Offices. Selectmen in attendance were Karen Ober and Johnny Van Tassel. TA Veloski was also present. Dave Nickerson was absent.

PLEDGE OF ALLEGIANCE – All in attendance recited the pledge of allegiance.

1.0 Public Comment – None at this time.

2.0 Department Heads Re: Proposed 2016 budget

Executive Administration (4130) – TA Veloski explained that line #115 has never been broken out before because of the accounting software and the line was under budgeted in 2014, which was his mistake. The line has been adjusted to reflect hourly pay. TA Veloski stated line #620 was increased because it has historically been under budget. 3% increase overall.

Election & Registrations (4140) – Has decreased by 40%, due to the number of elections.

Financial Administration (4150) – The Board reviewed the decreased printing line (#550) which is the appropriation for the printing of the Town Report. TA Veloski stated line #628, office equipment is for a new computer.

Town Clerk & Tax Collector (4151) – TC/TC Davis explained her salary line has been increased from \$40K to \$45K because it is close to the salaries of surrounding TC/TC's and now has her four year certification. TC/TC Davis stated an increase of \$975 dollars is needed in the software maintenance contracts line for a one time BMSI update. TC/TC Davis reported the cash register will no longer be serviced but she has a plan in case it stops working and will be researching switching over to credit cards/debit cards before proposing an increase in her budget. TC/TC Davis expressed concern with the training line going over budget but has decided to leave it as is.

Revaluation of Property (4152) – Has decreased by 4%.

Personnel Administration (4155) – On hold until a recommendation comes from the study committee.

Planning Board (4191) – Overall increase of 1%.

Zoning Board (4192) – ZBA Chair Olmstead explained there are a lot of new members needing training, so the meetings & conference line has been increased. Overall increase of 1%.

General Government Buildings (4194) – Heating fuel was increased by \$5K, as an average number of the past four years. Overall increase of 6%.

Cemeteries (4195) – Level funded.

Insurance (4196) – TA Veloski reported this is the best price to date and has been level funded.

Other General Government Buildings (4199) – Overall increase of 2%.

Police Department (4210) – Chief Hankard reported the 1.5% salary increase is reflected with a small decrease in overtime and everything else is level funded. Overall increase of 1%.

Fire Department (4220) – Chief Dexter provided the Board with the proposed Lakes Region Dispatch (line #332) increase of \$1,688 dollars based upon a Capital

improvements program factor, which hasn't been a factor in the past. Chief Dexter stated \$1,250 dollars for the repeaters and \$400 dollars for the radio consoles that is divided in equal shares to each community but has not been voted on yet. Chief Dexter noted he will keep the BOS informed when a final decision is made. Chief Dexter explained he moved a few hundred dollars out of professional services into computer service, so the department can switch from the "Firehouse" system to the "Enterprise" computer system.

Emergency Management (4291) - Level funded.

E911 (4292) – Level funded.

Forest Fire Control (4290) – Level funded.

Highways & Streets (4312) - Director Bordeau explained he increased the hired equipment trucking, due to the rental of the excavator and decreased hired snow removal because they have an additional employee this winter. Director Bordeau stated oil was also increased because Fairfield has recommended the changing of the hydraulic oil more frequently, vehicle repairs has been increased based on the line's history, tires was increased but there are still no spares in stock and the uniform contract is up 1-2% over last year. Overall increase of 4%.

Transfer Station (4324) – TA Veloski stated the NRRA hired trucking costs have been moved out of contract services. TA Veloski noted the Transfer Station produced \$78,317 dollars in revenue last year. Overall increase of zero percent.

Landfill (4325) - Overall increase of 1%.

Health & Welfare (4411) - Overall increase of 1%.

Health & Community Organizations (4415) – Requests have been received from each organization listed in this section of the budget, if the BOS were to approve all requests made it would be a 45% increase (\$18, 834 dollars total).

General Assistance (4441/4445) – OPW Van Tassel explained that some of the fuel expenses were going into the vendor payments, so that line has been adjusted. OPW Van Tassel reported she has been looking at County assistance and after a recent meeting with the Community Action Program, she is feeling positive about receiving fuel assistance. OPW Van Tassel noted her goal is to get the budget back to where it was before the economy went bad, which is being chipped at slowly. OPW Van Tassel stated she is not requesting a salary increase this year. Overall increase of 3%.

Culture & Recreation (4520) – Coordinator Lonergan reported general supplies has been increased, transportation (buses) has been increased for field trips and the portable toilets has been increased due to a new contract with Byron's Septic. Recreation generated \$56K in revenue last year. Overall increase of 2%.

Library (4550) – The retirement line has seen a slight increase in rates and an increase of the computer software & computer hardware lines for upgrades. Overall increase of 1%.

Patriotic Purposes (4583) – Overall increase of 2%.

Conservation (4611) – Overall increase of 1%.

Debt Service, Principal & Interest (4711 & 4721) – The BOS reviewed.

Individual Warrant Articles – Article #1 EMS Billing, Chief Dexter explained that the ambulance revenue has increase on the Comstar billing system, so this will be a wash.

Article #2 Hire two full-time Firefighters/EMT's, Chief Dexter stated this article would give the Fire Department the ability for full coverage (Monday thru Friday) with per-diem on the weekends and would provide better service to the taxpayers. Chief Dexter provided the BOS with a break out of a shift schedule, salary & benefit costs and response times. The BOS reviewed. Chief Dexter stated he would like to hold Informational Meetings and have the discussion at Town Meeting. Addendum attached.

3.0 Recreation Buildings w/ Recreation Commission – Selectman Van Tassel stated the Recreation Commission discussed the buildings at their last meeting and have decided to wait until after more information is available from Primex's Independent Contractor.

Chair Ober asked Coordinator Lonergan if she had more files to move and Coordinator Lonergan replied she moved some into the other building. Chair Ober replied the file shouldn't have been moved into the other building, both were condemned. Selectman Van Tassel stated more communication is needed and asked if they (Lonergan & Bordeau) knew about using the Transfer Station for storage. The response was no. Chair Ober stated the shelving could be moved to the Transfer Station for recreation things and the Town Hall could be used for things needed at the School. Selectman Van Tassel stated he feels the air quality should be checked, so none of the Town's employees get sick and he is not seeing any teamwork, the Town is in crisis mode with two employees that are displaced. Selectman Van Tassel stated he feels the DPW should be more involved because they are in charge of building maintenance, he understands how busy they are but the move could have been completed in a few hours by the entire crew. Renting a "U-Haul" truck was also suggested. Coordinator Lonergan stated Health Officer Tobin instructed her to keep the space aired out. Chief Dexter expressed concern with the mold contaminating other items. Selectman Van Tassel suggested the NH DES be contacted for a determination on the mold before anything else is relocated then come up with a plan of where to store everything. AS Rollins informed the BOS of the PB's decision to create a five member Space Needs Advisory Committee, comprised of four Board/Committee Members and one Citizen. After a brief discussion the Board agreed one Planning Board member, one Selectman, one Recreation member and one Budget Committee member would be appointed. TA Veloski to advertise for one Citizen.

4.0 Welfare update – OPW Van Tassel stated everything is going great and fuel assistance will begin October 1st.

5.0 Ralph Rathjen – Health Insurance Study update – Mr. Rathjen explained the committee has met three times and he was appointed Chair. Mr. Rathjen provided the BOS with a report on the work of committee and recommended the Town look exclusively at "Health Trust" and move forward with "NEEBCO" as the Town's Insurance broker, who will look at Anthem, Harvard Pilgrim & United Healthcare. Selectman Van Tassel made a **motion** to go with "NEEBCO" as the Town's Insurance Broker for health coverage effective 10/1/14, while considering Health Trust as an exclusive carrier. Chair Ober **seconded** the motion and the **motion passed unanimously**.

6.0 Old Business

6.1 Part-time benefits / wages – The BOS will wait to make a decision until some criteria is drafted.

6.2 Transfer Station – Chair Ober stated she would like more information regarding when the Transfer Station position was moved to the DPW, how much money was moved. Selectman Van Tassel noted the position would probably be around a \$40K salary with benefits. Selectman Van Tassel asked Director Bordeau how much time he spends at the Transfer Station and Director Bordeau replied he picks up the deposits then spends a few hours there on Saturdays (3-4 hours a week), 7-8 hours a week on buildings. Selectman Van Tassel noted if the Transfer Station is taken away then the position wouldn't be for a Director of Public Works (DPW), it would be highway only. Tabled for further discussion.

6.3 Tree Warden Request – Tree Warden, Steve Ober referred to RSA 230:145 and 146, then reviewed the statutory requirements with the BOS. TW Ober asked for approval of a letter to be sent to property owners with dangerous trees and noted the letter is not necessary but would be helpful in case someone was to refuse to remove a tree. Selectman Van Tassel made a **motion** to approve the Tree Warden's letter regarding hazardous trees. Chair Ober **seconded** the motion and the **motion passed unanimously**.

DPW Director Bordeau referred to RSA 236:10 and stated he already has the authority to ask for a road bond but a non-discriminatory form has been made with a rating system. Director Bordeau noted one hundred feet of roadway would cost approximately \$12,500 dollars. Another Public Hearing will be scheduled for October 15, 2014.

6.5 Lights at Transfer Station – Selectman Van Tassel made a **motion** to approve the installation of two lights near the “MSW” pile at the Transfer Station by Will Ellis with the DPW to dig the post holes (\$2,140 dollars total). Chair Ober **seconded** the motion and the **motion passed unanimously**. DPW Director Bordeau to research concrete epoxy for the pad.

7.0 New Business

7.1 Letter from Carmine Cioffi – Chair Ober made a **motion** to accept the resignation of Carmine Cioffi as a member of the Trustees of the Trust Funds. Selectman Van Tassel **seconded** the motion and the **motion passed unanimously**. Chair Ober made a **motion** to acknowledge the stepping down of Carmine Cioffi as a member of the Planning Board to an Alternate position. Selectman Van Tassel **seconded** the motion and the **motion passed unanimously**.

7.2 Capital Improvements Program (CIP) – The BOS were provided the CIP Committee's recommendation for review. Chapman Brook Bridge was briefly discussed.

7.3 Mark Robitaille – Bay Road – TA Veloski stated Mr. Robitaille may be requesting a hearing with the BOS regarding his septic setback of 68 feet from his well.

7.4 Emerson Property – Conservation easement – The BOS the asked TA Veloski to get the Town Attorney's opinion regarding the Town's secondary conservation easement for this property.

8.0 Authorize Payroll & the Accounts Payable Register – The BOS reviewed & signed the payroll and the accounts payable register, a copy was made available for public inspection.

9.0 Review & Approve Minutes

9.1 9/10/14 Approved minutes - Members of the Board reviewed the approved meeting minutes of September 10, 2014. Chair Ober **motioned** to amend the approved the meeting minutes of September 10, 2014 by reflecting Selectmen Nickerson's absence. Selectman Van Tassel **seconded** the motion and the **motion passed unanimously**.

9.2 9/17/14 - Members of the Board reviewed the draft meeting minutes of September 17, 2014. Chair Ober **motioned** to approve the meeting minutes of September 17, 2014 with corrections. Selectman Van Tassel **seconded** the motion and the **motion passed unanimously**.

10.0 Correspondence – BOS reviewed.

11.0 Selectmen's Reports - Employee Appreciation Day is scheduled to be held on October 10, 2014 @ noon in the Life Safety Building. TA Veloski to notify Department Heads.

12.0 ADJOURNMENT – Chair Ober made a **motion** to adjourn the meeting at 8:57 p.m. Selectman Van Tassel **seconded** the motion and the **motion passed unanimously**.

13.0 NEXT MEETING(S) – The Board of Selectmen’s next meeting will be held on Wednesday, **October 1, 2014 @ 4:30 p.m.** at the Town Offices.

Respectfully Submitted,
April Rollins, BOS Recording Secretary

Sanbornton Fire Department

Fulltime Firefighters/EMT-I proposal

12 Hour shifts - 0800 to 2000

	Sun	Mon	Tues	Wed	Thur	Fri	Sat	A	B
Month 1	A	B	B	A	A	B	B	36	48
	A	A	B	B	A	A	B	48	36
	B	A	A	B	B	A	A	48	36
	B	B	A	A	B	B	A	36	48
Month 2	A	B	B	A	A	B	B	36	48
	A	A	B	B	A	A	B	48	36
	B	A	A	B	B	A	A	48	36
	B	B	A	A	B	B	A	36	48
Month 3	A	B	B	A	A	B	B	36	48
	A	A	B	B	A	A	B	48	36
	B	A	A	B	B	A	A	48	36
	B	B	A	A	B	B	A	36	48
Month 4	A	B	B	A	A	B	B	36	48
	A	A	B	B	A	A	B	48	36
	B	A	A	B	B	A	A	48	36
	B	B	A	A	B	B	A	36	48

Proposed work schedule

672 672

Labor Grade 11
Labor Grade 13

Avg. 42 hr work week for FF2 w/AEMT @ \$15.16 to \$16.22 per hr. BOQ = \$636.72 to \$681.24 wkly - annual = \$33,109.44 to \$35,424.48
Avg. 42 hr work week for FF2 w/Paramedic @ \$17.35 to \$18.55 per hr. BOQ = \$728.70 to \$779.10 wkly - annual = \$37,892.40 to \$40,513.20

Option #1
Option #2
Option #3

2 - AEMT's \$70,848.96 annually (.177 cents on the tax bill) Based on a \$250,000.00 property valuation = \$44.25 per year
2 - Paramedic \$81,026.40 annually (.203 cents on the tax bill) Based on a \$250,000.00 property valuation = \$50.75 per year
1 - A & 1 - I \$75,937.68 annually (.190 cents on the tax bill) Based on a \$250,000.00 property valuation = \$47.50 per year

Benefit package

Full \$ 66,482.98 annually (-.166 cents on the tax bill) Based on a \$250,000.00 property valuation = \$41.50 per year

Sanbornton Fire Department
Fulltime Firefighters/EMT-I proposal

Benefit package

	2015	X2
Health Insurance		
Employee Only	\$ 5,665.92	\$ 11,331.84
Employee plus One	\$ 12,572.28	\$ 25,144.56
Family	\$ 17,223.84	\$ 34,447.68
Dental Insurance		
Employee Only	\$ 488.04	\$ 976.08
Employee plus One	\$ 944.64	\$ 1,889.28
Family	\$ 1,728.96	\$ 3,457.92

Disability
Employee Only \$ 228.00

Life Insurance
\$ 48.00

Overtime
\$12,000.00

Medicare - Based on
1.45% \$ 81,026.40
\$ 1,174.88

Retirement
(includes FICA) \$81,026.40
29.16% \$ 23,627.30

Retirement based on OT
\$ 3,499.20

	Insurance Only	Total Benis
1 & 1	\$ 12,583.92	\$ 40,885.30
1 & 2	\$ 19,946.88	\$ 48,248.26
1 & 3	\$ 25,382.76	\$ 53,684.14
2 & 2	\$ 13,792.92	\$ 42,094.30
2 & 3	\$ 32,745.72	\$ 61,047.10
3 & 3	\$ 38,181.60	\$ 66,482.98

Totals	
Payroll	\$ 81,026.40
Benefits	\$ 66,482.98
	<u>\$ 147,509.38</u>
Overtime	\$ 12,000.00
	<u>\$ 159,509.38</u>