

3. Re-convene regular meeting

Chairman Ingram reconvened the Board at 7:00PM [following a non-public session conducted under RSA 91-A which convened at 6:30PM to discuss compensation of public employee] in the Nowak Room of the Town Office building on the above date.

4. Introduce members of the Board of Selectmen.

Chairman Ingram introduced the Board. Those present: Robert Eastman, Paul Binette, William Campbell, Joseph Pace and Town Manager Russell Dean.

5. Minutes of October 17, 2005

***Mr. Binette moved to accept the minutes of the October 17, 2005 meeting as submitted; second by Mr. Campbell. VOTE: Unanimous.***

6. Bid award: Demolition of building at WTP.

Mr. Dean recommended lower bidder (combined bids) of Kidder Wrecking Company for \$3,250, for removal of the 3-bay garage at the water treatment plant, Portsmouth Avenue. ***Mr. Eastman moved to award the demolition bid to Kidder Wrecking for \$3,250 as recommended by the Town Manager; second by Mr. Pace. VOTE: Unanimous.***

7. Pavilion update – Swasey Parkway Trustees

The design plans are not yet ready. They will appear at the November 14<sup>th</sup> meeting.

8. Discussion: Training of land use committees

Chairman Ingram suggested discussion of this item, noting when members are appointed to the Planning, Zoning and Historic District Commission boards, they are expected to make decisions based on information provided at meetings but are not always schooled on the appropriateness of the requests. The Office of Energy Planning, as well as the Local Government Center, periodically offers training programs that he found useful when serving on the Planning Board. He suggests a policy be devised to require board members to attend training sessions, as well as a memo to the Boards noted asking their opinion of the proposed policy.

Mr. Campbell suggested Conservation Commission also be included.

Mr. Eastman asked if there is a policy requiring members to attend training and they don't what recourse would the Board have to remove the member. This type of action may not fit the criteria for removal per RSA's. Chairman Ingram noted we may have to 'suck' up for the remainder of the three years but not re-appoint the member.

Mr. Pace expressed concern that if the State training is available and the person does not go, would this open up an appeal of a decision due to a member not having the appropriate training. He suggested in-house training by either staff or a member of the Board who has gone through the

appropriate training, as the schedule for state training sessions may be later than the April appointment dates.

Mr. Campbell suggested recommending training rather than mandating training. When the Boards respond to our suggestion, perhaps they could provide information on how initial instruction is handled. Mr. Pace suggested that within a number of days after appointment, Boards could hold a meeting to review policies, following up with regulated training sessions when offered. Mr. Binette stated not everyone is able to attend training sessions, regardless of whether they are held day or evening, or even weekends. He's concerned that if training is mandatory, we may not get residents to participate on our boards.

Chairman Ingram noted the Ethics training provided by Energy Planning was very good and provided discussion among communities. Mr. Binette suggested local training could involve taking board members to a piece of property to visualize how measurements are taken and how procedures are involved.

Chairman Ingram requested the Town Manager prepare a memo to the four main boards, for Chairman signature, inquiring about their thoughts on training of members.

#### 9. 2004 Town Audit

Mr. Dean stated he, along with 3 members of the Board, met with the auditors this past week. Once again, the Town does not conform to GASB #34 (Governmental Accounting Standards Board Statement NO. 34), which is *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, as suggested 5 years ago. Our financial statements are presented following principles in effect prior to GASB. Mr. Dean noted there are still many towns and schools not complying with GASB. In order to comply, the auditors can provide the process for a consultant to come to the Town and provide the 'how-to's.

Mr. Eastman stated, as the Town is just beginning the budget process, he hopes the Board will recommend appropriating funds for compliance in 2006. Mr. Pace noted the estimate price is a low price to pay to meet conformance.

***Mr. Eastman moved to direct the Town Manager provide funds in 2006 to come in compliance with GASB #34; second by Mr. Pace. VOTE: Unanimous.***

The second part of the audit process includes a review of the internal controls which has not taken place for some time. The auditors could also provide for this review and make recommendations and improvements to financial duties, making flows and controls as good as can be. This is estimated at \$2-3000. ***Mr. Binette moved to recommend an inclusion in the budget to handle the overall increase for the audit package for internal reviews as recommended by the auditor; second by Mr. Eastman. VOTE: Unanimous.***

#### 10. Update on Use of Town Vehicles.

Chairman Ingram reminded the Board that reimbursement for use of personal vehicles for Town business was increased to 48.5 cents effective September 1 through October 31, 2005 per Board vote based upon IRS recommendations (though IRS increased through December 31, 2005.) Mr. Dean noted if the Board wished to continue this, two readings would be required to extend past 10/31. He

explained his research shows, in a dollars/cents basis; it's more effective to reimburse employees for use of their own vehicles rather than having to provide them with a Town vehicle, due to liability insurance, fuel costs, etc., in most cases. It may, however, be more advantageous to provide an assigned vehicle to the Building Inspector based upon use and wear & tear on his vehicle. Also, because the position is regulatory in nature, the Town car would be more visible.

Mr. Campbell suggested watching how the budget goes this year concerning vehicle replacement and any replacements that may be passed down. Mr. Eastman agreed that the only position possible requiring a Town vehicle would be Building Inspection, as the Planner is not out and about. The Health Inspector would be under the Fire Department and the part-time inspectors use their own vehicles.

Mr. Binette felt no employee should use their own car for Town use, but use available town vehicles. Since the 48.5 cents was recommended gas prices have dropped at least 30 cents per gallon. Mr. Pace stated if an appropriate vehicle is available for the Building Inspector, then it is practical to assign one. It may not be, however, to have on-call personnel report to the office and then go out with a Town car, rather than respond immediately to the call.

The Board did not act or propose an extension to the 48.5 cents per mile after October 31<sup>st</sup>. Reimbursement reverts to 40.5 cents per mile effective November 1<sup>st</sup>.

#### 11. FY 2006 Budget Update.

Mr. Dean reported the sub-committees of the Budget Recommendations Committee have met with the departments over the past month and the full committee will start its proceedings Wednesday, November 2<sup>nd</sup> at 6:30PM. The schedule follows meeting on Thursday, the 3<sup>rd</sup>, Monday the 7<sup>th</sup> and Thursday the 10<sup>th</sup> – all in the Nowak Room at 6:30PM. He reiterated this process reviews the Town side of the budget, reminding residents the school, state-wide education and county are separate, with the Town consisting of about 1/4 of the total tax rate.

Last week the Water & Sewer Advisory Committee met and recommended that budget be forwarded for review also. The overall budget has increased about 7.23% over 2005's, up about \$1.1 million. Major items include: \$345,000 in new debt with the conservation bond, fixed costs for Retirement, workers compensation, etc., increase in fuel costs. He reminded residents the water & sewer portion of the budget is reported and shows under expenditures, but an equal revenue figure off-sets those figures. Water & sewer is paid from rate payers, not taxes.

Mr. Dean noted new items in the budget include a request for a police sergeant (for the night shift), increased health officer hours, increased electrical inspector hours, both due to the growth of the town and the numbers of inspections. Two studies are included: 1) management of the fire department (operations and department growth) and 2) space needs study (new vs. sub-station) with some police space review included. There should be fewer warrant articles, but some include: water tank, downtown restoration, Town Office/Hall project and prioritization by the Board will take place following BudCom discussion and presentation.

12. Town Manager's Report.

- Next meeting is November 14<sup>th</sup>;
- The new web-site is progressing with Savvy developing a module for the Town, with a new face and should be available within 30+ days. One feature will allow departments to update their pages daily, with an approval process in place. He noted Carole Mitchell currently does a great job with handling the web but noted she must convert everything to PDF; the new process will be user friendly.
- Collective Bargaining Agreements are continuing to be discussed with Fire and Public Works/Town Office/Recreation.
- Transfer station hours have been extended through December 15<sup>th</sup>: Saturdays now open at 8AM and additional hours for Sunday at 12 noon to 4PM.
- Curbside leaf pick-up is the week of November 14<sup>th</sup>. Must be curbside by 7AM and in brown leaf bags, available at the Town Office and DPW complex for 45 cents each.
- Petition articles for Town Meeting are due by January 10<sup>th</sup>.
- Verizon trucks are in the area but residents should not ask workers about the service as negotiations have not yet begun for cable service. A November 8<sup>th</sup> meeting will kick off discussions.

13. Permits:

- Town Hall use by Seacoast Progressive Alliance on November 13<sup>th</sup> from 2-4PM with a video presentation concerning Wal-Mart;
- Chamber of Commerce requested use of Wheelwright Room on December 12<sup>th</sup> for the Children's Fund vouchers distribution at 11AM;
- Chamber of Commerce use of Nowak Room on December 15<sup>th</sup> for a press conference at 11AM concerning the Children's Fund;
- Chamber of Commerce requested permission to decorate Water Street for the holiday season from November 19<sup>th</sup> through January 15, 2006;
- Chamber requested permission to block Front Street to Court Street for the tree lighting and Santa arrival ceremony on December 1<sup>st</sup> from 5-8PM;
- Chamber requested decorating the Bandstand for the holidays from November 19<sup>th</sup> to January 15, 2006;
- Chamber requested permission to decorate the Town Hall, as well as placing Christmas Trees and decorations by the Train Station from November 19<sup>th</sup> through January 15<sup>th</sup>;
- Congressman Bradley requested use of the Nowak Room on November 21<sup>st</sup> to meet with constituents from 1-2PM;
- PEA requested blocking off the south side of Front Street, from Elliott to Elm Street, so busses could drop off 600 students to attend oral arguments being heard by the Supreme Justices, on November 10th. They will be assisted by Town police to handle traffic;
- Great Bay Youth requested use of the Town Hall on March 22, 2006 from 5:30-9PM for an orchestra concert.

***Mr. Campbell moved to approve all permits as presented; second by Mr. Eastman. VOTE: Unanimous.*** Mr. Binette asked if the Town will be reimbursed by the Academy for police presence during the November 10<sup>th</sup> student drop off on Front Street. Mr. Dean will confirm details.

14. Selectmen's Committee reports.

Mr. Pace: HDC discussed new signs; CBA contract discussions continue.

Mr. Campbell: W/S Advisory discussed budget and a request by Sylvania to reduce their sewer rate as water used evaporates prior to going into the Town's system. The discussion was postponed until a review of the all rates is done.

Mr. Eastman: Thursday, Planning discussed Deer Haven development and zoning amendments. That discussion continues next Thursday.

Mr. Binette: None.

Mr. Ingram: All his committees met but he had no report.

15. Public Comments: None.

***Mr. Eastman moved to adjourn the meeting; second by Mr. Pace. VOTE: Unanimous. Time: 8:00PM.***

Respectfully submitted,

Barbara A. Blenk  
Admin. Asst/H. R. Dir.