

BOARD OF SELECTMEN MEETING  
DECEMBER 6, 2016

PRESENT: Becky Doyle, Chairman, David Lage, Tim Johnson, Joanne Meshna

The meeting was called to order at 6:00 p.m. at the Town Office.

Matt Oliveira – petitioned warrant article: Mr. Oliveira submitted a petitioned warrant article to the Board regarding adoption of RSA 72:61 through RSA 72:72 with a 100% exemption for solar energy systems with the required number of signatures, and requesting the article be put on the 2017 Warrant. Selectman Doyle explained the process for petitioned warrant article. The article will be put on the 2017 Warrant.

Minutes: Selectman Johnson made a motion to approve the November 14, 2016 minutes, November 21 minutes, 2016, November 22, 2016 regular session and nonpublic session minutes, November 28, 2016 minutes, November 5 emergency meeting minutes and November 5 nonpublic session minutes as amended. Selectman Lage seconded the motion and it passed unanimously.

Comcast: A letter from Comcast explains they will no longer be carrying Fox College Sports Atlantic, Fox College Sports Central and Fox College Sports Pacific.

Police Facility Committee: Bert Hamill, Chairman of the Committee, introduced members of the Committee present – Mark Hopkins, Tom Humphrey, Bob McArthur, Scott Radford (for Chief Carpenter) and Selectman Lage. Mr. Hamill explained a year ago they were authorized to spend \$5,000 for architectural conceptual designs for a police facility and hired Warrenstreet Architects. Multiple designs were provided. A basic site plan was drawn up placing the building behind the Town hall with removal of Building #2. A reconfiguration of the existing parking in front and rear was developed. The building will be 6,500 square feet and will serve the community for 20-25 years. The Committee did calculations on future growth, provided for mixed gender usage in the facility, an impoundment area, and parking for officers behind the building. The building would be somewhat visible from the street. There are some drainage and utility issues. Accommodations were made for the generator next to Building #2. Approximately \$13,000 is anticipated for design and site engineering.

The building will have handicap access to the building. Inside the front door will be a safe room. The facility can handle 12 full time staff working various shifts and including mixed gender staff. It will have wood façade clapboard, bullet proof glass, and will be highly electronic. There will be two cells and an area for juveniles, and a large training room. There is an Emergency Management office and a communications area. An attic will provide a long term storage area.

The cost for the building will be \$1.98 M and the Committee would like a warrant article for a bond on the 2017 warrant. There is an estimated time frame of 12-18 months. The \$1.98 M includes furniture and fixtures, site work, engineering and architectural fees, and a contingency fund.

Selectman Johnson asked if the \$1.98 M included the removal of equipment from Building #2 and Mr. Hamill responded it includes demolition of Building #2, relocation of the antenna, electrical utilities, and drainage systems. Selectman Lage noted one of the issues that the Committee felt important to address was the entrance to the facility from Turnpike Road and the parking area. The new entrance is shifted approximately 40 feet east so the parking area in front of the building is enlarged. The area to the left of the Town Office has steep grades and the septic system and was not suitable for an entranceway.

Mr. Hamill asked the Selectmen to place a warrant article on the 2017 Warrant for a bond. He also discussed the methodology for the bid and the pros and cons of design-bid-build or design-build.

Selectman Johnson questioned how the figure was determined and Mr. Hamill responded they went to several sources, had a rough guess from the architect, consulted a means catalog, and relied on the expertise of members. Selectman Lage stated the figure was calculated as demolition \$50,000, relocation of electrical utilities \$10,000, building construction \$1.3 M, site work \$400,000, equipment, IT, fixtures, furniture \$100,000, zoning fees \$90,000 and contingency fees \$60,000 for a total of \$2.01 M. To get down to the 1.98 M is going to be the challenge. The parameters of the construction have not been developed as yet. Bob McArthur stated he would like to know exactly what the cost will be and that would be the amount of the bond. Mr. Hamill stated one way to do that would be to do a warrant article for \$100,000 for architectural and design fees and do a design-bid and then go for a second bond for the building. That would be a two year process. Mr. Humphrey stated it was important to decide on the delivery model first and once that is decided some of the other questions will be answered. Selectman Doyle noted if there is to be a warrant article for 2017 a model has to be decided along with a number and there is only a short amount of time to do that.

Selectman Lage stated he would like to recuse himself from the Committee because as it gets into other options he does not want there to appear to be a conflict of interest. The Selectman will read through the report and discuss it next week.

7:10 p.m. Fire Chief Lund: Chief Lund distributed copies of a job description for Fire Inspector. Job descriptions are being done for all positions in the Fire Department. Chief Lund stated the job requirements for Fire Inspector will be merged with the Building Inspector because of the overlap of life safety and building codes. She would like to leave the Fire Inspector position under the Fire Department as an administrative position and under the Fire Chief. As Fire Chief she would delegate the authority to the Building Inspector to do the fire inspections. Chief Lund stated she would hire the Building Inspector as the Fire Inspector. When the Building Inspector is doing fire inspections, he will be working for the Fire Chief. If Rick cannot do inspections, there are people in the Department that will do the inspections.

It was agreed \$2,500 would be removed from the Fire Department budget and put with the Building Inspector budget. There will not be a fire prevention position in the Fire Department. Rick Donovan estimated he spends about 100 hours for fire inspections. The Building Inspector salary will be \$10,500 for 2017 (\$8,000 for Building Inspector and \$2,500 for Fire Inspector).

Selectman Lage summarized the discussion stating the duties of the Fire Inspector will be performed by the Building Inspector under the authority of the Fire Chief. Chief Lund stated he will be put into the Fire Department as the Fire Inspector and in essence she was going to hire him. He will become part of the Fire Department administrative staff. Under the Fire Chief authority she is delegating the authority to perform the inspections. The Fire Inspector will report to the Fire Chief. The Fire Chief is ultimately responsible for the fire inspections.

The lease of the thermal imaging camera was discussed and the complications of the lease agreement. The Selectmen agreed there was money in the budget to purchase the camera this year. Selectman Lage made a motion to purchase the thermal imaging camera in lieu of a three year lease. Selectmen Doyle seconded the motion and it passed unanimously.

Director of Parks and Recreation Mindy Buxton: Director Buxton asked permission to form an Adult Recreation Committee. The Committee would make recommendations on activities and to fundraising. The Board was in favor of forming the Committee.

Director Buxton asked permission to form a Fourth of July Committee. She would like to have a cookout, activities and fireworks. The Committee would do fundraising for the fireworks and police detail. Director Buxton was asked to discuss with the Fire Chief.

Director Buxton proposed an adult recreation trip to Pheasant Lane Mall in Nashua with free transportation and the charge of a small fee to participants. There is money in the Parks and Recreation budget to cover the cost. The Board was in favor of the trip.

Next discussed was the leaking roof on the filter house. Director Buxton recommended redoing the roof and paying for it out of the capital reserve account. A quote estimated \$5,380 for materials, trash removal, and labor. The Board stated they will address the roof issue with the Director of Public Works. The repairs/replacement will come from the General Government Buildings' budget.

Deliberation Session: The Selectmen set the Deliberative Session for Tuesday, February 7, 2016.

Budgets: The Board reviewed the Town Office budget and discussed buying a monitor for the conference room and new tables. The Legal budget for 2017 was completed. The Selectmen suggested sending a letter to the Planning Board noting their legal budget for 2017 has been reduced from \$8000 in 2016 to \$5,000 and recommending contacting the NHMA whenever possible.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,  
Joanne Meshna, Town Administrator

Board of Selectmen December 6, 2016 minutes approved by:

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Rebecca M. Doyle, Chairman

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David S. Lage

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Timothy Johnson II