



**Selectmen's Meeting
Town Office
Wednesday, June 27, 2012**

Present: Jed Brummer, Chair; Sam Seppala, Selectman; Roberta Oeser, Selectman; Carlotta Pini, Town Administrator; Linda Stonehill, Administrative Assistant

APPROVED MINUTES

5:30pm Nonpublic Session per RSA 91-A:3, II(b)

6:00pm Call to Order / Pledge of Allegiance

Approval of:

Manifests: Accounts Payable & Payroll. Roberta motioned to accept the accts payable and payroll manifests, Sam seconded, and all were in favor.

Minutes: Roberta motioned to accept the minutes of the 06-13-2012 meeting, Sam seconded, and all were in favor.

CITIZEN'S FORUM

There were no comments.

GENERAL BUSINESS

Recreation Department:

Unanticipated Revenue: Wal-Mart \$1,500 – Craig Fraley, Recreation Director said that Wal-Mart donated \$1,500 towards the Peterborough-based Cornucopia Project that teaches kids how to raise plants from seed to table. Jed said Wal-Mart has been very supportive of community organizations.

MOTION: Jed motioned to accept the unanticipated revenue from Wal-Mart to the revolving account to help pay for the gardening program. Roberta seconded, and all were in favor.

Revolving donation and impact fee fund update – Ellen Smith, the Town Accountant, summarized the Recreation Dept.'s four means of cash: its revolving fund handles Rec program revenues/expenses but program wages are paid from a separate payroll account. So, the revolving fund must reimburse the general fund for wages plus taxes, but those transfers weren't consistently made until the revolving fund owed the general fund \$52,000. All but \$12,000 has now been transferred and Craig will move it over gradually so he has a balance to work with.

To avoid the need to transfer funds going forward, all Rec wages will come the new "Due from Rec Revolving" account which the Town requested years ago, but the then-Treasurer, Carl Little, refused. Craig said it was disheartening not to have they thought in the revolving fund, but they're grateful to Ellen for straightening it out. The Town Reports were accurate because the auditor's reports told us the right amount to transfer.

Ellen said \$35,000 had accumulated interest in the Recreation Donation account that was set up for building the Rec center. It was more than the warrant article's requirement so The Dept. of Revenue said it could go into a reserve fund. Craig suggested a maintenance fund since the Wellington Center will eventually need repair.

The Rec facilities impact fee account generated by building permits currently contains about \$19,000. The tennis courts (\$18,000) were paid out of the impact fees last year. Ellen said the Wellington Lighting Project (\$5,500) and the projector system (\$6,000) overspent the warrant article account so she asked that \$4,000 be transferred back to the general fund to zero that out.

MOTION: Roberta motioned to take \$4,000 out of the impact fee account for the Recreation Department to pay for the Wellington Field lighting project, Sam seconded, and all were in favor.

Atlas Fireworks Contract – Annette Williams, Chamber of Commerce Chair, said they appreciated donations of \$4,000 (including \$1,500 from the Town budget) against their \$5,000 goal for the July 4th Family Fun Festival. Atlas Fireworks will match the donations to give an \$8,000 fireworks show. Although the Chamber is hosting this event, the Town must sign the Atlas contract since fireworks fall under its liability.

MOTION: Jed authorized Carlotta to sign the contract with Atlas, Roberta seconded, and all were in favor.

Abatement Requests:

a. Scott Ames: Pine Eden Road: This matter was settled just prior to the meeting.

b. Lawrence and Marge Stratton: 16 Monadnock View: The Strattons bought it in January for \$271,000 and disagree with the \$363,000 assessment. They said they have closer to 2,600sf than 3,171sf due to a cathedral ceiling that reduces the second floor. Dave DuVernay said assessments measure the outside, and “effective area” is the part they have full use of. The Strattons asked why the biggest house on their street is assessed for less. Dave said assessors consider the quality of construction and theirs used top materials (ratings descend from “Good” to “Average +20” to “Average+10.”) The Strattons asked why their house is rated \$100,000 more than the \$263,000 average assessment on their street. Dave said he’ll have somebody go to their house and re-measure.

c. Andy Alajajian: 12 Kulla: Their refinance appraisal was \$255,000 and they’re disputing the \$292,600 assessment. Dave said bank appraisals can be 10-15% lower than assessments. Andy asked how land is taxed. Rindge taxes the two acres by a house at the regular rate and then the back land at \$3,000 per acre. Andy thought the assessor took far too long to respond. Dave said the assessor had to meet with 33 Rindge abatement applicants. Carlotta suggested sending a letter explaining what applicants can expect and when. Dave said the Town’s equalization ratio of 106.1% brings the market value of their assessment to \$274,650 which is just 7% above their bank appraisal. Roberta said the house was previously under contract for over \$300,000 and the Town’s assessment seems aligned with comparable properties. The other board members agreed. Dave said he would consider \$291,400 down from \$292,600 because the room over the garage was unfinished. Andy accepted.

MOTION: Jed motioned to accept the revised abatement, Roberta seconded, and all were in favor.

d. Peter and Jean Lemay: 4-6 Rocky Road: Peter said a Realtor assessed their house at \$450,000 and a bank said it’s worth \$386,000. Dave countered that it has ample, 2400sf living area and a garage. Although its waterfront is small, the Town doesn’t measure waterfront. Further discussion reduced the assessment to \$510,000 which Peter accepted.

MOTION: Sam motioned to change the Lemay assessment to \$510,000, Jed seconded, and all were in favor.

e. Rebecca Anderson: 233 Thomas: She was not present and had not returned Dave’s calls. Dave will write a letter requiring her to contact him. The law says that if a Town doesn’t receive a response by July 1st, an abatement request is automatically denied.

Memo re: Donovan camper permit – Dave wrote to the neighbor who complained about the Selectmen’s decision to temporarily allow a camper next door mentioning that he can appeal that decision to the Zoning Board of

Adjustment. Matt Henry, Planning Director, wrote a memo saying the Planning Board had intended the ordinance to allow a camper on a vacant (but never a house-occupied) lot for 60 days; the Planning Board will take up this issue. The ZBA may need to address the setbacks violation created by a camper on this lot.

Roadway Committee:

a. Residents' request for a sign on Converseville Road – The Roadway Committee conducted a site visit, saw the need for concern, and advised installing a stop sign. After much debate (about whether a stop sign would be an irritant, if disregarding it would pose a worse hazard, whether a “curve ahead” sign or a raised island would work, whether the road line should be painted, or if a “go children slow” sign should be installed--which the state says has no impact), the consensus was to get more neighbor input at the next Roadway Committee meeting on July 19th at 12:30.

b. Email from State DOT re: not paving Cathedral Road in 2012 – Cathedral Road (a State road that the Town plows) is in severe disrepair, and since Old New Ipswich Road prohibited trucks, the truck traffic has increased, worsening its condition. Sam added that Millipore has caused a lot of traffic on that road. Jed suggested the Selectmen write a letter to the new Interim Commissioner.

Proposed revisions to the Procurement Policy – The existing \$2,000 RFP threshold for services established in 1993 is so low now that we'd have to rebid continually for accountants, attorneys, building maintenance services, etc. So the new guidelines are: three documented telephone or verbal quotes for goods or services worth \$500 to \$5,000; three documented written price proposals for goods or services worth \$5,000-\$10,000; and advertised sealed bids for goods and/or services worth \$10,000 or more.

When something becomes obsolete, the Town Administrator shall be notified as to whether it should be thrown away or has value, and what that value is. If no one needs the item, it may be subject to a public auction, or a trade may be negotiated. The last option would be public advertising and a sealed bid process. Computers' hard drives would be wiped clean. The consensus was that we now have a workable policy.

MOTION: Jed motioned to adopt the procurement and property disposition policy for the Town of Rindge as dated June 27, 2012, document 2012-35, Sam seconded, and all were in favor.

Police Department:

a. Use of the revolving fund for cruiser maintenance – Each year, the Police Department needs more than the \$8,000 in the operating budget for cruiser maintenance, so the P.D. would like to draw any excess from the revolving fund, which has a surplus. The old cruisers are high-maintenance, so when the cruisers are on a good rotation schedule that figure should go down. If cruisers are on detail a third of the time, the revolving fund can finance a third of their maintenance cost. Ellen said it would be cleaner to keep that fund separate, using what the budget allots first then the revolving fund for the rest. It might save money to have a certified mechanic, but we're not set up for fleet maintenance.

John Kauer: What goes into the revolving fund? Interim Chief Frank Morrill: When a detail's scheduled, the utility is billed an hourly rate adjusted up to allow for associated benefit costs. That money plus an additional \$75/day cruiser fee accumulates. Most of the fund comes from the cruiser fees but the town makes a small profit (\$1.25 an hour) on the detail wages. The surplus has been allowed to accumulate, and using that money for vehicle maintenance seems a good idea. Ellen said the account was originally intended only to reimburse the general fund for wages, NH retirement, and payroll taxes.

Carlotta: The original warrant article establishing the revolving fund said it could be used for cruiser maintenance. We're just asking for the Board's approval to draw any maintenance fees over the budgeted \$8,000 from the revolving fund surplus. On the annual report you'll see it under “Police detail: revolving fund expenses and revenues.” There was discussion about first using the money in the revolving fund. Allocating 33% of each oil change, etc. to the revolving fund and 66% to the budget could be a bookkeeping nightmare.

MOTION: Jed motioned to use the revolving fund revenues for cruiser maintenance not to exceed \$8,000 for the rest of the year, Roberta seconded, and all were in favor.

b. Cruiser purchase – Frank: The Police Department’s 2012 budget included \$30,000 for a replacement cruiser. The 2007 Dodge Charger will be taken out of service, to be disposed of in accordance with the Town’s new procurement policy. The Ford Interceptor four-door sedan offered by Irwin Ford in Laconia comes with a five-year, 100,000-mile warranty at no extra charge. With \$109 more for installing a wiring harness, the purchase price would be \$24,497.88. Adding \$5,024.90 more to transfer and modify equipment, the total price would be \$29,522.78 which is still under budget. The old Dodge Charger has nickled and dimed us with front end parts, tires, fuel pumps, and water pumps. Frank said dealers are offering a \$2,800 trade-in although the car lists for \$8,000, so a sealed bid would be more advantageous to the Town.

MOTION: Sam motioned to move forward with the purchase of the new cruiser and cut a check to Irwin Motors in the amount of \$24,497.88, Roberta seconded, and all were in favor.

c. Pistol permit fund – Frank: Pistol permit fees can be problematic. The checks were sent here but the cash was kept in a small petty cash fund since there’s a statute that pistol permit fees can be used for police matters. We discussed keeping those moneys in a separate account. So can the Board authorize the \$280 cash we’ve collected this year (\$10 for each pistol carry permit) into this special account? Tracking would be cleaner and there won’t be cash floating around.

MOTION: Jed motioned to authorize \$280 to be put into this new account, Roberta seconded, and all were in favor.

School District’s offer of a modular classroom – Skip Marsh and Charlie Eicher contacted Carlotta to see if the Town could use one of the school district’s free 84’x28’ (2,352sf) modular classrooms—we would need to relocate it in halves for around \$2,500. A decent 10-year old unit had a bathroom and two large areas but its roof needed replacement. It could tap into the septic and water and is set up for propane heat. The Police and Fire Depts. expressed interest in sharing it for meeting and administrative space and evidence storage. It could be a stopgap until Rindge can afford a new public safety building. Carlotta: If we do intend to accept a gift of property over \$5,000, we’ll need to hold a public hearing.

John Kauer said that trailers are either too cold or hot, the pipes will freeze if they’re not wrapped with heat tape, we won’t be able to store much evidence because the floors will sag, and this modular is 10 years old. Roberta: I’m not convinced; this modular is not in keeping with the intent of the town center – it’s twice as long as the Police Station and, if behind it, will stick out on both sides. Carlotta: I’ll find out what our options are.

Request for refund – Nathan Olson requested a refund of his electrical permit because he will not be building. The Selectmen agreed to refund his permit.

Appointments:

- a. Town-Gown – At our last meeting, we discussed the vacancy on the Town-Gown Committee due to Ed Lamoreaux’s resignation. Charlie Eicher expressed an interest, and all were in favor of appointing him.
- b. Economic Development Task Force – Matt is asking for a Selectman and Selectmen-appointed citizens to serve on this progress-checking task force that may meet monthly. Jed has been active in the Economic Development initiative for several years and volunteered, as did resident Roberta Gordenstein. Carlotta also contacted Andre Aho, Ted Covert, and Peter Gosline, original members of the Economic Development Committee.
- c. Budget Advisory Committee –Mr. Cook on Old New Ipswich Road was a seasonal resident but now is full time and would like to serve as an alternate on the BAC.

NH Public Entities’ voluntary insurance home and auto program: Insurance company Davis and Towle is offering a 10% discount on home and auto policies to employees at no cost to the town. Their only requirement

would be an occasional staffer in employee paychecks advertising their business. Roberta and Sam didn't think this was appropriate, and the consensus was not to pursue.

Informational Items / Communication

The Planning Board has identified a candidate for their part-time position so that's moving along. The Meeting House Oversight Committee met with architect Richard Monahan who will help coordinate the bid process for painting and window work on one side of the building. Mike will determine which side is most in need. It will come back to the board when we're ready to put it out to bid. The Hazard Mitigation Committee will present the board with an update of the Hazard Mit. Plan that's almost in final form.

Carlotta drafted a memo regarding possible hiring process for the Police Chief's position. Jed: We might want a group to decide what type of police chief the people want. Interim Chief Frank Morrill: Someone can interview well for an hour, but Rindge is in a unique position to get to know me over six months then kick me to the curb or hire me, but a candidate you only know for an hour or two and have to go on instinct. I would caution the board that these panels aren't totally wonderful. Mike Sielicki was the result of a process and sometimes it works and sometimes it doesn't.

Some of my Department will seek alternate employment if they have to work under a new Chief; I am empowering them to make some of the changes they want. Sam asked why Frank was being seen on a lot of details. Frank: I haven't had a pay adjustment in five years. A Chief of Police has to be available M-F during normal business hours, and I agree that he shouldn't be out on detail. But I can use the details to support my family the way I think I should. Should I be compensated properly, the bulk of my duties will rest at that Police Department. I'd rather be doing community-friendly policing programs.

Jed: I think we should seek input first, including from Franklin Pierce University, and not make a unilateral decision right now. Sam: Do you think there's a need to go through the process? Roberta: I don't know what process has been decided on but yes, I do. It's not to do with Frank, and I agree we're getting to test drive. And if the public sentiment is that strongly in favor of Frank, then it will be heard. Jed: We do have to seek Rindge input. I think Jaffrey made a good choice on hiring within.

Frank: We have a Detective acting as Sergeant right now and other officers who are looking for upward mobility and looking to stay in Rindge. They have applications out there. It's difficult to get and keep good officers. Carlotta: I think Frank needs to know where we stand; his guys and the public needs to know. Sam: My opinion is that we need to get the townspeople's input. And if they want to do a search, that's not the end of the road either. Jed: Frank has a lot of advantages, and I feel as you do, but I do want to have input from the townspeople. Frank: I think the town continues to look for leadership from the Board. This is a hot issue for a lot of people in town. They're looking to the board to make the right decision. Discussion to be continued at the next meeting.

Motion to adjourn at 9:17pm.

Adjournment

Minutes respectfully submitted by Linda Stonehill, Administrative Assistant