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**MINUTES OF THE  
BOARD OF SELECTMEN**

**MEETING OF  
August 25, 2008**

7 The Board of Selectmen held a meeting on Monday August 25, 2008, at Salem Town Hall, 33  
8 Geremonty Drive, Salem, NH.

9  
10 **PRESENT:** Chairman Elizabeth A. Roth, Vice-Chairman Arthur E. Barnes, Secretary Michael J.  
11 Lyons, Selectman Everett P. McBride, Selectman Patrick Hargreaves and Town Manager Mr. J.  
12 Sistare.

13  
14 **CALL TO ORDER**

15 Chairman Roth began by calling the meeting to order at 7:06 p.m. She then joined the Board in  
16 the Pledge of Allegiance, and introduced members of the Board and the Town Manager

17  
18 **1. Meeting Minutes**

19 **MOTION:** by Selectman Lyons

20 *Move to accept the minutes of the Regular meeting on August 11, 2008 as written*

21 **SECOND:** Selectman McBride

22 **VOTE:** 5-0-0

23 The motion carried unanimously.

24  
25 **2. Chairman Comments**

26 Chairman Roth congratulated Attorney Ralph Stein on being appointed by the Board to  
27 replace Mr. Garofalo to serve as a Trustee of the Trust Funds.

28  
29 Chairman Roth also consulted with the Board as to their preference for checking the polls.

30  
31 She also reported that things are moving forward with the improvements at the Depot train  
32 station, and asked for contributions/donations. Chairman Roth stated that the Town  
33 Manager would be reporting on other Town buildings later in the meeting.

34  
35 **3. Accept Donation from APPA for Fire Department**

36 Mr. Sistare explained that a donation had been received from APPA (Arlington Pond  
37 Protective Agency) and handed over to Assistant Fire Chief Parisi who introduced himself,  
38 and explained this offer from the APPA had enabled the Fire Department to purchase  
39 water/ice safety equipment. He explained how they would use the equipment to improve  
40 efficiency in water/ice rescues, and thanked the APPA for the donation. Mr. Glynn from the  
41 APPA stepped forward to say a few words and present the check to Assistant Chief Parisi.

42  
43 **MOTION:** by Selectman McBride

44 *Move in accordance with RSA 31:95(b) that the Salem Board of Selectmen does hereby*  
45 *accept a donation in the amount of \$1,952.52 from the Arlington Pond Protective*  
46 *Association to purchase fire rescue equipment for the Salem Fire Department.*

1       **SECOND:** Selectman Hargreaves

2       **VOTE:** 5-0-0

3       Members of the Board extended their thanks to the APPA.

4  
5       **4. Waiver of SMC 253 – Sewer Systems and Wells**

6       Mr. Sistare introduced this item, and handed over to Mr. Brian Lockard, Health Officer and  
7       Mr. Timothy Ferwerda of Meridian Land Services for further information. Mr. Ferwerda  
8       introduced himself, stating he represented Mr. and Mrs. Labrecque of 237 Shore Drive. He  
9       explained the proposal before the Board was for a waiver for the setback of the tanks, and  
10      that his clients could only maintain a 50ft setback due to the small lot. He provided  
11      information about the efficiency of the sewer system being proposed. Chairman Roth then  
12      provided information on the State and Town requirements for setbacks for sewer systems for  
13      the record, pointing out that the Board has granted waivers for similar systems in the past due  
14      to the quality of the systems.

15  
16      **Discussion:**

17      In response to query from Selectman Lyons, Mr. Lockhart spoke in favor of maintaining a  
18      case by case review of septic system replacements. Board members discussed the possibility  
19      of altering the current Town rules at Town meeting.

20  
21      In response to a query from Selectman Barnes, Mr. Ferwerda stated the company providing  
22      the system monitors it remotely to ensure it is working properly.

23      There followed a discussion on the wording of the motion to include maintenance. Chairman  
24      Roth recognized Mr. Labrecque, who spoke about monitoring the system in the home from a  
25      panel which informs the homeowner of any problems.

26  
27      **MOTION:** by Selectman Barnes

28      *Move in accordance with SMC Chapter 253-14 (Waiver) to grant the request of Joseph*  
29      *and Suzanne Labrecque for a waiver of the provisions of Salem Municipal Code Chapter*  
30      *253-F(1) – Hydric B Soils to allow the distance of the proposed septic tank be 50 feet from*  
31      *the wetland where 75 feet is required, and further if connection to the public sewer*  
32      *becomes available to the property at a future date, no waivers will be given and the*  
33      *property owner must connect to the system. In addition periodic reports shall be provided*  
34      *to the Salem Health Officer as required by him.*

35      **SECOND:** Selectman Hargreaves

36  
37      There was further discussion about what form the report would take.

38      **VOTE:** 5-0-0

39      The motion carried unanimously.

40  
41      **5. Temporary Sign Request - Main Street 59, LLC – Planning Board Site Plan Approval**  
42      **Requirement**

43      Mr. Sistare provided some background information regarding this request, handing over to  
44      Mr. Richard Gregory who represents Breckenridge Associates for further details. Mr.  
45      Gregory explained he represented the Devito family in this matter, and provided a status  
46      report on the property and why they were requesting authorization to erect the temporary

1 sign. Selectman Hargreaves suggested the date by which the sign be removed should take  
2 into account the difficulty of removing it if the ground is frozen.

3  
4 **MOTION:** Selectman McBride

5 *Move to grant an extension to authorize a temporary off-street parking sign to be placed*  
6 *on Town property located at 70 Main Street, conditional upon the sign conforming to all*  
7 *municipal codes relative to the placement of signs, and further that the sign be removed by*  
8 *April 1, 2009.*

9 **SECOND:** Selectman Hargreaves

10 **VOTE:** 5-0-0

11 The motion carried unanimously.

12  
13 **6. Public Hearing – Permit Fees**

14 Chairman Roth declared the public hearing open at 7:40p.m. Mr. Sistare handed over to Mr.  
15 Scott to present information on the proposed new fee schedule, explaining this was the first  
16 of a number of briefings to increase revenue by updating fees charged by the Town. He  
17 stated these permit fees have not been updated for many years.

18  
19 Mr. Bill Scott, Community Development Director introduced himself and provided the Board  
20 with a presentation of the proposed new fees. He explained the fee analysis, stating the last  
21 time these fees had been updated had been in 2003. He provided in his packet to the Board a  
22 fee proposal, relating costs of permits to revenue, going over the various categories of fee  
23 schedules for Building, Plumbing and Electrical, and citing examples.

24  
25 Selectman Hargreaves raised a question relating to permits for pellet stoves and there  
26 followed a discussion. Mr. Scott agreed to check on the jurisdiction of inspection with the  
27 Fire and Building departments for pellet stoves, and clarified that they were only talking  
28 about Building permits at this point.

29  
30 A discussion between Mr. Scott and Chairman Roth followed, regarding comparison of fees  
31 with other towns.

32  
33 There being no further questions regarding these categories, Mr. Scott continued with the  
34 proposed fees for the Zoning Board of Adjustment, showing an example of actual cost lost  
35 currently for one case. He provided an explanation of the new schedule which will ensure  
36 costs per case are recouped, and about the notification being given to residents of the increase  
37 in fees.

38  
39 In response to a query from Selectman Lyons about fees for demand betterment, Mr. Scott  
40 stated it would be necessary to look at the Water and Sewer Master Plans before making a  
41 decision on updating this. Selectman McBride provided his opinion on doing a Sewer  
42 Master Plan.

43  
44 Mr. Scott then spoke about a recommended schedule for hearings and votes in order to  
45 implement the proposal. There was no public input. Mr. Sistare confirmed for Selectman  
46 Hargreaves that updating Fire Department fees is on the schedule.

1 **MOTION:** by Selectman Hargreaves

2 *Move to table any action on increasing permit fees until September 8, 2008*

3 **SECOND:** Selectman Barnes

4 **VOTE:** 5-0-0

5 The motion carried unanimously.

6  
7 Selectman McBride suggested the Board of Selectmen representative to the Planning Board  
8 take up the matter of increasing bond amounts, for completion of roads and acceptance, with  
9 the Planning Board. Mr. Scott provided an explanation of this issue for clarification. In  
10 response to a question from Selectman Lyons, Mr. Sistare agreed to look into where the bond  
11 amount comes from. There followed a discussion regarding the delay in roads being finished  
12 and accepted by the Town in new developments, with Mr. Scott suggesting they could insist  
13 that all road work is completed before occupancy permits are issued.

14  
15 There being no input from the public, Chairman Roth closed the public hearing.

16  
17 **7. Ambulance Billing**

18 Mr. Sistare introduced Fire Chief Breen and Ms. Savastano, Finance Director who provided  
19 information on uncollected ambulance bills and the procedure for collection currently used  
20 by the third part billing company the Town currently uses. She made a recommendation that  
21 any debt under \$100 prior to 2005 be written off as these are distorting revenues, and asked  
22 the Board for their approval. Ms. Savastano provided further explanation of why it is not  
23 worth trying to collect these debts. Chairman Roth stated she would like to pursue  
24 collections through a collection agency and there followed a discussion about the amount of  
25 debt worth pursuing.

26  
27 Chief Breen confirmed they are reviewing revenues, ways to increase them, and how they  
28 can incorporate these into local ordinances. He explained the process of patients processing  
29 claims directly with their insurance company, and about the loss of monies to the Town as  
30 some patients do not pay their bills even after they have received the money from their  
31 insurance company. He also explained that current policy means the Town can only charge  
32 for transportation, and not for any treatment provided by the ambulance crews. Chief Breen  
33 went on to say they wished to establish a Hardship Committee for the purpose of reviewing  
34 applications for hardship and making recommendations. He clarified the current procedure  
35 with regard to insurance company contracts, confirming he has statistics for the loss of  
36 revenue to the Town due to the current policy, and there followed a discussion about costs,  
37 with the Chief providing examples of treatments which currently are not being billed.

38  
39 **Discussion:**

40 Selectman Barnes asked for clarification of what the policy will be moving forward for  
41 amounts under \$50, if the Board accepted the recommendations being put forward. He also  
42 asked about delays in receiving monies due to court cases/disputes. Ms. Savastano stated the  
43 Town is having these reviewed by attorneys.

44  
45 Selectman Hargreaves expressed his concern that the review Committee might violate  
46 HIPAA laws, and the Chief explained names of individuals would not be disclosed.

1 The Board then discussed what their consensus was and whether a motion was necessary. It  
2 was agreed no motion was required.

3  
4 Mr. Sistare asked for the Boards approval to come back with a formal recommendation, and  
5 Chairman Roth confirmed the Board supported collection of debts. She asked the Town staff  
6 to hold off on writing off any debt at this time.

7  
8 Chairman Roth declared a recess at 8:38 p.m., calling the meeting to order again at 8:50 p.m.  
9

## 10 **8. 2009 Budget Review**

11 Mr. Sistare provided highlights of the proposed 2009 Operating Budget (see a copy of his  
12 presentation for details). He then handed over to Ms. Savastano for details on the Operating  
13 Budget recommendations (see a copy of her presentation for details).

14  
15 Selectman McBride clarified with Mr. Sistare that all vehicle leases are for five years.

16  
17 Selectman Hargreaves requested the three year average cost of winter operations.

18  
19 In response to a suggestion from Selectman McBride that the Library budget should be  
20 included, Mr. Sistare clarified the impact of this would be seen.

21 It was clarified for Selectman Hargreaves that Healthcare for COLA is not included.  
22

23 Referring to Ms. Savastano's slide on the 2009 potential CIP/warrant articles for water and  
24 sewer, there was a discussion led by Selectman Hargreaves in which he pointed out that the  
25 CIP would be making changes to their recommendation.

26  
27 Ms. Savastano stated the estimated proposed tax rate increase for 2009 would be 2.79%, and  
28 explained the assumptions she had made when making this calculation. Selectman  
29 Hargreaves clarified that the percentage increase would be higher if the Town paid for large  
30 ticket items outright.

31  
32 The Board of Selectmen budget review schedule was discussed.

33  
34 In response to a request by Selectman McBride, it was explained that the impact of not  
35 bonding the bridges would be 43 cents. Mr. Sistare also explained he had received the legal  
36 opinion that there was no need for a bridge trust fund.

37  
38 There followed a discussion on taking COLA out of the budget and presenting this to the  
39 voters separately.

40  
41 Mr. Sistare informed Selectman Lyons that the Board's meeting with the CIP Committee is  
42 scheduled for September 8, 2008 but that it may need to be rescheduled.

43  
44 There followed a discussion on the date for final votes and the budget schedule, followed by  
45 departmental budget reviews as detailed below.  
46

**Assessing (a/c 20300, pages 72 – 74)**

Mr. Sistare provided a brief explanation of staff changes, and handed over to Mr. Normand Pelletier, Assessor who provided more detailed information about these changes. Mr. Pelletier highlighted areas of major change in his budget for 2009 as follows:

- Fuel costs (a/c 4237)
- Meetings/Training (a/c 4453) – due to changing the clerk to a full time position.

In response to queries from Selectman McBride, Mr. Pelletier stated the Town's evaluation is \$45 million higher than anticipated, and Mr. Sistare stated it was his intent to do a study on vehicles for administrative staff in the future.

Selectman Hargreaves mentioned the cost of moving equipment from one vehicle to another when updating vehicles.

**Human Resources (a/c 10320, pages 31 - 34)**

Ms. Lynn Rapa, Director of Human Resources presented the budget for her department, highlighting the following:

- Advertising (a/c 4410) – Ms. Rapa explained that due to the number of new hires this year they have already spent most of this year's budget in this line.
- Academic Reimbursement (a/c 4223) – this line item was level funded for this year and outstanding training will be done next year.
- Medical Exams/Hiring (a/c 4423) – Ms. Rapa explained they had purchased software which enables them to do background checks, and this has expedited the hiring process.
- Retirement (a/c 4170) - Ms. Rapa explained there was a possibility of 10 retirees next year.
- Mediation/Negotiation (a/c 4444) – this has been increased for next year by \$10,000 to cover legal fees.
- Joint Loss Committee (a/c 4905) – Ms. Rapa stated they required supplies for their inspection kit to perform annual inspections which are mandated by the State, explaining that some of the quick fixes performed by them have saved the Town money on worker's compensation.

Ms. Rapa provided an explanation of the \$10,000 increase in the budget for negotiations for Selectman Hargreaves, confirming they have already spent \$24,800 so far.

**Information Technology (a/c 20200, pages 67 - 71)**

Ms. Cynthia Crescenzi, IT Director presented the budget for her department, pointing out the increase for 2009. She then highlighted the line items which had increased or decreased.

Ms. Crescenzi provided Selectman Hargreaves with clarification as to why the Meetings and Training line item (a/c 4453) has been reduced by so much for 2009. Referring to Capital Improvements (pages 212 and 213), and in response to Selectman Lyons's query as to why some items come out of the Capital rather than the Technology Fund, Ms. Crescenzi explained these were for smaller projects and one time purchases.

***Presentation on development of Town web site:***

Ms. Crescenzi gave a presentation on possible development of the Town web site, providing examples taken from other communities around the country. She explained that all these

1 changes have a cost attached to them. Some of the areas mentioned are as follows:

- 2 • Welcome packet for new and existing residents
- 3 • Community handbook including form of government and detailed information on the
- 4 Town and its officials etc.
- 5 • Monthly newsletter to update residents on what is going on in Town
- 6 • Community video – she spoke about advertisers who pay to put information on Town
- 7 web sites.
- 8 • Web cam
- 9 • Photo album
- 10 • Historical information and photographs
- 11 • Centralized information
- 12 • Online payment options for residents – she spoke about the decisions which would need
- 13 to be made; establishing third party vendors; fees charged to the Town by credit card
- 14 companies. Ms. Crescenzi explained it would be necessary to implement one area at a
- 15 time, and consider fees and how these would be dealt with.

16  
17 There was discussion on how to move forward with online payments in the Town, with input  
18 from Selectman Hargreaves on things to be considered. Chairman Roth suggested efforts  
19 should be co-coordinated with Mr. Scott as other Committees are also looking into this, and  
20 Selectman Hargreaves referred Ms. Crescenzi to Mr. Scott regarding the bike trail web site.  
21 Chairman Roth also mentioned possible links to other web pages. There followed further  
22 discussion and the Board suggested staff should co-ordinate their efforts and come forward  
23 with a plan on how to move forward on web site development.

24  
25 **Selectmen (a/c 10100, pages 16 - 18)**

26 Mr. Sistare presented the information on this department. He explained that line item 4203  
27 (Town Warrants) would be eliminated and included in line item 4202 (Town Report).

28  
29 **Town Manager (a/c 10300, pages 22 - 24)**

30 Mr. Sistare presented the information on this department, explaining that the increase in line  
31 item 4178 (Life Insurance) is as a result of Finance department not budgeting enough for  
32 2008.

33  
34 The Board agreed to defer review of the other departments to another Budget Review  
35 meeting.

36  
37 **9. Town Manager's Report**

38 Mr. Sistare provided an update on single stream recycling, announcing it would begin  
39 September 2, 2008 for the benefit of viewers. He also announced there would be a hazardous  
40 waste drop off day on September 6, 2008.

41  
42 **10. Selectmen Reports/Correspondence**

43 Selectman Hargreaves asked for donations for the Salem holiday parade. He also reported  
44 the last CIP meeting had taken place last week, and the next meeting for the Bike Trail would  
45 take place on September 21, 2008.

1 Selectman Lyons announced the SCRC (Salem Charter Reform Committee) public hearing  
2 was scheduled for September 5, and their presentation to the Board of Selectmen is  
3 scheduled for September 22, 2008.  
4

5 In response to a query from Selectman Hargreaves, Mr. Sistare stated he would follow up to  
6 ensure the printer problem which occurred last year at the last election had been resolved.  
7

#### 8 **11. Old Business Tabled/Pending**

9 There was none.  
10

#### 11 • **Additions/Requests by the Public**

12 There was none.  
13

#### 14 • **Upcoming Meetings**

- 15 ○ September, 2, 2008 (2009 Budget/Warrant Articles) – MEDIA CENTER
- 16 ○ September, 3, 2008 (2009 Budget/Warrant Articles) – MEDIA CENTER
- 17 ○ September 4, 2008 (2009 Budget/Warrant Articles) – Knightly Room
- 18 ○ September 8, 2008 (2009 Budget/Warrant Articles) – Knightly Room
- 19 ○ September 11, 2008 (2009 Budget/Warrant Articles – Knightly Room
- 20 ○ September 15, 2008 (2009 Budget/Warrant Articles – Knightly Room
- 21 ○ September 22, 2008 (Regular Meeting) – Knightly Room
- 22 ○ September 24, 2008 (2009 Budget Presentation to Budget Committee)  
23

#### 24 • **Upcoming Events**

25 As mentioned during the meeting.  
26

27 **MOTION:** by Selectman Hargreaves

28 *Move to adjourn the meeting and move to non public session under RSA91-A:3, II(a)*

29 **SECOND:** Selectman McBride

30 **VOTE:** 5-0-0 Chairman Roth polled members of the Board as follows:

31 Selectman Hargreaves – yes

32 Selectman McBride – yes

33 Selectman Barnes – yes

34 Selectman Lyons – yes

35 Chairman Roth - yes

36 The motion carried unanimously.  
37

38 Without further business, the meeting adjourned at 10:30 p.m.  
39  
40

41 Notes/Minutes Taken by: Sandra Maxwell

43 Approved: Board of Selectmen

45 Date: September 8, 2008