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**MINUTES OF THE
BOARD OF SELECTMEN**

**MEETING OF
September 2, 2008**

7 The Board of Selectmen held a meeting on Tuesday September 2, 2008, at the Media Center of
8 Salem High School, 44 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 M. Hargreaves and Town Manager Mr.
12 Jonathan Sistare.

13
14 **CALL TO ORDER**

15 Chairman Roth began by calling the meeting to order at 7:04 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. 2009 Budget Review**

19 The 2009 Operating Budget for the following departments was presented to the Board of
20 Selectmen by Town Manager, Mr. Sistare:

21
22 • **Planning Board (a/c 10341, pages 38 – 39)**

23 Mr. Sistare highlighted the cost of temporary pay and operating supplies, explaining most of
24 the 2009 costs remain unchanged.

25
26 • **Board of Adjustment (a/c 10342, pages 40 – 41)**

27 Mr. Sistare highlighted the largest expenses which are temporary pay and operating supplies.
28 There followed a discussion between Selectman Hargreaves, Finance and Mr. Sistare
29 regarding temporary pay and whether the 2008 estimate is likely to be expended by the end
30 of the year.

31
32 • **Budget Committee (a/c 10343, pages 42 - 43)**

33 Selectman McBride stated the Board could probably make some minor adjustments in this
34 account, as well as some of the other accounts for Boards and Committees once August has
35 been closed out.

36
37 • **Conservation Commission (a/c 10344, pages 44 – 45)**

38 There were no comments on this account.

39
40 • **Trustee of Trust Funds (a/c 10348, pages 46 – 47)**

41 Mr. Sistare explained that the line item of technical services covered the services provided by
42 the bank. Selectman Hargreaves requested Ms. Bolouk come prepared to explain the \$500
43 increase for 2009, and it was agreed to table further discussion on this account until Ms.
44 Bolouk was in attendance on Thursday, September 4.

1 • **Legal (a/c 10310, pages 29 – 30)**

2 *Line item 4399 (Legal Services):* Mr. Sistare reported he is attempting to reduce legal
3 services by using the free legal services of the LGC wherever possible.

4 *Line item 4400 (Contracted Services):* Mr. Sistare explained this line item covered tax liens
5 and title searches for these.

6
7 • **Fire Department (pages 127 – 147)**

8 Chief Kevin Breen introduced Fire Marshal Emanuelson and Assistant Chief Parisi who were
9 in attendance to assist him with his presentation of the Fire Department budget. He began by
10 highlighting the increase in his department' budget overall, and then explained there was
11 offsetting revenue of \$271,780 (seen in Other Governmental Revenue) as a result of two
12 SAFER grants received by the department from Homeland Security in 2007 and 2008. He
13 pointed out there are increases in various line items due to new hires as approved by the
14 voters.

15
16 ***Fire Administration (a/c 40200, page 128 – 131)***

17 Line items highlighted and discussed in this account were as follows:

18 *Line item 4208 (Equipment Repair):* the increase in this line is for maintenance of copiers.

19 *Line item 4232 (Ambulance Billing):* The Chief explained how they arrived at the figure for
20 this. Due to updated calculations he stated they were offering a reduction which is in the
21 region of \$5,600.

22 *Line item 4410 (Advertising):* the Chief explained this line was for legal notices for
23 equipment bids and employment advertising, which is based on a three year average of past
24 expenses.

25 *Line item 4172 (Workers' Compensation):* In response to a query from Selectman McBride
26 Chief Breen explained the figures were computed using a three year average and are Town
27 wide . Selectman McBride stated he hoped that retirements will help reduce this figure.

28
29 In response to a query from Selectman Barnes on Ambulance Billing, the Chief explained the
30 methodology used to calculate the 2009 request.

31
32 There followed a discussion with Selectman Hargreaves regarding Workers' Compensation,
33 with Finance explaining a premium is paid for this regardless of whether there are any claims
34 and how the rate increase is computed. The Finance representatives also provided up-to-date
35 figures (as of July 2008) for Ambulance Billing which will result in a reduction of \$3,661.

36
37 ***Fire Suppression/Prevention (a/c 40210, pages 132 – 137)***

38 The Chief reported that the highest increases were to be found in this area for pay, and he
39 provided details and explained the reasons for the increases in each category. Other line
40 items explained and discussed were as follows:

41
42 *Line item 4223 (Academic Reimbursement):* The Chief explained this was requested and
43 referenced in the collective bargaining agreement.

44 *Line item 4231 (Fire Prevention Supplies):* The increase in this item is for literature for open
45 houses and public education.

46 *Line item 4611 (EMS Certification):* The increase in this line is for advanced life support

1 certification for paramedics. The Chief explained they will have to hire outside instructors
2 from now on. Chairman Roth confirmed that doing the training in house and on the same
3 day is more cost effective. Selectman McBride asked how many EMS are certified on an
4 annual basis and the Chief explained it varies from year to year depending on the type of
5 certification.

6 *Line item 4225 (Breathing Apparatus):* it was pointed out the decrease in this line is due to
7 prior grants being awarded.

8 *Line item 4230 (Firefighting Supplies):* The decrease in this line item was highlighted.

9 *Line item 4602 (Fire Equipment):* The decrease in this line item was highlighted.

10
11 ***Discussion:***

12 Selectman Hargreaves received confirmation that \$9,808 is the year to date amount spent in
13 line item 4611 (EMS Certification).

14
15 In response to Selectman Lyons' query, Chief Breen explained that a 'heart safe community'
16 is a program to expand the number of portable defibrillators in the community. There
17 followed a discussion about this with Selectman McBride receiving confirmation that all the
18 schools in Town have defibrillators.

19
20 ***Fire Communications (a/c 40220, pages 138 - 141)***

21 *Line item 4450 (Telephone):* It was pointed out the increase in this line item is due to a line
22 request. It was further explained it is necessary to change the lines for the sub stations to
23 enable medical reporting for the State as this requires a Comcast internet connection, and this
24 has increased productivity on this reporting. A T1 line will be added to each sub station next
25 year to assist. Mr. Sistare explained there is no additional cost to the Town for this as the
26 Fiber Project will enable an increase of service without additional cost. Chairman Roth
27 clarified the process for the State of providing information for ambulance calls electronically,
28 and the Chief explained this backs up the departments requests for grants. There was further
29 discussion relating to the reporting procedure and who uses these reports, and for what
30 purpose. Chief Breen explained about the forms the department has developed to reduce the
31 amount of time wasted by his staff at hospitals waiting for reports to be entered, stating this
32 reduces the amount of time his staff is taken out of service. In response to
33 Selectman McBride, Mr. Sistare confirmed there is no net reduction in T1 lines overall.

34
35 There was further discussion and clarification provided regarding the reporting of ambulance
36 calls to the State, and that there is no grant available for this purpose.

37
38 ***Fire Stations (pages 142 - 147)***

39 Chief Breen explained the increases in Gas and Oil. He reported they are trying to increase
40 energy conservation and would share a list of his department's recommendations on how
41 they can make savings with the Board.

42
43 Assistant Chief Parisi reported there will be decreases in building maintenance to offset
44 increases in heating, gas and oil, confirming the figures are based on three or five year
45 average use.

1 Referring to gas expenditures, Selectman Hargreaves raised the issue of take home vehicles
2 within the department. There followed a discussion about Town policy on these vehicles,
3 with Selectman Hargreaves stating he was referring specifically about the Fire Marshal
4 taking his vehicle home. Chief Breen responded, providing statistics and examples of when
5 the Fire Marshal is called upon. There was further discussion with members of the Board
6 stating their views relating to cost cuts which might jeopardize safety or level of service.
7

8 ***Supplemental (page 2)***

9 Chief Breen and his staff reviewed the items relating to the Fire Department, providing
10 explanations and justifications:
11

12 *Line item 4233 (Alarm Maintenance):* The radio box receivers are currently 20 years old.
13 These administer alarms and help to improve response times. It was explained a proposal is
14 being put forward to implement an annual monitoring fee of \$200/year which would be
15 implemented as part of the update to the Town code. This would likely be introduced some
16 time between July 2009 and 2010.

17 The GPS units were discussed, with Selectman Hargreaves suggesting a lower model at a
18 lower cost.
19

20 *Line item 4452 (Building Maintenance):* Mr. Parisi provided detail of the request to reclaim
21 and pave at Central Station, pointing out the cost may fluctuate due to the price of oil.
22 Selectman McBride clarified the station would be kept in service during the repairs. Mr.
23 Parisi explained they have received three quotes for the roof work at South Station and
24 pointed out the price of the shingles is related to the oil price. He reported they are now
25 experiencing problems with the original roof which dates back to 1974.
26

27 Selectman McBride made the point he would like to support these requests, but stated he
28 would like to see reductions in the operating budget to offset them.
29

30 ***Capital improvements (a/c 80100, page 212 – 214)***

31 *Line item 4727 (Fire Department Vehicles):* There was discussion about the replacement of
32 the Command vehicle (Chevy Tahoe). It was pointed out this had been deferred from last
33 year and is outside of the recommended replacement schedule. In response to Selectman
34 McBride's request for a more efficient vehicle to reduce the carbon footprint, Mr. Parisi
35 pointed out that fire response vehicles are very different and they can interchange parts with
36 other vehicles of the same make they currently have in the fleet. He stated he would look
37 into whether it would be possible to use a hybrid. There followed a discussion with
38 Selectman Hargreaves relating to the quotes which they have, with Mr. Parisi providing
39 further information, such as \$5,600 included for additional equipment required by the Fire
40 Department. Chief Breen provided information about the vehicle they would get rid of, and
41 the one they would transfer to another use, if they managed to obtain the new Chevy Tahoe.
42

43 At the end of the Fire Department presentation, Chairman Roth declared a recess, calling the
44 meeting to order again at 8:45 p.m.
45
46

1 • **Police Department (pages 105 – 126)**

2 **Administration (a/c 40100, pages 106 – 109)**

3 Chief Donovan presented the budget for his department.

4 *Line item 4200 (Office Supplies):* He explained the figure for 2009 is based on three year
5 usage.

6 *Line item 4182 (Clothing Allowance):* The Chief reported this line item has been reduced
7 since 2008 and they were only claiming for two sets of civilian clothing in 2009 as other
8 officers use their own clothes and not receiving the allowance.

9
10 The Chief reported that costs associated with recruitment have been reduced as they are not
11 doing as much recruitment.

12
13 In response to a query from Selectman McBride, Chief Donovan stated they do not anticipate
14 any retirements for other one or two years. In response to a query from Selectman
15 Hargreaves, Mr. Sistare clarified that non union staff receive increases before the budget is
16 voted upon.

17
18 **Police Support Services (a/c 40110, pages 110 – 115)**

19 *Line item 4101 (Training):* It was explained that this line has increased to account for salary
20 increases/promotions requiring mandatory training.

21 *Line item 4220 (Photography):* It was pointed out this line item has decreased due to moving
22 over to digital.

23 *Line item 4223 (Academic Reimbursement):* The figure in this line item is based on a survey
24 of those who wish to go to college.

25 *Line item 4405 (Memberships & Publications):* This line has increased due to an increase in
26 the cost of law books.

27 *Line item 4456 (Radio Maintenance):* This line has increased due to the cost of portable radio
28 batteries.

29 *Line item 4458 (Vehicle Maintenance):* It was explained that monthly maintenance of
30 vehicles has decreased the amount of problems they have experienced. The Chief explained
31 this line included tire and rim replacement as they have found the rims are not holding up
32 well.

33
34 In response to a query from Selectman McBride, Chief Donovan stated there will probably
35 be no need to hire more Special Officers as currently they can take care of this need with full
36 time staff.

37
38 There was a discussion with Selectman Hargreaves regarding the additional cost of gas due
39 to take home vehicles for on call personnel, and Selectman Hargreaves asked to see details of
40 the procedure for take home vehicles for clarification.

41 *Line item 4405 (Memberships & Publications):* Selectman Hargreaves for information on
42 what the department gets out of membership to the IACP (International Association of Chief
43 of Police, and the Chief explained the advantages of membership to this association.

44 Selectman Hargreaves also asked for more information on the need for NH Bar fees and
45 court fees, and Chairman Roth and Mr. Sistare clarified that these are annual fees which are
46 contractual. Selectman Hargreaves also queried what the Northern N.E. Police Accreditation

1 Coalition membership covered, and it was explained this organization assists the department
2 in reaching accreditation standards.

3
4 ***Police Patrol (a/c 40120, pages 116- 118)***

5 *Line item 4207 (Emergency Equipment):* Chief Donovan stated they needed to replace fire
6 extinguishers which have expired. He also explained there would also be the cost of a
7 professional fire inspection coming out of the Building Supplies line item.

8
9 In response to Selectman McBride's query about fire extinguishers, Captain Ganley
10 explained they are supposed to use an outside contractor and obtain help from the Fire
11 Department to find a contractor.

12
13 ***Community services (a/c 40125, pages 119 – 121)***

14 The Chief explained that Travel Expenses has been removed from this account and placed
15 under Investigative Services (instead of under both accounts).

16
17 ***Investigative services (a/c 40130, pages 122 – 124)***

18 There were no unusual changes in this account and no queries from the Board.

19
20 ***Police station (a/c 40140, pages 125 – 126)***

21 *Line item 4498 (Building Repairs):* The Chief provided detail of the work to be carried out on
22 the building to maintain it, stating that half of the cost would be for the electrical work.

23
24 Selectman Hargreaves requested backups for the building maintenance and the Chief agreed
25 to provide this.

26
27 ***Supplemental (page 2)***

28 Mr. Sistare explained about the replacement for the police trailer. In response to Selectman
29 McBride's query as to whether drug forfeiture funds can be used to purchase the trailer, the
30 Chief explained they could use some, and he provided detail of where money would come
31 from to pay for the trailer. There followed a discussion about inspections required for the
32 new trailer, and Chief Donovan provided information on how it will be equipped.

33
34 In response to a query from Chairman Roth about how they had found out the existing trailer
35 was not up to code for snow bearing, there followed a discussion about the load bearing of
36 the new facility, and who had been included in checking this out.

37
38 In response to a query from Selectman Hargreaves, it was clarified by Mr. Sistare that the
39 trailer will be purchased in 2008 with money available in that budget. As a result the
40 \$79,700 in the 2009 budget will be zeroed out. There followed a discussion between
41 Selectman Hargreaves and Mr. Sistare, in which Mr. Sistare clarified that the deficit he had
42 previously mentioned in the 2008 budget applied only to fuel. There was further discussion
43 regarding the current trailer and its disposal, with Chairman Roth stating she would like to
44 see the supplier being held accountable in some way for the fact that it did not meet the
45 required specifications and stated she would like to follow up on this at another time.
46

1 **Capital improvements (a/c 80100, page 212)**

2 *Line item 4724 (Police Vehicles):* Captain Patten provided an analysis of cruiser costs. There
3 followed a discussion with Selectman Hargreaves in which comparison was made with the
4 vehicles purchased by Police Departments in other towns and the bids which Salem PD has
5 received and submitted within the budget. There was also discussion about the engine size
6 necessary and potential gas savings by using smaller engines. Chairman Roth stated she had
7 just received the report from Chief Donovan this evening and would be reviewing it further.
8 Selectman Lyons clarified that the report includes information on performance as well as
9 cost. Captain Patten and Chief Donovan spoke at length on the advantages of some of the
10 cars, and about pursuit characteristics being different between front and rear wheel drive.
11 The Chief also pointed out there would be a training issue if they were to change over from
12 rear wheel to front wheel drives. Selectman McBride pointed out he has learned that V6
13 engines are not as durable. Chairman Roth confirmed there was information in the report for
14 basing their conclusions on. Selectman Hargreaves spoke in defense of front wheel drives,
15 providing feedback from other Police Departments who use them.

16
17 In response to Selectman Barnes' query relating to emergency vehicles fueled by natural gas,
18 Chief Donovan and Captain Patten stated they had experience of these as test cars which did
19 not make it to the fleet due to poorer performance. There followed a discussion and the
20 Board of Selectmen asked that the Police Department look into this further. Selectman
21 Hargreaves provided a resource to contact regarding these vehicles, and suggested combining
22 the Police vehicle requirement with the Fire Department to obtain a better quote. Chairman
23 Roth thanked everyone for their work on this and the budget.

24
25 **2. Town Manager's Report**

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

29
30 **3. Selectmen Reports/Correspondence**

31 Selectman Hargreaves asked for an update on the installation of the street light on Wheeler
32 Avenue, and Mr. Sistare stated he would follow up on this. Also mentioned street light
33 turned off – Chairman Roth asked Selectman Hargreaves to provide the pole number.

34
35 **4. Old Business Tabled/Pending**

36 There was none.

37
38 **• Additions/Requests by the Public**

39 There was none.

40
41 **• Upcoming Meetings**

- 42 o September, 3, 2008 (2009 Budget/Warrant Articles) – MEDIA CENTER
43 o September 4, 2008 (2009 Budget/Warrant Articles) – Knightly Room
44 o September 8, 2008 (2009 Budget/Warrant Articles) – Chairman Roth announced a change
45 in venue to the Media Center from the Knightly Room
46 o September 11, 2008 (2009 Budget/Warrant Articles) – Knightly Room

- 1 o September 15, 2008 (2009 Budget/Warrant Articles – Knightly Room
- 2 o September 22, 2008 (Regular Meeting) – Knightly Room
- 3 o September 24, 2008 (2009 Budget Presentation to Budget Committee)
- 4

5 • **Upcoming Events**

6 There were none.

7

8 **MOTION:** by Selectman Hargreaves

9 *Move to adjourn the meeting*

10 **SECOND:** Selectman McBride

11 **VOTE:** 5-0-0

12 The motion carried unanimously.

13

14 Without further business, the meeting adjourned at 9:45 p.m.

15

16

17 Notes/Minutes Taken by: Sandra Maxwell

18

19 Approved: Board of Selectmen

20

21 Date: September 22, 2008