

**Town of Rumney
Board of Selectmen
December 7, 2015
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Selectmen's Meeting Minutes**

**Present: Select Board Members-Chairmen Ed Haskell, Dan Kimble, Mark Andrew
Administrative Assistant, Joe Chivell**

- 6:30** Chairmen Ed Haskell called the meeting to order
- Payroll, accounts payable, a letter to LCHIP and PAF's were reviewed and signed
- 6:45** **Transfer Station** - Sonny Ouellette, Superintendent of the Transfer Station, met with the Board for a general up-date. Overall the Rumney Transfer Station is in good shape operationally. Sonny and his staff are taking care of the maintenance and upkeep of the area. If any unexpected operational needs occur Sonny will contact the Board. A new sign will be put in place as a courtesy reminder that the Town of Rumney is a mandatory recycling town.
- 7:00** **Public Forum** - Mark Andrew asked to use this time to address a few issues that have been observed and / or have been brought to his attention.
- The posting times of the Selectmen's meeting have been missing from the Post Office for some time and some other postings still show a 7:00 PM start, but as of late the meetings are starting earlier. It was discussed that the start time had just recently changed because of the budget process and the time between 6:30 and 7:00 were used to review and sign checks and correspondence, not used for public discussion or actions
 - Mark asked if off Mondays could be limited to just signing checks, and eliminate the signing for septic designs and intent to cut requests. An overview of the majority of the septic designs that had been reviewed and signed, on an off Monday, had been failed systems, and had not been new installations. As for the Intent to Cut; If someone comes to the office requesting a blank Intent to Cut, Administrative Assistant, Joe Chivell, will ask about access and if there is a need for a temporary driveway permit. A tax card is printed to assure all proper signatures are on the Intent and a check is done to assure there are no current tax liens on the property. If the Intent to Cut is mailed or forwarded by other means and it is not clear that a drive way already in place the property owner is contacted prior to the Intent going before the Board
 - Mark had been asked by some who read the minutes why it seemed there are so many "Non-public" sessions. It was explained that the majority of the most recent "Non-public" sessions were to cover either personnel issues or meeting with property owners regarding payment issues. In both cases they are given the option to meet in public or non-public session as outline under RSA 91-A:3,II

- Mark had heard several complaints about the recent road construction on Buffalo Road. The complaints varied from the length of time the job took, no flaggers, and the roughness of the road. Clarification is needed if this is the final paving of the road or if there will be a top coat in the spring.
- Mark was hoping that a better break down of the tax rate and where the increases occurred could be on the Town's website. He hopes this would help the property owners to better understand what makes up the rate and what percentage of the overall rate is municipal, local school, county, and state education. That information is on the Town of Rumney website, but will be repositioned for easier access.
- Lastly, Mark shared his concern of how the charter schools are going to negatively affect local public schools. Charter schools do not have to meet the same standards as the public schools, i.e. teacher certifications, special education requirements, and facility designs, yet they still receive state funding.

7:30 PM Meeting minutes review – The minutes of the November 16, 2015 Selectmen's meeting were reviewed. Dan Kimble made a motion, which received a second from Mark Andrew, to accept the minutes as presented. Motion passed 3-0

7:45 PM Buffalo Bridge Road Up-date – Mark Andrew reported that he, and Administrative Assistant, Joe Chivell, meet with Chris Fournier of HEB Engineering last Wednesday. HEB is waiting on the final permit approvals from NHDES. Once all permits are in place the project is ready to move forward on the following timeline;

- Contract language forwarded to the Primex for review (completed)
- Easement meeting with abutters December, 2015
- Project placed out to bid January 4, 2016
- Site walk by interested contractors January 19, 2016
- Bid closing, 2:00pm February 4, 2016
- Bid opening 2:00pm February 4, 2016
- Notice of award the week of February 8, 2016
- Notice to proceed to follow Rumney Town Meeting
- Start work May 2, 2016, or as permitted by all issued permits
- Road re-opened to traffic by June 29, 2016
- 100% complete, final payment August 1, 2016
- Penalty for late finish, \$500.00 per day

Other information regarding the project

- The project will cause a complete road closure
- The new bridge is a pre-cast system and will be slightly wider
- There should be no effect on the grade of any of the abutters
- The FEMA grant for this project expires at the end of 2016
- The cost to the Town of Rumney is expected to be \$18,939.00

8:00 PM Hazardous Mitigation Meeting Follow up – Mark Andrew, Emergency Management Director, reported on the recent Hazardous Mitigation meeting held at the Rumney Town Office. The town is required to have a Hazardous Mitigation plan in place, and it needs to be reviewed every five years. Having such a plan in place allows the town to be eligible for FEMA grants, like the one being used to replace the Buffalo Road Bridge. Jane Hubbard has been contracted to complete the town's plan. A State grant will cover the expense of this contract. The town's portion of the grant is covered by in-kind contributions, such as attendance to these meeting by town employees. The town was represented by the selectmen's office, highway department, EMS, fire, police, planning board, emergency management, Town Clerk/Tax Collectors office, conservation commission, and transfer station. The school was not represented as they had a conflict in scheduling. Also present was Jane Hubbard and Paul Hatch of NH HSEM.

This meeting focused on, 1) review of events occurring during the past five years as it related to Hazardous situations 2) the list of situations that are hazardous and how relevant they are to the town of Rumney. A matrix was completed based on the input of all those in attendance.

The next meeting will be January 6, 2016 at 6pm. This meeting will be open to the public.

8:15 PM Fire / EMS / Transfer Station contracts with Groton / Dorchester / Ellsworth

The town of Rumney currently provides primary EMS response to the Rumney side of Ellsworth. Under past agreements the town of Ellsworth paid a flat rate of \$250.00 for this service. It was determined that the 2016 proposed contract for EMS services to Ellsworth will continue to have a flat rate, but would also include a per-call billing component. The per-call bill would be limited to three responders, up to two hours, at an average rate for the responders, plus an administrative fee. This brings Ellsworth's contract into line with other towns Rumney provides this service to.

Dorchester contracts Fire Department and Transfer Station use from Rumney. The formula to determine the cost for these services will remain the same.

The contract to provide Fire Department coverage to Groton will continue to use the same formula. The proposed contract for EMS response will continue to use a flat rate, but also include a per-call billing component. The per-call bill would be limited to three responders, up to two hours, at an average rate for the responders, plus an administrative fee. This brings Groton's contract into line with other towns Rumney provides service to.

Proposed 2016 contracts will be prepared for the Board's review at the December 21st meeting

8:45 2016 Process update – Town department heads had been asked to submit any proposed warrant articles for review by December 1st. Listed below are the warrant articles received to date;

- **Highway Department** – Warrant article request approximately \$160,500.00 for the replacement of a truck. Capital reserve fund to assist in purchase

- o Discussion - purchase vs. lease, this item is in line with the CIP, Board would like a time line of the replacement of the backhoe
 - **Fire Department** – Warrant article requesting \$9,500.00 to purchase three sets of protective clothing and five SCBA bottles to replace expired bottles. Requesting to withdraw \$5,000.00 from capital reserve with the remaining funds to be raised by taxes.
 - o Discussion – Last year protective clothing purchase was requested in a warrant article, but purchase has not been made to date. Last year it was requested to replace expired SCBA bottles. That purchase was just made this month.
 - **Fire Department** – Warrant article to raise \$10,000.00 to be a non-lapsing fund for the purpose of payment to firefighters and for damaged and/or lost equipment while fighting forest fires.
 - o Discussion – Check with Primex regarding property loss coverage, State reimburses 50% for forest fires unless it is started by a known person, check with other towns to see how this is handled. Perhaps a lesser amount would be in order.
 - **Fire Department** – Warrant article to raise \$25,000.00 to add another bay to the present fire station.
 - o Discussions – What units are stored in West Rumney, when did the additional space become a need, how was this price arrived at, specs of addition?
 - **Fire Department** – Warrant article to raise \$10,000.00 to pave the lip in front of the bay doors at the Fire Station and an additional \$6,000.00 to pave the parking area.
 - o Discussion - Real bid price is needed
 - **Cemetery** – Warrant article to raise \$16,000.00 to complete the wall repair at Highland North Cemetery.
 - **Police Department** – This is a no money involved warrant article. Warrant article would allow for the creation of revolving account using police department revenues to fund the account. Funds in this account would be used for public safety services
 - **Selectmen's Office** – This is a no money involved warrant article. To adopt the provisions of RSA 41:14-A to allow the town's Board of Selectmen to accept real property on behalf of the town.
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- ❖ A list of requested encumbrances will be created for review at the December 21st Selectmen's meeting
 - ❖ Budget Advisory Board will be asked to return with their input on January 4th at 7:30PM
 - ❖ The Board of Selectmen will meet for a budget work session on January 9th at 8:00AM
 - ❖ Department Head budget reviews will be completed as needed
 - ❖ Going into budget reviews Mark Andrew wanted to make the following observation
 - o He wanted a little more clarification of the Police budget use of part-time hours. He does appreciate the minimal increase in that budget and the efforts Chief Miller is making.

- o He feels the fire chief stipend should be kept in line with other employees' pay adjustments
- o He did not see the need for the new medical exams line in the fire departments request. Under the new Affordable Care Act, everyone is required to have medical insurance and medical exams are covered.
- ❖ Administrative Assistant, Joe Chivell, wanted to note a clarification regarding the Planning Board Budget request. The Planning Board did not request \$2,000.00 in their budget for legal expenses, they wanted to make sure they had access to \$2,000.00 of the Legal Expense line.

9:15 Administrative Assistant up-date

- Eagle Point Development, LLC, the group that purchased the former Salem Trust property on Stinson Lake came to the town office last week. They made full payment of the past due PILOT agreement the town had with Salem Trust. They have been on site and will continue to have a caretaker onsite. It is unclear what they will use the property for at this time.
- QuickBooks software has been installed and will be used for the financial records starting 2016. All expense and income accounts have been entered and a training session was included during the setup. A follow up training will be conducted sometime in February or March
- The Town Clerk/Tax Collect, Paulette Bowers, asked the status of the Avatar software addition. The Board felt this would be better dealt with as a warrant article with funding from the Software and Equipment capital reserve fund
- Personnel review forms will be given out the department heads to be completed over the next 3-4 weeks
- Robin Bagley reported that the Rumney Common Fountain Fund was closed on December 2, 2015. The fund balance of \$242.42 will be donated to the Haven Little Scholarship Fund.
- Greg Patten will graduate from the NH Police Academy on 12/18/2015. The Board did ask that Officer Patter and Chief Miller attend the December 21st Board meeting
- The last of the funds from the Trustees of the Trust Funds have been requested

9:30 Other - New Business

The 2016 proposed contract for the Warren Wentworth Ambulance Service was recently dropped off at the town office. This document had been requested several weeks ago, at the start of the budget process. At the same time a quote for ambulance services from the Town of Plymouth had been requested and received the next day.

Following a brief discussion of EMS services and ambulance needs Dan Kimble made a motion, which received a second from Mark Andrew to enter into a contractual agreement with the Town of Plymouth for ambulance service at the cost of \$29,557.00, for the first year, starting January 1, 2016. The motion passed 3-0

Administrative Assistant, Joe Chivell, will send notice to the Warren Wentworth Ambulance Service via certified mail. He will also request a formal contract from the Town of Plymouth.

9:45 Other - Old Business

There was a brief discussion regarding the current staffing of the Rumney EMS squad, the upcoming EMT training in Ashland and who may be attending that training, the training line item of the budget and the future staffing of the squad. Additional information on these topics will be gathered from the squad's Director.

10:00 Ed Haskell made a motion, which received a second from Mark Andrew, to adjourn. Motion passed 3-0

Sincerely submitted,

Joseph Chivell
Administrative Assistant
Rumney Board of Selectmen