

ROCKINGHAM SELECTBOARD SPECIAL MEETING
Saturday, November 19, 2016

Present: Lamont Barnett, Stefan Golec, Ann Dibernardo, Peter Golec

Also Present: Shane O'Keefe, Interim Municipal Manager; Kerry Bennett, Recording Clerk; Nicole Gay, Finance Assistant; Michael Hinds, Highway Superintendent; Ryan Stoodley, Recreation Director; Camilla Roberts, Listers Chair; Charles Wise, Zoning Administrator/Health Officer; Malcolm Potter, Cemetery Sexton; Denis Jeffrey, Fire Chief; Kathleen Neathawk, Town Clerk; Deborah Wright; Gary Fox

Press: None

Call to Order: Meeting was called to order at 8:00 a.m. by Chairman Lamont Barnett

Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting: None

Public Comment on Items Not on the Agenda (3 minutes per person): None

Agenda:

1. FY2018 Budget Workshop: Barnett reminded the Board members that they had set a goal to cut the tax rate by 2¢. Barnett also stated that sidewalk repair would need to be increased.
 - Highway – Mike Hinds, Highway Superintendent: O'Keefe noted that Class 1 road revenue is \$0 in the proposed budget and he will look into this further. The board discussed the Cherry Hill retaining wall issue and Hinds noted that the structures grant will be applied for again this year and indicated that the Town was in good shape to receive this grant in the next grant cycle as well as paving grants. Hinds stated that the Class II paving grants will be applied for at the appropriate time and it would be his intention to continue with re-paving of the Square from the section previously done near Windham Antiques and go north to the Town line at the Westminster Bridge. The road near Subway will also require some work. Hinds also informed the Board that the Front Street steel wall is in need of attention as well. Hinds then addressed personnel in the highway department. Hinds reminded the Board that they lost a laborer several years ago and the position was never filled and Hinds asked the Board to consider filling this position. The following line items were changed in the highway department budget.

Revenue:

- Class I State revenue – to be determined.
- Class II Paving Grant - \$150,000 anticipated

Expenses:

- Health Insurance – decreased from \$234,800 to \$165,300
- Insurance Incentive – decreased from \$86,000 to \$8,600
- Engineering Services – May need to be increased – will revisit at a future meeting.
- Salt/Chloride – decreased from \$127,000 to \$118,000
- Sidewalks – increased from \$20,000 to \$50,000

The Board also discussed the possibility of acquiring the former State Police barracks property adjacent to the Town's gravel pit. Hides noted that there is no further gravel to come from the Town's pit and it may be necessary to look elsewhere for gravel in another year. Hides also noted that Pleasant Valley Road is failing and he would like to address 1/3 of this in the budget now and in FY2019 & FY2020. Hides informed the Board that it would be more cost effective to contract the sidewalk work out instead of the highway crew doing this. Hides noted that the Town does not have a sidewalk paver which makes this difficult to do. The Board asked that Hides look into the cost for a paver.

Recreation - Ryan Stoodley, Recreation Director: Stoodley stated that he anticipates an increase in Saxtons River Day Camp revenues and has added in an additional \$4,000 over this year's budgeted amount. Peter Golec asked if the ski tow was ready to go. Stoodley stated that it was and he is awaiting the inspector from the State. Stoodley informed the Board that pipes around the pool are going to need replacement as the termites that have damaged the building also got into the pipes resulting in pinholes and a loss of water. Stoodley will contact ABC pools to get a quote. Stoodley also indicated that the surveillance is in need of an upgrade and this is being worked on. There were no changes made to the proposed recreation budget at this time.

Listers – Camilla Roberts, Chair: Roberts outlined the reappraisal and answered Board questions. Roberts stated that it looks like the Grand List may go down a bit. Roberts also noted that a preliminary look at the hydro sales by Sansoucy and Attorney Dick Saudek looks hopeful that the appraisal may come in higher than expected. There were no changes to the Listers proposed budget.

Planning/Zoning, Chuck Wise, Zoning Administrator: Wise noted that the Windham Regional Commission annual assessment has come in higher and this needs to be increased. Wise also noted that the department has digitized approximately 1,100 permits at a huge cost savings and they are back to 2005 and it is hoped eventually to have all information available on line. The following change was made to the Planning/Zoning proposed budget.

Expenses:

- Windham Regional Planning – increase from \$9,984 to \$11,565

Health Office: Wise stated that there have been some health orders issued and most have been resolved by voluntary compliance. Wise also noted that the former Municipal Manager had been named the Deputy Health Officer. This is an appointment that will need to be filled and he has someone in mind that is willing to take this on. There were no changes made to this proposed budget.

Cemeteries – Malcolm Potter, Cemetery Sexton: Potter stated that all buildings in the cemeteries have now been painted and they are working on keeping stones standing and repairs as needed and as time allows. Potter stated that there has been a decrease in cemetery lot sales due to the fact that a significant number of people are being cremated and tend to be buried in existing family lots. There were no changes made to this budget.

Fire Department – Denis Jeffrey, Chief: Jeffrey noted that the mutual aid dispatching cost was increased but stated that he has been informed that this will not be increasing for a couple of years. The Board then discussed the possibility of dispatching through the Windham County Sheriff and O’Keefe will have a discussion with WCS about this. Jeffrey did note that the Scott packs need to be upgraded every few years and the tanks every 3 to 4 years. It was noted that the Bellows Falls Fire Department may have some and Jeffrey will speak to BF Fire about this. DiBernardo asked Jeffrey what the department needed. Jeffrey stated that they could use a Jaws of Life. No changes were made to this proposed budget.

Town Clerk’s Office - Kathleen Neathawk – Town Clerk: Neathawk stated that the vault is full and more room is needed. Digitizing vs. recording in books was discussed and Neathawk will look into this to see what is required. DiBernardo asked about the new hours. Neathawk stated that they are not noticing any increase in the late hours but do in the earlier morning hours. There were no changes made to the Town Clerk’s budget.

Neathawk then asked about some other department budgets, specifically in the highway department such as contracting services and uniforms. Neathawk asked why the recent sewer line break near Subway required the services of an outside contractor. Barnett stated that the only workers he saw there were highway crew members. Neathawk also questioned the necessity of highway department uniforms. Bennett stated that this is a union contract requirement.

Review Agenda Items for Next Meeting – December 6, 2016:

FY2018 Budget – Recycling, Development, Opera House, General Fund

Other Business: None

Executive Session: No executive session was necessary.

Adjourn: *Peter Golec made the motion to adjourn the meeting at 11:50 a.m. Motion was seconded by Stefan Golec. Motion passed.*

Attest: _____
Kerry Bennett, Recording Clerk