

Tuesday, May 24th 2011

May 24, 2011

Minutes of the Public Works Position Workshop held at the Town Office from 5-6 pm

Attending: Joel Bourassa, Gil Rand and Jim Fadden

The meeting was called to order by Joel Bourassa at 5:05 pm.

Joel distributed at Points for Discussion document to the other Selectmen to use as a guide for the workshop as follows:

1. Ground Rules

- a. Confidentiality matters in regards to applicants.
- b. Hire locally if possible.
- c. Every applicant gets an updated job description.
- d. Equal opportunity employment rules apply.
- e. Recuse yourself if a relative or close friend applies.

2. Preferred Applicant

- a. Meets most of the criteria in the job description
- b. Must have administrative skills as well as physical skills
- c. Must have the ability to work well with residents and their complaints
- d. Must be a team player.
- e. Must be always willing to learn and implement new ideas.

3. Position advertising (2 weeks)

- a. Locally First
 - i. Penny Saver
 - ii. Courier
 - iii. White Mt. Shopper
 - iv. Plymouth Record Citizen
 - v. Chamber website
 - vi. Channel 3
- b. Elsewhere if needed
 - vii. Union Leader
 - viii. Craig's List

4. Selection Procedures

- a. Advertise for two weeks as above.
- b. Applicants must pick up a job description or have it emailed to them.
- c. Resumes to Town Office. ATTN: Public Works Position
- d. Town Office will collect and leave unopened.
- e. At a pre-determined Board meeting in non-public session we will open the envelopes. Copies will be made and we independently will rank our top 5 on a 1 scale with 1 being the highest.
- f. We then will get together to compare our results and look for common threads.
- g. Interview the consensus top 3.

- h. Second interview top 1-2 if needed.
- i. Offer to be made at salary based on qualifications and experience.

It was decided that we should collectively choose the top 10 candidates from the resumes submitted and then independently score them and compare our scores to arrive at the 5 persons to ultimately interview.

Joel distributed a draft job description and a few minor changes were made. This job description will be available for all applicants in the front office.

A brief discussion on an Interim Plan for the Public Works position was held. Jim said that Bill Mellett was not interested in working part-time until a new person was hired as he just wanted to retire fully. He said he would be available as questions came up from the staff or Selectmen.

Jim suggested that the 3 Selectmen get together soon with the two staff members to let them know that the Selectmen will be overseeing that department until a successor is chosen. A date right after Bill's retirement ceremony would be set.

The meeting adjourned at 5:50 pm.

Lincoln Woodstock Joint District Board – Meeting Minutes
Tuesday, May 24, 2011

Board Members Present: Jim Fadden, Gil Rand, Joel Bourassa, Peter Moore, OJ Robinson
Staff: Sandy Dovholuk, Judy Welch, Bill Mellett, Steve Welch, Peter Joseph (Lincoln Town Manager), Paul Beaudin (Solid Waste Facility Manager)
Public: Patrick Griffin, Paula MacKay, Skip Schurman, Lutz Wallam

Joel called the Joint District Board meeting to order at 6:07 PM. The Town of Woodstock and Lincoln's Boards of Selectmen have come together to discuss and review joint projects.

Solid Waste:

Peter Moore explained that the clear bag start date is June 1st but would like to ease into it. He has had several requests to establish a grace period so that members of the community can use up their existing bags. Jim suggested a 30 day grace period. Paul Beaudin stated that it would be more productive and fair to everyone if there was a drop dead date to work with. Both Boards agreed that clear bags will be mandatory on July 1st.

Patrick Griffin asked for clarification on the whether the bags had to be clear or if they could be translucent. Paul explained that it didn't matter as long as they could see through them.

Jim has been bombarded with complaints from the school district. It was expressed to Jim that the school was being turned away when they tried to dispose of light bulbs, mixed trash, and computer items.

Paul explained that light bulbs are considered hazardous waste just like oils, paints, and batteries. They only accept light bulbs from residential and not commercial because they have to limit the volume and exposure to hazardous materials. However, the School and Towns are exempt from this. They have never turned the school or towns away; they have just asked that they limit the quantity they bring in at one time.

Paul stated they do NOT except mixed trash from the school. There is a mandatory recycling policy and there are no exceptions. Everyone has to recycle or they cannot use the facility. Paul suggested that either they separate their trash or get a dumpster. Peter Joseph believes the mixed trash is coming from the school fields because he knows the school recycles in the buildings. The Town of Lincoln has purchased recycling bins for the Community Field and Recreation Center and suggests that the school do the same for the other fields.

Paul says they do take computer items from the school; however, they have to do it in moderation because they are not set up to take a lot at one time. Paul says he is willing to work with them.

Paul is in the process of renegotiating the balance of our current contract with Waste Management and extending it from a 5 year contract to a 7 year contract to allow for lower tonnage rates. Paul said we still have 2 ½ to 3 years left on the old contract but this new contract would be effective immediately and could possibly save the towns anywhere from \$30,000 - \$50,000 over the next few years. Paul stated they have excellent customer service and a good working relationship with them. The Board suggested that Paul gather other quotes from surrounding companies before signing a new contract.

Recreation/Community Center:

Peter Joseph reported that everything was running well and the participation gets higher every year. Peter stated that they will be increasing rent for the Grafton County Seniors and the Lincoln Woodstock Child Care Center when their contracts are up. Rent will only be increased to what the operating costs are each year.

Paula Mackay questioned whether there were any growth plans. Peter Joseph said they have no growth plans, just maintenance plans.

Other Business:

The Peter Moore of the Lincoln Select Board suggested creating dialect with the Woodstock Select Board to consider the possibility of merging the Fire Departments from both towns. Peter Moore advised the Woodstock Select Board that they have to spend \$360,000 on a new pumper this year and have another truck to purchase in the near future. It is their hope that this dialect might lead to a study and include other departments. Peter Moore stated that they are looking into the future and with the increasing costs and pressures being placed on municipalities this could be cost effective.

The Woodstock Select Board will take this under advisement.

Paula confirmed that money would need to be allocated and voted on at town meeting to start a study.

Joel motioned to adjourn the Joint District Meeting at 7:10 PM. Gil seconded the motion and the vote was affirmative.

Town of Woodstock
Selectmen's Meeting
Tuesday, May 24, 2011

Selectmen: Jim Fadden, Gil Rand, Joel Bourassa
Staff: Sandy Dovholuk, Judy Welch, Bill Mellett, Steve Welch, Melissa Sabourn
Public: Patrick Griffin, Paula MacKay, Skip Schurman, Lutz Wallam

Joel called the meeting to order at 7:15 p.m. Jim seconded the motion and the vote was affirmative.

Public Participation/Paula MacKay:

Paula volunteered to be on the committee for the Town's 250th Anniversary celebration in 2013. Paula also stated that she has volunteered to be on the committee for the Industrial Arts Project at the school.

Public Participation/Patrick Griffin:

Patrick wanted to know if the Board had reached a decision on changing the schedule of the Selectmen's Meetings so that they would run opposite the School Board Meetings. Joel stated that the Board has decided not to change the schedule because it is set in advanced and they have already schedule their schedules around that. Patrick wanted to know if this had anything to do with politics and stated that this was not good for the people who wanted to attend both.

Public Participation/Skip Schurman:

Skip asked the Selectmen what they wanted for an arch on the right-of-way between the two buildings on Morris Street. Joel stated that there are more factors than the Board anticipated and they are not in a position to make a decision. These factors included the town's position on the right- of- way and the position of the adjoining property.

Public Participation/Lutz Wallam:

The Board reviewed the packet of information Lutz presented them with from Constellation New Energy via Quest Energy Solutions. The Board had determined the 18 month contract will work best for the Town of Woodstock but wants to see the contract with the proposed pricing for review before a final decision is made.

Tax Collector/Possible Deeded Properties:

The Tax Collector presented the Board with a list of properties up for deeding. Jim motioned to sign the deed waivers on all five properties. Joel seconded the motion and the vote was affirmative.

Sign Building Permits/Sellingham/Haladay/Picard:

The Board reviewed and signed the Building Permits for Sellingham, Haladay, and Picard.

Minutes of the May 10, 2011 Meeting:

Jim motioned to accept the minutes of May 10, 2011 Meeting. Joel seconded the motion and the vote was affirmative.

Welch's Water/Wastewater Treatment Services Inc:

The Board reviewed the letter from Welch's Water & Wastewater Services Inc. The Board would like a meeting scheduled to review contract details.

Other Business:

Signed Checks.

Mike Donahue wanted to extend an invitation to anyone who would like to be on the committee for the Industrial Arts Project at the School. Joel stated the Paula would represent the Town of Woodstock as chairman of our Budget Committee. Joel asked Paula to report back occasionally.

Jim motioned to adjourn at 7:55 p.m. Joel seconded and the vote was affirmative.