

HUDSON, NH BOARD OF SELECTMEN
Minutes of the February 27, 2001 Meeting

1. **CALL TO ORDER** by Chairman E. Lorraine Madison at 7:30 p.m.

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2. **PLEDGE OF ALLEGIANCE**, led by Selectman Rhona Charbonneau

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3. **ATTENDANCE**

Selectmen: E. Lorraine Madison, Rhona Charbonneau, Shawn N. Jasper & Terry Stewart. Selectman Ann Seabury was on vacation.

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Staff/Others: Paul D. Sharon, Town Administrator; Priscilla Boisvert, Executive Assistant; Frank Carpentino, Fire Chief; Richard Gendron, Chief of Police; Sarah, Derry News

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4. **PUBLIC INPUT**

No one had registered to speak to the Selectmen, and there were no residents in the audience.

5. **CORRESPONDENCE**

A. From: Frank Carpentino, Fire Chief
Re: Acceptance of Donation of Medical Equipment
Refer to: New Business

B. From: Richard Gendron, Chief of Police
Re: Hiring Procedure
Refer to: New Business

C. From: Sewer Utility Committee
Re: Sewer Abatement Request
Refer to: New Business

D. From: Jim Michaud, Assessor
Re: Various Assessing Items
Refer to: New Business

Motion by Selectman Charbonneau, seconded by Selectman Stewart, to receive the Correspondence with appropriate referral carried unanimously.

6. **NEW BUSINESS**

A. **Public Hearing and Acceptance of Donation from Scott Peters of Medical Equipment, with an estimated value of \$583, to the Fire Department**

Chairman Madison opened the Public Hearing at 7:33 p.m. and asked if anyone wished to speak on this. There was no response, so she closed the hearing.

Motion by Selectman Jasper, seconded by Selectman Stewart, to accept the donation, with thanks, carried unanimously.

B. **Sewer Abatement Request** (S-01-08, 8 Melendy Road)

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Motion by Selectman Jasper, seconded by Selectman Stewart, to grant, as recommended by the Sewer Utility Committee, carried unanimously.

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C. **Assessing Items**

1) **Abatement Application** (14 Riverside Avenue, Map 48/Lot 30)

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Motion by Selectman Charbonneau, seconded by Selectman Jasper, to grant, as recommended by the Assessor, carried unanimously.

2) **Supplemental Tax Bills** (41 School St, Map 051/Lot 146; 43 School St, Map 051/Lot 145)

Motion by Selectman Charbonneau, seconded by Selectman Jasper, to sign, as recommended by the Assessor, carried unanimously.

3) **Elderly Exemption and Abatement Application** (18 Sunland Drive, Map 028/Lot 034)

Motion by Selectman Jasper, seconded by Selectman Stewart, to grant, as recommended by the Assessor, carried unanimously.

4) **Veterans Tax Credit Application** (Map 031/Lot 088/Sublot 008)

Motion by Selectman Jasper, seconded by Selectman Stewart, to grant, as recommended by the Assessor, carried unanimously.

5) **Yield Tax Warrant** (22 Kimball Hill Road, Map 025/Lot 014)

Motion by Selectman Jasper, seconded by Selectman Charbonneau, to sign, as recommended by the Assessor, carried unanimously.

6) **Disabled Tax Deferral Application** (8 Sunland Drive, Map 28/Lot 28)

Motion by Selectman Jasper, seconded by Selectman Jasper, to sign, as recommended by the Assessor, carried unanimously.

D. Hiring/Posting Procedure in the Police Department and Fire Department

Chairman Madison recognized Police Chief Gendron and Fire Chief Carpentino. Mr. Sharon distributed copies of the policy that pertained to this issue. Chairman Madison said there is an on-going hiring list of candidates that have been tested, so when a position is open, they hire from the list. Chief Carpentino said that is the case in the Fire Department. Chief Gendron said they test about six times a year, but they always hire from the list. Chairman Madison asked if they could have an on-going posting so that if someone resigns on a Wednesday, which is the day after the Selectmen meet, they don't have to wait two more weeks to come before the Selectmen to receive authorization to post. Chief Gendron said with patrol officers, it is very difficult to follow that guideline because they are actively recruiting at the colleges and at the police station. They can go through applicants very quickly. When they have an opening, they go to the list. They don't do a posting every time there is a vacancy; it's posted all the time. Recently, his Records Clerk gave an eight-week notice because she knew that her replacement would require two or three weeks of training because of federal and state mandates, and since they have government grants. He had to take down the posting because he hadn't received authorization to post, and had to wait till the next Selectmen's meeting. He came before the Board, got permission to post, took applications and conducted interviews and then had to wait until the next Selectmen's meeting to hire. He lost five weeks, his records bureau was disrupted and he will have to pay overtime for training for a current employee, a Dispatcher who was transferred into Records at the same rate of pay, same union and same classification. Then he had to seek authorization to fill that position, which was going to be filled by a current part-time Dispatcher, and again will spend overtime in that area until permission is granted. This process is costing the Town money and efficiency. He has always had the right to direct the work force within his department, such as patrol officers into detectives, then back to patrol. He was confused about the Records position. If he has to get permission to recruit officers, it will cost more money because of the time-delay factor. Chairman Madison thought if they go from one position to another at the same grade and pay rate, they didn't need to post it, but it will have to come before the Board eventually. When you go from part-time to full-time, then it has to be posted because it's a different position. Chief Gendron said they are always hiring dispatchers and patrol officers. He'd rather take a part-time dispatcher, who is interested in becoming a full-timer than go out and hire someone new for that full-time position.

Chief Carpentino agreed with Chief Gendron. When there is an opening for a full-time dispatcher, it is more expedient, with a substantial cost savings, to hire a part-timer who wants to be full time and advertise the part-time position. It's more efficient with less disruption in the workplace. You're still filling an open position, but you're allowing the transition of the department to continue. The Fire Department is involved in State testing. Every year they come before the Board, then advertise in all of the newspapers and post in five, six places in Town for people that want to take the State fire fighting test. They take a physical agility test, a written test and then apply to the departments they want to go to. Posting a position isn't going to gain them anything because if they haven't taken the test or applied for Hudson, they won't be considered.

(Start Tape 1, second side)

They pay a lot of money in overtime because they are a 24-hour operation, unlike Town Hall or a retail store that operates eight

hours a day. They have to fill a position with a body. When they get a resignation, they interview double the people they need for positions. That way, if another vacancy comes up in a short period of time, they have people ready they think will fit into the organization. If someone leaves on a Wednesday, chances are he can have a name to bring to the Board within five days. If they wait two weeks to come to the Board, and then advertise two or three more weeks, they're five weeks into the process. To go through the process any other way would take nine weeks.

Chairman Madison said a lot of this is addressed in the union contracts. Mr. Sharon said not in the Fire Department's, but it does in the Police contract. Chief Gendron said he followed the contract by posting the position, but he got a call from Town Hall saying he had to have Board authorization to post. They had to pull them back down and meet with the Board before they could post. They got the authorization and put the postings back up. He was surprised that he had to get permission to transfer a person, who was at the same rate of pay. Chairman Madison said maybe they need to look at the policy.

Selectman Jasper moved to strike the words, "Board of Selectmen" in 2 & 3 under Recruitment, and replace with, "Town Administrator." Selectman Charbonneau seconded the motion.

He said that would speed up the process, but the Selectmen's Office needs to be informed when there is a vacancy and if there is something going on that may preclude an immediate filling of the position, than that allows Paul to take care of the problem. Mr. Sharon said that would streamline things. Selectman Charbonneau said they do have to streamline things. Chairman Madison said that way they won't have to come before the Board for posting authorization, only with a candidate, but they would still be notified. Mr. Sharon thought that the policy should include, that for patrol officers and fire fighters, where there is a lot of turnover, those positions be posted a minimum of five days. That doesn't say it can't be longer than five days. Chief Gendron said that should include dispatchers. He keeps a posting up all the time.

Vote: Motion carried unanimously.

Selectman Jasper asked Chief Gendron how he gets his pool of applicants. Chief Gendron said they work with four area colleges and then run a test. Then they do one in September at the police station, one in October, and one in November. They keep running them until they get decent numbers. They ran through 82 applicants in order for him to bring in four names. Now only three names are left on that list. On March 17, they are going to run another testing process and will probably do another one in May. They test on a continual basis, at least every other month. Chairman Madison said by the vote they just took, the Chief could easily make a call to the Town Administrator saying they just ran a test and wants to put the posting up. Chief Gendron said the posting could stay up all year. He could send the Board a memo saying that on such and such a date, they will be advertising to run a test. He will still come to the Board when it comes to the actual hiring. The Selectmen also get the slips when someone resigns. Mr. Sharon said this would streamline the process for other positions, too. Chief Gendron said this Records Clerk position really threw a monkey wrench into the works because they couldn't get the training done.

Chief Carpentino said they test once a year, but can leave the posting up all year, as well. As soon as they get the date from the State for the standardized test, they post it within a day or so. They can draw from 400-500 people in one shot. After they exhaust the list of people who have applied to Hudson, they can revert to the State list and go for all of the candidates they want. People can pick up applications any time they want. They are kept on file and the applicants are notified of the date of the testing.

Selectman Jasper said both Fire and Police can put up the postings and leave them there, but there are going to be times when they are full and they won't need to have a posting up. It seems like part of the problem and waste of money comes into the job announcements that are sent out by this policy and that's a waste of money. He read, "In those cases where outside candidates will be considered, job announcements should be distributed to local government schools and other recruitment sources when deemed appropriate by the department head." Mr. Sharon said that was written that way so it wouldn't be an absolute requirement. It says, 'should' as opposed to 'must.' Selectman Jasper asked Chief Gendron if he felt he had to advertise because of that. Chief Gendron said they weren't doing it until this incident, when they had to pull the postings down. Selectman Jasper said they were talking about the advertising. Chief Gendron said he was told he had to come before the Board to advertise. Mr. Sharon didn't think the Chief was sending notices out to all of the other area police departments and local colleges. Chief Gendron said he wasn't. Chairman Madison said he could leave the posting up in Town, as long as it's there a minimum of five days.

Selectman Jasper said with transfers from part-time to full-time, they need to post in-house and it still needs to come before the Board. Chairman Madison agreed, but the Police contract requires posting. Mr. Sharon said it requires posting. Chief Gendron asked if in-house posting means just in the Police Department. Several people said yes. Chief Gendron said they do that and with this position, only one person was interested in going full-time. It could have been real simple. He could have filled out a slip, sent it to Town Hall and been done in a week. Chairman Madison and Selectman Jasper said that needs to come before the Board because with a full-time employee, it is a different status. Selectman Jasper said if a department head is in a bind, the Board has to be flexible enough to be able to meet for a few minutes during the day to take care of things, even if it's only three

of them. That's better than trying to adjust the policy or something.

Chairman Madison said it also leaves a paper trail by having a meeting. She thought it was within management rights to transfer, as long as it is the same grade and pay scale. Mr. Sharon said it is, from patrol to detective. Chief Gendron asked about Dispatch to Records--same union, same grade, same classification and same pay. Mr. Sharon said that was different. Chief Gendron said the contract states Telecommunications Specialist/Records Clerk. Selectman Jasper said that one does have to be posted to give other people the opportunity to apply, so it still has to come before the Board. Chief Gendron asked if that was for posting authorization. Chairman Madison and Selectman Jasper said the Town Administrator would give permission to post. Selectman Jasper said this was really a hiring, unlike the detectives and patrol officers, which is something that's on a rotating basis. Chief Gendron said one person was just transferring from one division to another one. Chairman Madison said he still has to post the position.

Mr. Sharon thinks the case Chief Gendron is trying to make is he's got a Dispatcher that is capable of filling the hole in Records, who is the same pay grade, if he has the right to deploy his personnel as he sees fit. Mr. Sharon thinks it is a different position and not quite the same as patrol to detectives. Chief Gendron said in this case, they threw away five weeks. Selectman Jasper said the most he should lose from now on is five days. Chief Gendron said if he posts it, he will have to interview everyone that applied. Selectman Jasper said that's the point; it is a different position, so the Chief can't just make the decision. The same thing happened in Assessing. They posted it and they waited. Other people within the organization, who meet the minimum qualifications, have to have the opportunity to apply. Chairman Madison said even though the Chief has someone to fill the position, there may be someone else who wants that position, too. Chief Gendron said if the person they want is of the same pay and classification, he doesn't know why he can't make the swap. Selectman Jasper said because of others who may be interested. Chairman Madison said if after the interviews are done, he wants to transfer that person because it is the same union, etc., she didn't see a problem in doing that, as long as it comes before the Board. Chief Gendron said the transfer slips always come before the Board. Chairman Madison didn't see a problem, and the new hire would be the person that would fill the vacancy. Chief Gendron said if it's someone from outside, or brand new coming in, he agrees. But all he was doing was picking someone already working for them and making the same pay. Chairman Madison said it would work only if it was a direct transfer and everything was the same. Selectman Charbonneau called it a lateral move. Chairman Madison said it wouldn't hurt to send the Board a notice for the record and they could just announce. Chief Gendron said they'd get the transfer slip, just like with the detectives.

Mr. Sharon said the Chief could also make that position an acting position by coming directly to the Board. He could say, "Here is the person I want to fill that hole right now. I have posted it, Paul and I have talked about it, but I need to fill it. That person may or may not end up filling the position, but for the time being, I would like to make it acting." He can't imagine the Board not going along with that. It's clearly pending the conclusion of the process. There were several assents.

Chairman Madison asked if everyone was happy with all of this confusion. She asked if the Chiefs were happy. (Background conversations.)

7. OTHER BUSINESS

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A. Recreation Department's request to meet w/BOS on off-Tuesday, March 20

This date was agreeable to the Board. The set the workshop meeting for 7:30 p.m. on 3/20.

B. Sample Ballot in HLN's March 9th Edition

Chairman Madison said again this year, there will be a sample ballot in the Hudson-Litchfield News for the March 13 election in the March 9th edition. At the back of the booklet is a brief explanation of the Selectmen's articles, including the monetary impact on the tax rate for each one.

C. BOS/Budget Committee/School Board Candidates on Cable TV

Selectman Jasper said he spoke to Paul yesterday about the possibility of doing something on cable t.v. with the Selectmen candidates and maybe Budget Committee candidates, as well, to discuss the issues on the warrant and would include call-ins from the viewers at home. He asked for the Board's reaction. All of the Board members could be there, but they need to do something to get more information out. They are running out of time, but they ought to make an attempt.

Chairman Madison didn't have a problem with it, but she hoped questions would be answered in a general way so that it would be informative but not in a manner to just solicit votes. Selectman Jasper said his initial idea was to do it as a candidates' show, where they would give their personal opinions, but recognizing that they may not have all the candidates there, it wouldn't be fair. He didn't think it ought to be "toe the party line" unless it's the Board of Selectmen answering questions.

Selectman Charbonneau said that was a good idea, but they need to include the school. Selectman Jasper said they should try to do something separately, because they are two separate bodies. At Candidates' Night, the time frame is limited and some people give long answers, so not a lot of information is conveyed. Selectman Charbonneau said there are only three Selectmen candidates and with Mrs. Brody being a write-in candidate, there would be three School Board candidates and there may be three Budget Committee candidates. People should get to know who the candidates are.

Chairman Madison thought Selectman Jasper's intent was to inform the people what they are voting on. Selectman Jasper said the focus should be on the Selectman's warrant. It could be any format, but his idea was for people to call in with their questions so they know how the candidates stand on the issues. Chairman Madison said someone who was new to the office wouldn't be able to explain the articles. Selectman Jasper said they should at least have an opinion on how they feel. If they haven't taken the time to be informed, they don't have any business in being on the Board of Selectmen. Chairman Madison said that's easy to say when you've been a Selectman for years, and you know all of the issues, but when you're on the outside looking in, it's totally different. Selectman Jasper said that's why he feels that the best way to prepare yourself to be on the Board of Selectmen is to be on the Budget Committee first. Mr. Sharon said trying to put together a candidates' night to adequately discuss 24 warrant articles, all of which are important, is a lot to bite off in one evening. One candidate for the Board of Selectmen probably doesn't know a lot of detail. Selectman Jasper said he wasn't suggesting that they discuss each one. People would call up and ask questions. Chairman Madison said it's a good idea, but it should have been thought of sooner so they could plan it.

Selectman Charbonneau asked if the School Committee would be included. Selectman Jasper said they could, but the wider the scope, the more cumbersome it would become. They might not get to the Town issues. Coleman Kelly will be the moderator and they are looking at a Thursday or Friday night. He asked if the other members felt they should combine, or keep things separate. Chairman Madison said since Coleman would be the moderator, maybe there wouldn't be a problem in having both sides. Whomever answers the phone can indicate what side the question is for, or if it's for the Budget Committee. If someone calls in with a school question, one of the School Board candidates should answer it, not a Selectman and vice versa. Selectman Charbonneau said it should be organized, with certain rules to go by. If she were a newcomer in Town, she'd like to know the positions and the background of the candidates.

Chairman Madison suggested that Selectman Jasper work with Coleman to set something up and to be sure to talk with Selectman Seabury after she gets back.

8. **ACCEPTANCE OF MINUTES**

BOS Meeting of February 13, 2001

Motion to accept, as presented, and refer to file by Selectman Jasper, seconded by Selectman Stewart, carried unanimously.

9. **COMMITTEE ANNOUNCEMENTS**

- 2/28 7:00 p.m. Planning Board in the P/Z Mtg. Rm.
- 3/06 7:00 Friends of Natural Resources in P/Z Mtg. Rm.
- 3/07 7:00 p.m. Planning Board in the P/Z Mtg. Rm.
- 3/08 7:00 p.m. Sewer Utility Cmt. in BOS Mtg. Rm.
- 3/08 7:30 p.m. ZBA in P/Z Mtg. Rm.
- 3/12 7:30 p.m. BOS in BOS Mtg. Rm.
- 3/13 7:00 a.m. – 8:00 p.m. Voting at Lions Hall

10. **REMARKS BY THE SELECTMEN**

Selectman Charbonneau said the Legislators were meeting tonight in the Community Room at the Police Station for people to visit them and tell them their concerns. Chairman Madison wished they had known sooner. Selectman Charbonneau said they will be there till 9:00 or so. It is important for the constituency to start getting involved and knowing exactly what is going on in Concord. Some of the legislation going through is beneficial.

11. **NONPUBLIC SESSION**

Motion by Selectman Jasper, seconded by Selectman Charbonneau, to enter Nonpublic Session under RSA 91-A:3 II (c) Matters which if discussed in public would likely affect adversely the reputation of any person, other than a member of the body itself carried 4-0 by roll call vote.

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Nonpublic Session was entered into at 8:20 p.m. and was terminated at 8:25 p.m.

Motion by Selectman Charbonneau, seconded by Selectman Jasper, to accept an anonymous donation of four noise meters, two for the Police Department and two for Code Enforcement, that carries an estimated value of \$280 carried unanimously.

12. ADJOURNMENT

Motion by Selectman Jasper, seconded by Selectman Stewart, to adjourn at 8:26 p.m. carried unanimously.

Recorded and Transcribed by Priscilla Boisvert
Executive Assistant to the Board of Selectmen

HUDSON BOARD OF SELECTMEN

Chairman E. Lorraine Madison

Rhona Charbonneau

Shawn N. Jasper

Ann Seabury

Terry Stewart