

BOARD OF SELECTMEN MEETING

September 26, 2023

MINUTES

Present: Shawn Talbot (Chair), Jason Somero, Lou Alvarez, Debbie Deaton (Town Administrator)

5:00 Open Meeting with the Pledge of Allegiance

5:05 Open Police Cruiser Bids:

There were 9 bids for the cruiser:

#1	\$4,037
#2	\$2,550
#3	\$3,601
#4	\$2,000
#5	\$3,505
#6	\$1,278.18
#7	\$1,280
#8	\$2,600
#9	\$4,150

Shawn made a motion to approve the high bid of \$4,150 by Michael Dubois for the purchase of the 2015 Police Cruiser. Lou seconded the motion and it passed unanimously.
Debbie will call Michael Dubois.

5:15 Fire Chief-Gary Somero:

Also in attendance: Ben Hatcher-Deputy Fire Chief

Gary submitted information he had done over the last 16 weeks regarding the possibility of a full time Fire Chief/Building Inspector/Code Enforcement Officer position and how it breaks down. He added they are working with Mitch to develop the budget for next year and would like to know the direction to go in.

Shawn added he thinks it should go on a warrant article to see if the Town would approve the position, Jason agreed. Gary said it could also go in the budget. Shawn added he thinks we would have the support of the Town.

Gary stated interviews would be done by an independent board so they ask the right questions and there could be no bias. Hopefully the applicants would also have Building Inspection experience. The positions overlap somewhat because the Fire Chief's responsibility is also to do Life/Safety Inspections for Certificates of Occupancy, Foster Care and Schools.

Jason asked about the interview process. Gary said they would have Fire Chiefs from surrounding towns conduct the interviews. Gary would then recommend candidates to the Selectmen.

Shawn asked if Gary feels the position warrants full time. Gary said it most definitely would. He added we are losing revenue due to expired permits and our Building Permit fees are lower than surrounding towns. There is a lot of administrative work to the position. We would have the ability to do additional inspections if it was a full time position.

Gary added there are grants available but writing grants are time consuming and having a full time position will allow time for that.

Gary said he has done 146 inspections in the past 16 weeks. Code Enforcement is also very busy. He added he prefers to have face to face connections with people to help them solve issues. There are a lot of new

doing balloon rides from 3:00-5:00pm. The bonfire will be from 6-8pm. The Fire Department will be manning the snack shack. They will also be taking pre-orders for ½ bbq chickens. There will be trucks (DPW, fire, excavators, dump trucks, concrete trucks, etc.). There is no admission fee. A lot of crafts will be free. Some rides will require tickets. Planning Board will be donating 200 mini pumpkins for painting. There will be face painting, balloon animals, Bruce Ruotsala will be bringing a sauna to the park. There is also a custom T-shirt person, some Farmer's Market people will also be there. Congregational Church has donated tables and chairs for the Town to use. Mike Ordway will be doing music and doing music instruction.

It was also mentioned about the Town raffling a basket of Town items (Transfer Station sticker, bags, etc.). Jason suggested a resident could purchase these items and raffle it.

- Jason said we should review all things that need a permit to see if we need to keep them (roofing permit?)
- There is a Heritage Commission meeting on Monday and we need to decide how to pay for the maintenance of the clock. It was decided it should come out of General Building Maintenance. Shawn suggested the Heritage Commission keep track of it as well. Debbie suggested we separate the clock maintenance as a separate line.

Ron Stanley asked about getting a key from the church for Bruce Aho to access the clock. Shawn said he was working with Mike Martel regarding the key. He also mentioned having 2 people enter the church for whoever is maintaining the clock and to give a 24 hour notice. We don't own the building so we should respect their property.

At 6:49, Shawn made a motion to adjourn. Jason seconded the motion and it passed unanimously.

Respectfully submitted,

Debbie Deaton
Town Administrator

Minutes approved by BOARD OF SELECTMEN

Shawn Talbot, Chairman: _____

Jason Somero: _____

Lou Alvarez: _____

**Town of New Ipswich
Building Inspection Code Enforcement
Fire Chief
Gary Somero**

To the Board of Selectman
Town Administrator

In reference to full time Fire Chief/Building Inspector. Need to get a decision on the hiring of a full time Fire Chief/Building Inspector position, as we are working to establish the 2024 budget. We would need the proper time frame for advertising the position and interviews.

1. Approval for adopting the position
2. Setting a salary scale
3. Finalizing the job description
4. Advertising the position
5. Conducting interviews
6. Hiring a candidate

Consideration on the salary and budgeting of the new position identifying on a scale of economy with current positions budgeted.

• Current fire chief stipend	11,845.00
• Building inspector stipend	15,600 .00
• *Building Inspector Travel Stipend	813.00
• Reduction of fire dept. stipend positions	11,386.35
• Current cost that can be directed to full time position	38,831.35
• Option emergency management position 5,000.00 if combined	

Could bring addition funding for full time position to 43,831.35

*not included in reduction

Full time chief's position

- 1) Better to schedule NFPA compliant items and schedules
 - 2) Time to apply for grants for equipment
 - 3) Time to serve the town on a full time basis for emergencies
 - 4) Time to set up more complex and advance training
 - 5) Able to assist SVAS on a timely basis as needed
 - 6) Set up a full CPI schedule for equipment and truck replacement that allows for proper budgeting and capital savings for future
- Identify current permits fees and to place such fees against salary costs
 - Increase cost of building permit fees to offset salary
 - Able to better perform building inspection tasks and identify fees track expired permits
 - Available for inspections as needed

Build inspection duties

Current hours doing building inspections for the first 16weeks

- 146 inspections 1 hour per inspection to sept 12.
- 7 code enforcement actions investigations 2 hours per investigations
- 20 office days 5 hours per day.
- Averaging 3 phone call per day 5 days a week

Fire Dept. Duties Chief

12 hours per month meetings

12 hours per month questions permits inspections drills

Could bring addition funding for full time position to 47,588.00

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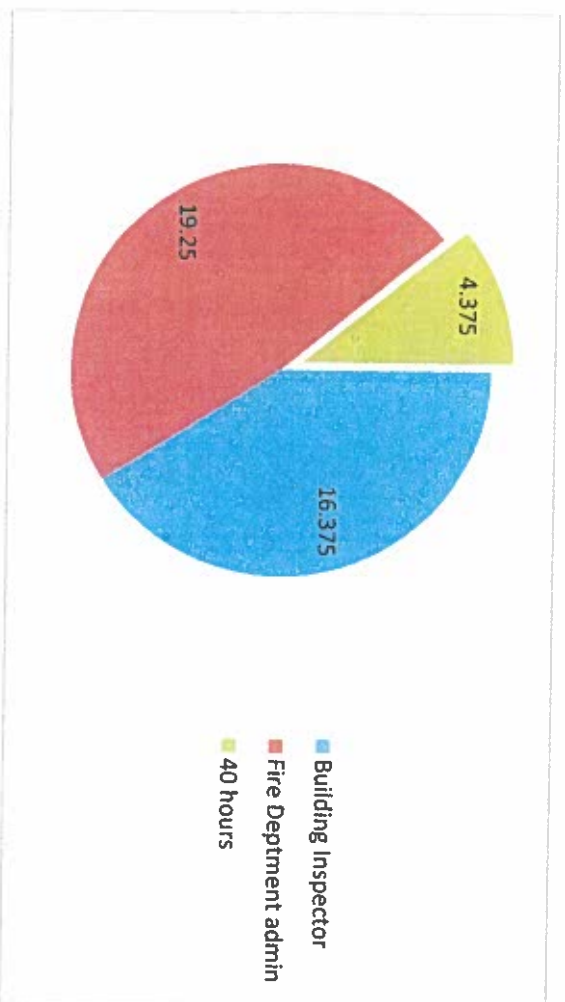
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Hours per week based on last 16 weeks of data tracking

Job	Hours per week
Building Inspector	16.375
Fire Department admin	19.25
40 hours	4.375



Total Building inspector and Fire Dept	35.625
Hours to equal 40 hours	4.375

Comparable Fire Chiefs Salaries

<u>Town</u>	<u>Salary</u>
Mason	\$75,000
Rindge	\$94,000
Jaffery	\$97,000
Wilton	\$68,000
State of NH average	\$78,500

State average building inspector salaries

\$61,700 .00