

**Selectmen's Meeting**  
**Monday, September 14, 2015**

Chairman Morgan called the meeting to order at 4:15 PM. Present were Selectmen Richard Morgan, Franklin Riley, and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes.

Morgan opened the meeting with the Pledge of Allegiance.

Morgan made a motion to approve the minutes from the Selectmen's Meeting held on 8/31/2015. Freeman seconded. A unanimous vote was taken. Morgan commented on the quality of the minutes stating that they seldom need to make corrections to them.

Morgan made a motion to approve the minutes from the Selectmen's Department Head Meeting & Workshop held on 8/31/2015. Freeman seconded. A unanimous vote was taken.

The Payroll Voucher was submitted for the week ending 9/5/2015 in the amount of \$136,517.27. The Accounts Payable Voucher for the week ending 8/29/2015 in the amount of \$59,174.09 was also submitted. Morgan stated that the vouchers had been approved last week by Selectmen Freeman and Riley.

The Payroll Voucher was submitted for the week ending 9/12/2015 in the amount of \$36,451.72. Morgan made a motion to approve and sign the voucher. Freeman seconded. A unanimous vote was taken.

The Accounts Payable Voucher was submitted for the week ending 9/5/2015 in the amount of \$140,104.14, including accounts payable of \$29,554.14 and payment to the fire precincts of \$110,550.00. Morgan made a motion to approve and sign the voucher. Freeman seconded. A unanimous vote was taken.

An Application for a Website Link was received from the Lakes Region Humane Society. Morgan made a motion to approve the application. Freeman seconded. A unanimous vote was taken.

A Request to the Trustees of Trust Funds for the withdrawal of \$2,910.01 from the Whittier Covered Bridge Expendable Trust Fund for the reimbursement of payment made to Hoyle, Tanner & Associates was presented for signatures. Morgan made a motion to sign the request. Freeman seconded. A unanimous vote was taken.

Morgan announced that the Board signed an extension request form for the MS-1, Summary of Inventory of Valuation, which was due on 9/1/2015, to request an extension of time to allow the field work for the revaluation to be completed.

An Outdoor Event Application was received from the Ossipee Main Street Program for a community appreciation BBQ to take place on 9/26/2015 from 1:00-3:00 PM. Previously approved by all departments, Morgan made a motion to approve the application. Freeman seconded. A unanimous vote was taken.

The Board received a memo from Brad Harriman, Public Works Director, reviewing two quotes he received for the supply of road salt. The quotes received are as follows:

Granite State Minerals	\$58.85/ton
Morton Salt	\$62.09/ton

Harriman recommends awarding the contract to our current supplier, Granite State Minerals. Morgan made a motion to award the road salt contract to Granite State Minerals at \$58.85/ton. Freeman seconded. A unanimous vote was taken.

The Highway Department Work Logs were received for the weeks ending 9/5/2015 and 9/12/2015.

An Outdoor Event Application was received from Take a Walk in Our Shoes for a relay walk to take place on 9/20/2015 from 10:00 AM - 12:00 PM. Previously approved by all departments, Morgan made a motion to approve the application. Freeman seconded. A unanimous vote was taken.

The GIS Internet Services Maintenance Agreement was received from CAI Technologies in the amount of \$1,800.00. Morgan stated there to be no change from the previous agreement. Morgan made a motion to sign the agreement. Freeman seconded. A unanimous vote was taken.

The Board received a copy of an Application for Construction of New or Substantially Modified Underground Storage Tank Systems that was submitted to the NH DES by Irving Oil.

Form PA-16, Application for Reimbursement to Towns and Cities in Which Federal and State Forest Lands is Situated, was presented for signatures. Morgan made a motion to sign the form. Freeman seconded. A unanimous vote was taken.

A Purchase Order payable to Industrial Traffic Lines, Inc. in the amount of \$8,625.00 for the double yellow line striping of town roads was presented for signatures. Morgan made a motion to sign the purchase order. Freeman seconded. A unanimous vote was taken.

A Request for an Abatement was received for the Town-owned property located on Map 218, Lot 11. The request is to abate tax due on the property which should have been removed from the tax roll in 2013. Morgan made a motion to grant the request. Freeman seconded. A unanimous vote was taken.

A Request for an Abatement was received from G. Thomas Jenson and Beverly Ann Jenson for the property located on Map 44, Lot 67. The Assessor recommends a reduction in value from \$367,900 to \$343,300, resulting in a refund of \$503.56 to bring the value in line with current market value. Morgan made a motion to grant the request. Freeman seconded. A unanimous vote was taken.

Nine Requests for an Abatement were received from the Ossipee Bluffs Association for the properties located on Map 44, Lot 78; Map 52, Lots 13, 25, 26, 27, 33, and 37; and Map 53, Lots 34 and 62. The Assessor recommends denying the requests as the Association believes that common land should have no value since it is owned in common and no decisions can be made without a vote of the shareholders, but State Statutes require all properties to be assessed at their market value. Morgan made a motion to deny the requests. Freeman seconded. A unanimous vote was taken.

A Request for an Abatement was received for the Town-owned property located on Map 41, Lot 18. The request is to abate tax due on the property which should have been removed from the tax roll in 2013. Morgan made a motion to grant the request. Freeman seconded. A unanimous vote was taken.

An Administrative Request for an Abatement was received from Patrick Mullen. The request is to remove a \$25.00 administrative fee assessed to Mullen's account when his tax payment submitted through the tax kiosk was rejected by his financial institution due to a clerical error he made. Morgan made a motion to grant the request. Freeman seconded. A unanimous vote was taken.

The Board received a letter from the NH DOT with dates, times and locations of upcoming public meetings planned to review the State of NH Transportation Ten Year Plan (2017-2026).

The Board received a letter from the NH DOT notifying them of a scheduling change for the 9/17/2015 Governor's Advisory Commission on Intermodal Transportation Hearing.

The Board received a public hearing notice from HealthTrust for two public hearings being held on the rate setting and surplus returns for HealthTrust coverage lines on 9/29/2015 and 10/1/2015.

The Recycling Center Daily Cash Log was received for the month of August. The total amount collected was \$3,632.00.

The Board received a copy of the consent calendar agenda from the Governor and Executive Councilor's Meeting that took place on 9/10/2015.

The Fund Balance Policy was presented for review. Morgan stated that the Board has drafted the policy to be in compliance with GASB Statement No. 54, Fund Balance Reporting and Government Fund Type Definitions. Morgan stated that the policy includes maintaining an appropriate level of unassigned fund balance (surplus) using the guidelines established by the NH GFOA of 5-15% of the regular general fund operating revenues or 8-17% of regular fund operating expenditures. Morgan stated that the current unassigned fund balance is at 9%, which is within the guidelines. Morgan made a motion to adopt the Fund Balance Policy. Freeman seconded. A unanimous vote was taken.

The Employee Manual was presented for review. Morgan stated that the Board has been working on this new manual for several months. Morgan made a motion to adopt the Employee Manual. Freeman seconded. A unanimous vote was taken.

#### New Business:

Dennis Legendre and Frank Cunio approached the Board with concerns on the status of the property located at 9 Dorrs Corner Road. Morgan stated the property was a topic of discussion during their earlier meeting with Zoning Enforcement Officer David Senecal. The building permit issued for the property has expired and will not be renewed until the building is verified as HUD approved and certain progress milestones are put in place. Legendre and Cunio both expressed their concern for the lack of progress made over the past year and the living conditions of the temporary structure without being hooked up to utilities. Legendre questioned the duties and responsibilities of the Zoning Enforcement Officer. Discussion ensued. The Board thanked Legendre and Cunio for their input and encouraged them to keep the Board informed.

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#### Old Business:

Whittier Covered Bridge – Harriman stated that the Change Order #3 is in place and he recently received an invoice that was approved by Hoyle, Tanner & Associates that will be submitted for processing. Morgan questioned whether Harriman has reviewed the financial status of the project. Harriman responded that he has not but will this week.

Library Masonry Repairs – Harriman stated that progress has been slow but the staging has been set up and anticipates work commencing this week.

Tree Removal – Harriman stated he will reactivate his search for someone to remove the tree at the intersection of Moultonville and Ossipee Mountain Road this week.

Highway Garage – Harriman reported that he met with Bowen Corp two weeks ago and they are working toward a design to attach the two structures for snow load. He anticipates a proposal for the design and engineering will be received shortly.

Morgan announced they would open the fuel bids received. Bids were received as follows:

Jesse E. Lyman Heating Oil & Propane:	<u>Fixed Price</u>	<u>Rack Price</u>
#2 Heating Oil	\$1.979	\$1.799
Diesel (Summer Blend)	\$2.053	\$1.873
Diesel (Winter Blend)	\$2.293	
Regular No-Lead	\$1.943	\$1.823

C.N. Brown Company:

#2 Heating Oil \$1.839

Diesel \$1.969

Dyed Diesel \$1.969

Gasoline Rack plus \$0.3342 with option of Citgo Fleet Card to be used at the Ossipee Big Apple Store for additional discount

Morgan suggested Harriman review the bids and come back to the Board with a recommendation.

This concluded the business portion of the meeting and Morgan opened the meeting to public input.

#### Public Input:

Ron Larrivee questioned the status of the house at the end of Danville Road that is falling into Ossipee Lake. Morgan answered that ZEO Senecal visited the property and found it to be posted with no trespassing signs which would require a warrant for further inspection. Senecal has also contacted the NH DES Subsurface Bureau who has intimated that they are not concerned. Larrivee stated that the property was not posted when he took photos and he finds it hard to believe that DES would not be concerned.

Carol Holyoake, Reporter for the Carroll County Independent, questioned when the Employee Manual was last updated. White responded with 2013. Morgan stated that a lot of corrections were made to the manual that were found as audit deficiencies as well as updates made to meet today's needs. Holyoake asked how the manual was presented. Morgan stated that a few department heads were given the opportunity to provide comment when it was in its draft stage. The new manual will be distributed as a living document with amendments made as found necessary.

Holyoake questioned if any other positions have seen responsibility shifts besides the Zoning Enforcement Officer receiving the government buildings oversight from the Public Works Director. Morgan answered that this past year, they did not fill the fourth position at the Transfer Station and created a full time floating Laborer position to assist as needed. Morgan added that they will be constantly evaluating the positions for ongoing changes as needed.

Holyoake questioned if there had been any progress on an employee recognition program. Morgan answered that it is still in the works and is not reflected in the new Employee Manual.

Being no further input, Morgan made a motion to adjourn. Freeman seconded. A unanimous vote was taken.

Adjourned at 5:07 PM.

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Richard H. Morgan, Chairman

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Franklin R. Riley

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Robert C. Freeman

To be approved 9/21/2015