

Selectmen's Meeting
Monday, January 25, 2016

Chairman Morgan called the meeting to order at 4:15 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Franklin Riley, 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 Workshop held on 1/11/2016. Freeman seconded. A unanimous vote was taken.

Morgan made a motion to approve the minutes from the Selectmen's Meeting held on 1/11/2016. Freeman seconded. A unanimous vote was taken.

Morgan made a motion to approve the minutes from the Selectmen's Meeting held on 1/13/2016. Freeman seconded. A unanimous vote was taken.

Morgan announced the Payroll Voucher total for the week ending 1/16/2016 to be in the amount of \$42,856.88. The Accounts Payable Voucher total for the week ending 1/9/2016 was \$394,490.49 including payment to the Fire Precincts of \$39,206.74, School District payment of \$251,816.00. Morgan stated that these vouchers were authorized last week.

The Payroll Voucher was submitted for the week ending 1/23/2016 in the amount of \$46,301.29. 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 1/16/2016 in the amount of \$24,869.36. Morgan made a motion to approve and sign the voucher. Freeman seconded. A unanimous vote was taken. Morgan stated that the Board approves the batch totals but reviews and initials each individual invoice.

An Application for Veteran's Credit (Map 99, Lot 12) was presented for signatures. The Assessor has reviewed the application and noted that all requirements have been met. Morgan made a motion to approve the application. Freeman seconded. A unanimous vote was taken.

The Board received a memo from Public Works Director Brad Harriman regarding a service contract received from United Safety Services, LLC. Harriman stated that the previous provider, Tri-State Fire Protection, LLC, has not submitted a quote and there were some prior issues with scheduling and billing. Harriman recommends awarding the service contract to United Safety Services, LLC. Morgan made a motion to proceed with Harriman's recommendation. Riley seconded. A unanimous vote was taken.

The Board received a memo from Ellen White requesting new recommendations on updated Warrant Articles and budget line items as follows:

"To see if the Town will vote to approve the establishment of an expendable trust fund under the provisions of RSA 31:19-a, to be known as the Chickville Church/Meeting House Maintenance Expendable Trust Fund, for the purpose of providing maintenance and repairs to the Chickville Church/Meeting House property (Tax Map 231, Lot 12), and to vote to raise and appropriate the sum of twenty-one thousand one hundred sixty dollars (\$21,160) to be added to this fund, and to appoint the Board of Selectmen as agents to expend."

Morgan stated that corrections were made to the wording of the article and the figure has been updated. Morgan stated that the amount to be raised will be offset by donated funds. Morgan made a motion to recommend this article. Freeman seconded. A unanimous vote was taken.

Morgan stated that the Insurance budget line was figured at \$130,000 but we only need to raise half this year since the current insurance is in effect and paid through 6/30/2016. Morgan made a motion to amend the recommended amount to \$65,000. Freeman seconded. A unanimous vote was taken.

Morgan made a motion to recommend the updated estimated revenue figure of \$2,687,001. Freeman seconded. A unanimous vote was taken.

A Request for an Abatement was received from Catherine Bowen for the property located on Map 33, Lot 7. The Assessor recommends correcting the land zone to be the same as the neighboring property, resulting in a reduction in value of \$95,400. Morgan made a motion to grant the Abatement. Freeman seconded. A unanimous vote was taken.

An updated Request to the Trustees of Trust Funds for the withdrawal of \$66,306.80 from the Whittier Covered Bridge Expendable Trust Fund for the reimbursement of payments made to 3G Construction was presented for signatures. Morgan stated that the previous request had a number transposed and this request has been revised to reflect the correct amount. Morgan made a motion to sign the request. Freeman seconded. A unanimous vote was taken.

The Board received a memo from Harriman reviewing three quotes he has received for supplying 105 ft. carbide plow blades and 88 ft. cover blades. The quotes received are as follows:

Viking Clives	Carbide \$52.00/ft.	Cover \$ 9.50/ft.	Total \$6,296.00
Jordan Eqpt.	Carbide \$54.73/ft.	Cover \$10.54/ft.	Total \$6,674.17
H.P. Fairfield	Carbide \$60.00/ft.	Cover \$12.00/ft.	Total \$7,356.00

Harriman's recommendation is to purchase from Viking Clives. Morgan made a motion to recommend Harriman's recommendation of Viking Clives. Freeman seconded. A unanimous vote was taken.

The Highway Department Work Logs were received for the weeks ending 1/16/2016 and 1/23/2016.

A Contract for Use of Facilities was received from the Carroll County Retired Senior Volunteer Program requesting use of the gym for a Penny Sale on 4/9/2016. The schedule has been verified by Peter Waugh, Recreation Director, and the applicable deposit has been received. Morgan made a motion to approve the contract. Freeman seconded. A unanimous vote was taken.

A Contract for Use of Facilities was received from a homeschool group requesting use of the gym for an International Night on 3/25/2016. The schedule has been verified by Peter Waugh, Recreation Director, and the applicable deposit has been received. Morgan made a motion to approve the contract. Freeman seconded. A unanimous vote was taken.

A Contract for Use of Facilities was received from Granite State Rural Water Association requesting use of the Freight House for a water works training class on 2/17/2016 and 4/27/2016. The schedule has been verified by Peter Waugh, Recreation Director, and the applicable deposit has been received. Morgan made a motion to approve the contract. Freeman seconded. A unanimous vote was taken.

An Application for Veteran's Credit (Map 8, Lot 16) was presented for signatures. The Assessor has reviewed the application and noted that the discharge was under honorable conditions thus disqualifying the applicant. Morgan made a motion to deny the application. Freeman seconded. A unanimous vote was taken.

An Application for Veteran's Credit (Map 53, Lot 26) was presented for signatures. The Assessor has reviewed the application and noted that all requirements have been met. Morgan made a motion to approve the application. Riley seconded. A unanimous vote was taken.

The Board received a memo from Harriman regarding a request received from 3G Construction for a time extension of 43 days from the date of substantial completion to the date of final completion on the Whittier Covered Bridge. This extension request has been recommended by Hoyle, Tanner & Associates. There is no additional funding requested. Morgan questioned what is left to be completed. Harriman responded that 3G needs to complete the final cleanup and Hoyle, Tanner & Associates will be completing their final inspection. Morgan made a motion to approve the 43-day extension. Freeman seconded. A unanimous vote was taken.

A Contract for Use of Facilities was received from the Rainbow Ridge Landowners Association requesting use of the Town Hall for an annual meeting on 5/28/2016. The schedule has been verified by Peter Waugh, Recreation Director, and the applicable deposit has been received. Morgan made a motion to approve the contract. Freeman seconded. A unanimous vote was taken.

A Contract for Use of Facilities was received from the Ossipee Old Home Week Committee requesting use of the Town Hall for a Penny Sale on 2/26/2016 and 2/27/2016. The schedule has been verified by Peter Waugh, Recreation Director, and the applicable deposit has been received. Morgan made a motion to approve the contract. Freeman seconded. A unanimous vote was taken.

An Application for Sign Permit was received from Ralph Cerundulo for the property located on Map 123, Lot 11 for the Downtown Grill Café North. David Senecal, Zoning Enforcement Officer, has noted that the sign meets all requirements. Morgan made a motion to approve the application. Freeman seconded. A unanimous vote was taken. Morgan requested that White send a welcome letter to the new business.

A Purchase Order payable to Granite State Minerals Inc. in the amount of \$48,000.00 for the purchase of salt (State bid pricing) was presented for signatures. Morgan made a motion to approve the purchase order. Freeman seconded. A unanimous vote was taken.

A Purchase Order payable to Ossipee Aggregates Corp. in the amount of \$20,000.00 for the purchase of gravel products was presented for signatures. Morgan made a motion to approve the purchase order. Freeman seconded. A unanimous vote was taken.

A Purchase Order payable to Ossipee Aggregates Corp. in the amount of \$35,000.00 for the purchase of winter sand was presented for signatures. Morgan made a motion to approve the purchase order. Freeman seconded. A unanimous vote was taken.

A Purchase Order payable to Central Tire Co., Inc. in the amount of \$9,000.00 for the purchase of tires for trucks & equipment (State bid pricing) was presented for signatures. Morgan made a motion to approve the purchase order. Freeman seconded. A unanimous vote was taken.

A Purchase Order payable to Central Tire Co., Inc. in the amount of \$2,500.00 for the purchase of tires for equipment at the Transfer Station (State bid pricing) was presented for signatures. Morgan made a motion to approve the purchase order. Freeman seconded. A unanimous vote was taken.

A Purchase Order payable to Evans Brothers LLC in the amount of \$35,000.00 for the purchase of gravel products was presented for signatures. Morgan made a motion to approve the purchase order. Freeman seconded. A unanimous vote was taken.

A Purchase Order payable to Green Oak Realty Development, LLC in the amount of \$10,000.00 for the purchase of gravel products was presented for signatures. Morgan made a motion to approve the purchase order. Freeman seconded. A unanimous vote was taken.

A letter addressed to Brad Harriman acknowledging this reappointment to the Lakes Region Planning Commission's Technical Advisory Committee was presented for signatures. Morgan made a motion to sign the letter. Freeman seconded. A unanimous vote was taken.

A Request to the Trustees of Trust Funds for the withdrawal of \$5,571.02 from the Whittier Covered Bridge Expendable Trust Fund for the reimbursement of payments made to Hoyle, Tanner & Associates was presented for signatures. Morgan made a motion to sign the request. Freeman seconded. A unanimous vote was taken.

The Consent Calendar Agenda was received from the meeting of the Governor and Executive Council held on 1/13/2016.

The Board received a letter from the State of NH DOT reviewing the upcoming paving projects in the area. Morgan stated that there is an 8.6 mile portion of Route 171 that will be receiving a paver shim from the Moultonborough/Tuftonboro line to the intersection of Upper Beacham Hill.

The Board received a copy of a letter from the State of NH DES regarding the project status of an Alteration of Terrain Permit issued to Pike Industries (Map 127, Lot 8, Map 131, Lot 9, and Map 250, Lot 8).

A Raffle Permit Application was received from Mother Earths Creations LLC for a raffle to be held during the Powwow on 7/2/2016, 7/3/2016, 8/13/2016, 8/14/2016, 9/17/2016 and 9/18/2016. Morgan made a motion to grant the permit. Freeman seconded. A unanimous vote was taken.

The Board received a copy of a check received from Northeast Resource Recovery Association in the amount of \$279.88 for scrap metal recycling.

The programming updates were received from Time Warner Cable.

The Board received a letter from the Planning Board requesting the attendance of the Code Enforcement Officer at all future Planning Board meetings to assist with communication between the Board, residents and the Town. Morgan stated that he has no issue with this request.

Morgan announced that David Senecal, Zoning Enforcement Officer, has announced his retirement effective the end of March. Morgan stated that the Board has reviewed the job description for the position and will begin the process for advertising the position immediately. Julie Rosiak questioned if the position will be full time or part time. Morgan responded that it will be a full time position.

The Board received a letter of resignation from Boards & Commission Secretary Xann Horn effective 2/13/2016. Morgan read the letter stating that she is unable to accommodate the hours in addition to her full-time job. Morgan made a motion to advertise the position immediately. Freeman seconded. A unanimous vote was taken. Rosiak questioned if the position would be advertised with the pay increase. Morgan responded that there was no wage increase in the proposed budget but there was an increase in the amount of hours.

The Board received an invitation to attend the 22nd Annual Spring Planning & Zoning Conference on 4/23/2016 at the Courtyard by Marriott. Morgan requested that White forward the invitation to the Planning Board and Zoning Board of Adjustment.

A Timber Tax Warrant in the amount of \$1,539.40 was presented for signatures. Morgan made a motion to approve and sign the warrant. Freeman seconded. A unanimous vote was taken.

Morgan announced that the budget figures were finalized with the Budget Committee last Wednesday and commented that if the budget passes in-tact, the amount to be raised by taxation will be \$4,116 less than last year. He gave credit to the Department Heads for presenting responsible budgets and the Finance team for open communication throughout the year. He also stated that he feels good going into Town Meeting with this budget and the projects that will still be completed.

Old Business:

Whittier Covered Bridge – Nothing new to report.

Highway Garage Addition – Nothing new to report.

Memorial Dedication – Morgan announced that after a lot of discussion, they have decided to rename the gymnasium as the Bub Avery Memorial Gymnasium. A dedication ceremony has been tentatively scheduled for 2/29/2016. Morgan stated that Avery was a valued Town employee and coached hundreds of local children, a lot of them in the gymnasium.

Surplus Equipment – White informed the Board that the two vehicles are now advertised in the Carroll County Independent and Conway Daily Sun, on the Town's website and NH Municipal Association's website.

New Business:

Scenic Byway Committee Update – Harriman reviewed the status of the scenic byway ending at the intersection of Routes 16 and 25 West. Meetings will be set up in April for an open discussion and to create a plan of action.

Upcoming Vacancies – Morgan stated that Friday, 1/29/2016 is the deadline to sign up for elected Town positions. He encouraged people to support the function of the Town by getting involved. Several positions remain available and uncontested.

Riley questioned if Harriman has considered putting the propane out to bid noting a significant price difference between the two current suppliers the Town is using. Discussion ensued. Riley made a motion to request annual bids for propane. Morgan seconded. A unanimous vote was taken.

Morgan announced that they attended a Department Head meeting earlier which was very productive. He stated that the Town Administrator holds a monthly Department Head meeting which the Board attends on a quarterly basis.

Earth Day – Morgan announced that Saturday, 4/23/2016 will be the date Earth Day will be recognized at the Transfer Station. Morgan stated that limitations apply but this has been proven to be an effective way to dispose of items at no cost. He is supportive of hosting an additional day in the fall. Riley commented that it is a worthwhile project for taking care of the Town and keeping it clean.

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

Public Input:

Carol Holyoake, Reporter for the Carroll County Independent, questioned the deadline for filing for Town office. The deadline is Friday, 1/29/2016 at 5:00 PM.

Holyoake questioned the status of an appeal filed for the denial of a change order for the Whittier Covered Bridge. Harriman responded that the change order that was denied included costs for engineering that should have been included in prior change orders. The engineering firm does not agree with the denial of the change order and has the right to appeal through the NH DOT. This process has not been executed as of yet but likely will happen. Morgan stated that this involves the Contractor's engineering firm not the Town's.

Holyoake questioned the status of the Safe Routes to School Project. Morgan stated that the project has been closed and they will pursue what options are available after Town Meeting. He noted that the Town was able to construct sidewalks for a fraction of the cost but the issue is that the proposed sidewalk is on a State road. Discussion took place on the funding available for the project and any grant funds received that may be due to be paid back from the Town.

Holyoake questioned the status of the building permit application for 9 Dorrs Corner Road. Morgan responded that they have prepared a response to the Town Attorney. Morgan stated that several assertions were made in a letter addressed to the Board from the property owner including off-record conversations that did not take place. Mr. Lee was also unable to provide a definitive date of delivery or bill of sale for the proposed manufactured housing when he appeared before the Board during a regular meeting. Morgan stated that if certain conditions are met, a permit will be issued following the definitive timeline Lee has presented and other conditional requirements.

Holyoake questioned if the Board can comment on their authorization to settle a legal matter for \$15,000.00. Morgan responded that they have authorized a settlement but are not at liberty to discuss until the lawsuit has been finalized.

Holyoake questioned the proposed capacity increase of Westward Shores Campground. Riley responded that the new owners came into the Planning Board for an informal opinion. Holyoake stated that the Ossipee Lake Alliance has inquired on the status. Riley referred her to speak with the Board Secretary as he was unable to attend the last meeting.

Morgan announced the following upcoming meetings:

2/3/2016 at 6:00 PM – Budget Committee Meeting at Town Hall

2/3/2016 at 6:30 PM – Budget Public Hearing at Town Hall

Morgan encouraged the public to attend, ask questions and participate. He stated that all Department Heads have been requested to be present to answer any questions from the public.

2/29/2016 at 6:30 PM – Meet the Candidates Night at Town Hall

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

Adjourned at 5:12 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 2/1/2016