

**Selectmen's Meeting  
Monday, March 19, 2018**

These minutes were recorded by Ellen White, Town Administrator. The meeting was held in the Bub Avery Memorial Gymnasium at Town Hall.

**Call to Order:**

Selectman Morgan called the meeting to order at 4:15 PM.

Morgan opened the meeting with the Pledge of Allegiance.

**Attendance by Roll Call:**

Present were Selectmen Richard Morgan, Sandra Martin, and Martha Eldridge.

Morgan welcomed Eldridge to the Board and clarified that he supported Bob Freeman as a Selectman having worked with him over the past five years, but also supports the wealth of knowledge that Eldridge has of the Town working previously as the Town Administrator for many years. He stated that he is confident that there will be a perfect working relationship.

**Public Input:**

Jon Smith calculated the cost of the \$17,000 increase added to the operating budget at Town Meeting estimating it to be 2.63 cents per thousand. He questioned why calculations can't be provided to help the voters understand the impact of budget increases. Morgan responded that they have been provided in the past but the issue is that the tax rate is not set until the fall and by providing the calculations, people may perceive that their tax rate will increase by that amount when in fact revenues and assessment changes ultimately impact the final rate. Harry Merrow stated that tax impact calculations were given for about 5-6 years but the Selectmen were advised by Town Counsel to stop. Eldridge commented that projections can be made but the tax rate is not set until the fall. Morgan stated that the change in assessments are not finalized until fall which may reduce the rate. This year, Morgan estimated an 18 cent reduction in the tax rate. The final result was actually a 27 cent reduction, proof that projections can vary from the actual result.

Dallas Emery questioned the amount of increase in the Town Clerk/Tax Collector's budget related to the billing and collection of the Water & Sewer Department and how it is not a matter of co-mingling funds. Morgan responded that the amount was \$10,000 and is required to be raised in order to be expended as is the process with all other department expenditures. This figure is also expensed in the Water & Sewer Department which comes back into the Town as a revenue to offset the Town Clerk/Tax Collector budget expense. Discussion ensued.

Morgan discussed the improvements being made that account for a portion of the \$40,000 increase in this year's budget including the necessity of the meter replacement and leak detection/repair.

Emery stated that he believes the Water & Sewer Department should be a separate precinct and run by a commission. Morgan stated that the Town originally took the department over and chose to have it run by a Board of Commissioners, but it never worked in the sense that the proper precautions were never taken to prepare for major improvements that will be needed in the future.

Smith stated that he did a comparison of the water and sewer rates and found the Town's to be 32% less than Lakes Regional Water and 37% less than the Town of Wolfeboro. Morgan stated that the rates will likely have to be adjusted but first they must identify and correct leaks and other system issues, and accurately bill for the actual consumption.

Dan Fischbein questioned whether the new meters being installed read by the hundred gallon or thousand gallons. Wayne “Bo” Eldridge, Water & Sewer Supervisor, responded that the previous meters read by the thousand gallon and the new read by the hundred gallons but the consumption is still billed at the thousand gallon. The new meters also utilize better technology.

**Elect Chairman of Board of Selectmen:**

Martin made a motion to appoint Morgan as chairman. Eldridge seconded. Morgan abstained. Majority vote carried.

**Meeting Minutes:**

Morgan made a motion to approve the minutes from the Selectmen’s Meeting held on 3/12/2018. Martin seconded. Eldridge abstained. Majority vote carried.

Morgan made a motion to approve the minutes from the Selectmen’s Work Session, Conference Call & Non-Public Session held on 3/12/2018. Martin seconded. Eldridge abstained. Majority vote carried.

**Accounts Payable & Payroll Manifests:**

The Payroll Voucher was submitted for the week ending 3/17/2018 in the amount of \$61,406.98. The Accounts Payable Voucher was submitted for the week ending 3/10/2018 in the amount of \$178,991.06 including accounts payable of \$64,672.90 and payments made to the Fire Precincts of \$114,318.16. The Water & Sewer Accounts Payable Voucher submitted for the week ending 3/17/2018 was in the amount of \$17,085.14. Morgan made a motion to approve and sign the check vouchers. Martin seconded. Eldridge abstained. Majority vote carried. Morgan stated that the Department Head first reviews and approves the invoice, it is then submitted to Finance to verify coding, then the Selectmen reviews and approve before it is approved in the weekly manifest totals.

**Review of Red Folder:**

The Board received a memo from Brad Harriman, Public Works Director, informing them that the wetlands permit application submitted for the Whittier Covered Bridge has been approved with no compensatory mitigation being required. Morgan stated this is the last thing needed before the final phase can go out to bid.

A form letter addressed to property owners with open timber operations requesting that they submit their final reports of cut was presented for signatures. Morgan made a motion to sign the letter. Martin seconded. A unanimous vote was taken.

The Board received a memo from Craig Brady, Recreation Director, reviewing quotes he received to install 100’ of 4’ fencing at the YMCA ballfield. Brady recommends McGuirk Fence Company install the fencing for the amount of \$3,815.00 which is the lowest quote provided. Morgan made a motion to approve McGuirk Fence Company’s quote of \$3,815.00. Eldridge seconded. A unanimous vote was taken.

The Board receive a memo from Brady recommending the hiring of Debra Arsenault as the Summer Camp Director. Arsenault has worked for many years as the Assistant Camp Director and understands the daily operations. Morgan made a motion to proceed with the hiring of Arsenault. Eldridge seconded. A unanimous vote was taken.

A Contract for Use of Facilities was received from Gerry Eldridge requesting use of the Bub Avery Memorial Gymnasium for a birthday party on 4/7/2018. The schedule has been verified by Craig Brady, Recreation Director. Morgan made a motion to approve the contract. Martin seconded. A unanimous vote was taken.

A form letter addressed to property owners with open timber operations requesting that they submit their final reports of cut was presented for signatures. This is a follow up notice that will be issued to property owners who did not respond to the first notice. Morgan made a motion to sign the letter. Martin seconded. A unanimous vote was taken.

The Board received a letter from Harry Merrow, Treasurer, stating that he has chosen Jonathan Smith as Deputy Treasurer. Morgan made a motion to approve the appointment. Martin seconded. A unanimous vote was taken.

A Yield Tax Warrant in the amount of \$342.53 was presented for signatures. Morgan made a motion to approve and sign the warrant. Martin seconded. A unanimous vote was taken.

The Board received a letter from Maria Moulton, Librarian, requesting they appoint Dolores Connelly as an Alternate to the Library Trustees. Morgan stated that Connelly served as a Library Trustee in the past. Morgan made a motion to appoint Dolores Connelly as an Alternate Trustee. Martin seconded. A unanimous vote was taken.

A Request for an Abatement was received from Agape Ministry Servants, Inc. for the property located on Map 38, Lot 5. Morgan stated that the Board of Tax and Land Appeals has determined that they do not qualify for religious or charitable exemption status but the Board may abate a portion of the assessment for good cause. In the past, the chapel and food pantry have been considered exempt while the thrift store portion of the building has been taxable. Morgan requested that White have the Assessor split out the value for each segment so a determination can be made for an administrative abatement. Morgan made a motion to abate the portion that is used for a food pantry and chapel, and tax the remainder. Martin seconded. A unanimous vote was taken.

The Board received a memo from Harriman with further information on the landfill post closure reporting requirements and testing. Harriman explains that there are two separate monitoring requirements; above ground and below ground. The Town is responsible for conducting biennial testing of groundwater wells and a semi-annual inspection of the landfill cap. The contract for Stantec Consulting presented last week covers the required monitoring. Morgan made a motion to approve the contract. Martin seconded. A unanimous vote was taken.

A job opening and job description for summer camp counselors for the Summer Fun Camp were announced.

Ed Comeau requested a point of order to clarify whether Martha Eldridge had been sworn in as a Selectman since she had been voting on items. Morgan responded that she was sworn in prior to the Selectmen's Meeting.

Two copies of the AFSCME Council 93, Local 534 Union Contract were presented for signatures. Morgan stated that the contract was ratified at Town Meeting and now requires signatures. Morgan made a motion to sign the contract. Martin seconded. Eldridge abstained. Majority vote carried.

The Highway Department Work Log was received for the week ending 3/17/2018.

The Board received a copy of a Notice of Decision from the ZBA acknowledging a variance granted to Michael & Dana Cousins, Map 67, Lots 18 & 6 for setback requirements.

The maintenance logs were received from CarePlus Ambulance Service for the 4<sup>th</sup> quarter of 2017.

The Board received an invitation to attend Ossipee Listens “Warm Cookies and Community” on 3/25/2018 from 2:30-3:30 at the Mountain View Community. No commitment to attend was given.

**Water & Sewer Red Folder:**

A Payroll Reimbursement Request for the week ending 3/17/2018 in the amount of \$3,422.97 was presented for signatures. Morgan made a motion to approve the request. Martin seconded. A unanimous vote was taken.

A Water & Sewer Warrant in the amount of \$359.64 for service charges was presented for signatures. Morgan made a motion to approve and sign the warrant. Martin seconded. A unanimous vote was taken.

**Old Business:**

Intersection of Routes 171 & 28 – Nothing new to report.

Sidewalks – Nothing new to report.

Whittier Covered Bridge – Previously discussed.

Morgan stated that they had discussed having the gym walls painted and suggested Harriman get together with Steve McConarty to move forward with obtaining bids.

**New Business:**

Selectmen’s Representatives –

Budget Committee: Morgan stated that he has been the representative to the Budget Committee for several years and would like to remain as such. Martin made a motion to nominate Morgan as Selectmen’s Representative to the Budget Committee. Eldridge seconded. Morgan abstained. Majority vote carried.

Planning Board: Martin made a motion to nominate Eldridge as the Selectmen’s Representative to the Planning Board. Morgan seconded. Eldridge abstained. Majority vote carried.

Zoning Board of Adjustment: Morgan made a motion to nominate Martin as the Selectmen’s Representative to the Zoning Board of Adjustment. Eldridge seconded. Martin abstained. Majority vote carried.

Safety Committee: Eldridge agreed to attend the Safety Committee Meetings.

Morgan stated there are still open vacancies on various boards and commissions including the Conservation Commission, Planning Board and Budget Committee. He recommended a description of the responsibilities and schedule of time allotment be prepared for the open positions so people can understand the commitment level. Eldridge questioned if the write-in candidates were contacted to see if they had any interest in the open positions. Morgan stated that they have to do a better job at advertising the vacancies as well. Martin responded that the vacancies are posted on the Town’s website.

This concluded the business portion of the meeting and Morgan re-opened the meeting to Public Input.

**Public Input #2:**

Harriman reviewed a request from a resident seeking permission to park a tractor trailer behind the Highway Garage. Discussion ensued. Morgan suggested to allow it on a trial basis as long as it does not interfere with the Highway Department's access. Harriman was asked to communicate this to the Police Department so they are aware.

Morgan announced the swearing in ceremony for the new candidates will take place at 5:30 PM.

**Non-Public Session:**

Morgan polled the Board for a non-public session under RSA 91-A:3, II (a) for a personnel matter and RSA 91-A:3, II (e) for legal at 5:08 PM. Roll call vote was taken. Eldridge answered yes, Martin answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 5:26 PM. Martin seconded. A unanimous vote was taken.

Morgan made a motion to reconvene public session at 5:27 PM. Martin seconded. A unanimous vote was taken.

Morgan made a motion to seal the minutes from the non-public session. Martin seconded. A unanimous vote was taken.

The next meeting will take place on Monday, March 26, 2018 at 4:15 PM.

**Adjournment:**

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

Adjourned at 5:28 PM.

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Richard H. Morgan, Chairman

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Sandra P. Martin

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Martha B. Eldridge

To be approved 3/26/2018