

**Selectmen's Meeting
Monday, May 5, 2014**

Chairman Richard 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.

Freeman made a motion to approve the minutes from the 4/28/2014 Selectmen's Meeting & Public Hearing. Morgan seconded. A unanimous vote was taken.

Morgan announced that the Board signed the Property Tax Warrant in the amount of \$6,647,434.00.

The Recycling Center Daily Cash Log was received for the month of April in the amount of \$1,979.75.

Morgan announced that in the past, the invoices were being reviewed and paid within one day. In an effort to slow down the accounts payable process, they have allowed more time to review the invoices which created additional voucher totals this week.

The Accounts Payable Voucher was submitted for the week ending 5/3/2014 in the amount of \$1,078,278.25. Morgan made a motion to approve and sign the voucher. Freeman seconded. A unanimous vote was taken.

The Payroll Voucher was submitted for the week ending 5/3/2014 in the amount of \$100,761.06. Morgan made a motion to approve and sign the voucher. Freeman seconded. A unanimous vote was taken.

An Intent to Cut Timber was received from Dana and Norma Merrow for the properties located on Map 224, Lots 1 & 2. The intent is to cut 135 acres from 150 total acres and the logger listed is Jason Curtis. Morgan stated there is a cemetery. All requirements being met, Morgan made a motion to sign the intent. Freeman seconded. A unanimous vote was taken.

Morgan read a Proclamation received from Governor Margaret Wood Hassan who has declared May 18-24, 2014 as Public Works Week.

The Board received a copy of a check received from NRRA for recycling fees in the amount of \$2,134.54.

Morgan announced a Right-to-Know workshop being presented by NHMA at the Madison Elementary School on Wednesday, 5/13/2014 from 6:30-8:30 PM. Morgan stated he would try to attend and encouraged other Board members to as well.

The Board received an email from Jennifer Selfridge from Carroll County Coalition for Public Health informing them that 258.4 pounds of medications were collected in Carroll County during the Drug Take Back event that took place on 4/26/2014.

The Board received an email from Michelle Marshall from NH DOT informing them that the intersection of Routes 28 & 171 project has been assigned to a final design team to develop plans and will be constructed next summer.

A Timber Tax Warrant was received in the amount of \$4,746.01. Morgan made a motion to sign the warrant. Freeman seconded. A unanimous vote was taken.

The Highway Department Work Log was received for week ending 5/3/2014.

The Board received a letter from the Loon Preservation Committee informing the dam authority of the importance of maintaining lake levels during the month of May to encourage the return of loons to Ossipee Lake.

Morgan stated that they still need a representative for the Dam Authority. Morgan made a motion to appoint Selectman Riley as representative to the Dam Authority. Freeman seconded. Majority vote carried.

Morgan made a motion to appoint Harry Merrow to Trustee of Trust Funds. Freeman seconded. A unanimous vote was taken.

Morgan made a motion to appoint E. Morton Leavitt to Cemetery Trustee. Freeman seconded. A unanimous vote was taken.

The Board received notice from Lakes Region Planning Commission informing them of upcoming meetings and events.

Old Business:

Whittier Covered Bridge - Brad Harriman, Public Works Director, stated he met with the engineer to review the design calculations and upcoming construction schedule. Freeman asked when construction will begin. Harriman answered the end of the month.

Intersection of Routes 171 & 28 – Morgan referred to the earlier correspondence received.

Sidewalks – Harriman stated he left a message for Jim Rines requesting a meeting to review the plans.

Harriman reminded the Board that the roadside cleanup will take place this Saturday, 5/10/2014 from 8 AM-12 PM with the Town Hall as the meeting place. He stated that he picked up the bags to distribute. Harriman asked if the Board thought that food should be available for the volunteers. The Board agreed.

Emerson Road Easement Agreement – Morgan announced that they held the two required public hearings and he is not in favor of granting the easement. He further stated that the ability to make repairs under the Town road is possible without the easement. He added that there are also questions on what the pipes actually lead to and to whose property. Riley agreed and added that the landowner is unclear of what exactly exists across the road. He added that he would be happy issuing a letter to Beaupre stating that she can contact the Public Works Director to work with her contractor for repairing the pipes under the roadbed.

Beaupre stated she was told by the Town to contact the Town Attorney who advised her that the easement would be an easy process. She questioned why the Board disagrees with the process when she has done everything asked of her by the Town. Morgan answered that the Board did not initiate the easement; it was a result of her request. Beaupre answered that this all began when the Town did the remapping which created the question of whose land the system is actually on. She added that she paid taxes on that portion of land up until the remapping. Additional discussion took place on the system's location.

Nellie Emerson stated that the survey depicts two separate roads; Emerson and Old Conway Road but they are one road. Riley stated that someone cut the corner of Emerson Road and that the change probably happened with 9-1-1 when they renamed it to Emerson Road. Riley added that Emerson's land only goes to the rock wall shown on the survey. Emerson asked why she has been paying taxes to the road. Riley answered that the tax maps would be corrected to match the survey and her taxes would be adjusted accordingly.

Beaupre asked for clarification on the content of the letter that would be written. Morgan stated that they will work on a letter for her. Roy Barron stated that Beaupre can repair the pipes but will not be able to repair the system.

Morgan made a motion to not grant the easement. Freeman seconded. A unanimous vote was taken.

New Business:
None presented.

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

Chester "Ski" Kwiatkowski asked if there were sufficient funds available for the voucher totals approved or if money was borrowed from the TAN note. Morgan answered that there may have been some borrowed from the TAN note but sufficient funds are available.

"Ski" asked if the Right-to-Know workshop was open to members from other boards and committees. Morgan confirmed.

Morgan announced a Trustee of Trust Funds Bootcamp to be held in Wolfeboro 5/13/2014.

Mellisa Seamans asked if there would be recycling bags available for year-round roadside cleanup. Harriman confirmed and stated that pickup is available year-round as well.

Seamans asked for confirmation if there are still two vacancies on the Conservation Commission and one each for Trustees. Morgan confirmed and stated there is still a vacancy on the Budget Committee. He thanked Seamans for the recent article on the vacancies.

Seamans stated that she had been reviewing union contracts from several towns and questioned if Calico Graphics is the contractual vendor to provide uniforms for the Town. Morgan questioned it and stated he was unaware that the contract was vendor specific. White stated it was carried over from the previous contract. Seamans asked if the contract ever went out to bid. Harriman stated that the embroidery and screen printing is done through Calico but there is no contract. Seamans asked what the threshold is for when bids are required. Morgan answered \$5,000 but stated the limit to be based on the actual purchase not on the vendor. Additional discussion took place on the purchasing policy and bidding procedures.

Seamans asked if the Town is GASB compliant. Morgan discussed the deficiencies noted on the last audit report. He answered that the Board is working on reviewing the policies and procedures to be compliant. Morgan added that they are also working on recording the capital assets. Seamans asked when the 2013 audit will be available. White answered that the review will be taking place the week of 5/27/2014. She added that the auditors anticipate completion by the end of summer. Seamans requested the audit be made available on the Town's website. Morgan confirmed.

Seamans questioned if the Emergency Management Directors were paid an hourly wage to attend training. Morgan answered that they were reimbursed a stipend. Freeman stated that the classes attended are required to be an Emergency Management Director. Seamans stated she thought the position to be voluntary. Morgan responded that all employees are reimbursed to attend training. Seamans questioned the hourly rate of reimbursement. Morgan answered there to be no hourly rate; they were reimbursed a flat amount. Seamans asked for clarification on how others are reimbursed. Morgan answered that they are reimbursed mileage and training costs. Seamans questioned how some boards are paid positions but others are not. Discussion ensued on the wages paid to the Supervisors of the Checklist and Trustee of Trust Funds.

Harriman spoke of an issue with parking and damage occurring to the shoulder on the road that runs along Abbott's & Staples store. He stated the Board adopted a no-parking ordinance for the winter months, but this spring there are tractor trailers leaving trailers overnight. Discussion took place on addressing the issue without infringing upon the businesses. Seamans questioned how it became a town maintained road. Harry Merrow stated that it was once a State road but the Town never discontinued it because it would block access to Route 25 for the businesses.

White informed the Board that she had been contacted by Melissa Coppola from NH Department of Resources and Economic Development (DRED) who requested permission to dispose of debris from the Ossipee Lake Natural Area cleanup that will be taking place on Saturday, 5/10/2014. She added that Totem Pole Park will be organizing the cleanup. Morgan asked if this is the natural area the State will not allow the Town access to. Morgan made a motion to send NH DRED a letter stating if the State is agreeable to providing a pathway access to the natural area, the Town will dispose of debris at no charge. Freeman seconded. A unanimous vote was taken.

Beaupre asked if the Board could explain the procedure she will have to follow in the letter they will be drafting to her. Morgan answered that they will try to be as specific as possible.

Side discussion took place between Beaupre and Emerson on debris left in the area of Old Conway Road.

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

Adjourned at 5:15 PM.

Richard H. Morgan

Robert C. Freeman

Franklin R. Riley

To be approved 5/12/2014