

Selectmen's Department Head Meeting, Joint Meeting, Finance Meeting & Workshop
Monday, April 4, 2016

Chairman Riley called the meeting to order at 2:00 PM. Present were Selectmen Franklin Riley, Robert Freeman, and Richard Morgan, and Ellen White, Town Administrator, who recorded the minutes. Also present Steve McConarty, Code Enforcement Officer.

White reviewed the purpose of the Department Head Meetings. The Board reviewed what they are expecting to be kept informed of including reporting requirements.

Discussion took place on properties posted as no trespassing and requesting support from the Police Department to ensure safety.

McConarty discussed implementing a temporary occupancy permit for residential only.

The Board discussed the Sign Ordinance stating that the review of all current signs was started by David Senecal in the late Fall. Pictures have been taken but the review of what is permitted, grandfathered, or non-compliant has not been completed as of yet.

The Board encouraged McConarty to take advantage of any training courses and also network with other professionals as needed.

Public Works Director Brad Harriman, Librarian Maria Moulton, and Library Trustees Dot Kwiatkowski, John Mingori, Jane ter Kuile and Denise Castle entered at 2:30 PM for discussion on the interior repairs needed at the Library from the water damage caused prior to the roof being replaced in 2015.

Harriman stated that he and McConarty looked at the work to be completed earlier today. Discussion took place on how they should proceed with the repair. The Board agreed that the replication of horsehair plaster is not necessary; plaster repair to match would be sufficient. It was agreed also that the Town would handle the bidding process for the work needed. The estimated cost is unknown until the ceiling is taken down to see if there is any mold or asbestos. Harriman stated that the repair could come out of the Government Buildings Warrant Article if needed. The Library has received donated funds that could be used for the repair if needed. Discussion took place on filing an insurance claim. White will contact Property-Liability Trust to see if a claim can be filed at this point. It was agreed that if funds come from the Library, they will be paid to the Town and the Town will handle the disbursing payments to contractors and for materials. An estimated repair timeframe is late fall or early winter.

Riley thanked all present from the Library for all they do. He stated that there was some discontent shown at Town Meeting but he reiterated that the Board is in support of the Library and its personnel.

Moulton, Kwiatkowski, Mingori, ter Kuile and Castle were dismissed at 2:40 PM.

Brief discussion took place on transitioning the responsibilities of the Government Buildings oversight to McConarty. Harriman stated that he will continue to assist McConarty with providing labor force and contractors.

Harriman confirmed that he will be attending the Water & Sewer Commission Meeting at 3:30 PM and may be late to the Selectmen's Meeting. He stated that there is no update on the LCHIP Stewardship Agreement or contract with Bauen Corporation to report on tonight.

Brief discussion took place on the status of the 9 Dorrs Corner Road property. McConarty informed the Board that John Lee brought in a picture of the HUD sticker from the trailer he will be putting on the property. The Board advised McConarty to look at the home prior to it being moved on site.

Harriman and McConarty were dismissed at 3:02 PM.

Town Clerk/Tax Collector Kellie Skehan, Finance & Benefits Administrator Elaine Sherman, and Treasurer Harry Merrow entered for the Finance Meeting.

Merrow reported the balance of the General Fund to be \$476,933.33.

Skehan reported that the Tax Delinquency Notices were sent out in February and March, and the Impending Lien Notices were sent in March; payments are due by 4/26/2016 or they will go to lien. Jessi O'Blenes, Assessing Clerk, will be preparing the Trial Warrant on 4/14/2016 in preparation for the final Tax Warrant to be issued and signed on 4/25/2016.

The next school payment is due in May for approximately \$689,000. The Board agreed that it should be held until the end of the month.

Sherman stated that \$100,000 is due from the Trustees once the reimbursement is received from the NHDOT on the Whittier Covered Bridge. Sherman questioned whether Capital Reserve Funds for the Highway Garage Addition should be requested in a lump sum. The Board agreed.

White reported that an invoice for over \$11,000 was received from the Lakes Region Humane Society for the seven dogs in custody from the closure of Sweet Paws Inn. Expenses paid to date exceed \$30,000. Skehan questioned if the Board was able to lien the property. Morgan explained that they were not able to because of the nature of the case. White stated that a 2-day trial is set for 4/19/2016 and 4/20/2016. Morgan stated that the court system is at fault for delays which are at the Town's expense.

Sherman stated some concern for the lack of invoices being received. Very few projects are going on at this time.

Sherman questioned a request received from Recreation Director Peter Waugh to invoice the Town of Effingham for recreation services in the amount of \$5,000. She stated this request is earlier than normal. The Board was unsure why. Morgan stated that Waugh is supposed to be tracking the participation from other towns and requested that White follow up on this.

White reported that she has emailed Plodzik & Sanderson requesting an update on the status of the audit but has not received a response yet.

Merrow commented that the expansion of Westward Shores Campground should generate revenue for the Town.

White stated that the Water & Sewer bills went out incorrect as the meter was not reset. Skehan stated that new ones will be mailed out. White asked for clarification on the billing process. Skehan responded that the Water & Sewer Department mails the bills out and the Tax Office collects the amount due. Skehan stated that the Tax Office has sent the bills out in the past.

Sherman questioned whether the Water & Sewer positions will become Union positions and also what will happen with their benefits. Future discussion will take place.

Sherman reported that the Water & Sewer Department has a new employee; the individual was previously paid as an independent contractor for work at Camp David but has been reclassified as an employee.

Skehan requested a written statement from Morgan for the amendment he made to the Warrant Article related to the Chickville Cemetery & Meeting House at Town Meeting.

Merrow questioned whether money will have to be paid back on the Sidewalk Project. Riley responded that an invoice will be coming for the engineering work that was completed.

Skehan presented the Board with a request for reimbursement of \$22.00 in interest and penalties that accrued when a taxpayer failed to update their mailing address.

Skehan, Merrow and Sherman were dismissed at 3:30 PM.

Recreation Director Peter Waugh entered for discussion on the part-time Parks & Recreation Assistant position. The four applications received for the position were reviewed of which one applicant was chosen. The Board agreed that if no further applications are received by the 4:30 PM deadline, a motion to make a conditional offer would be made at the Selectmen's Meeting. Waugh was dismissed at 3:45 PM.

White presented the Board with a draft copy of a letter in response to the payment made in protest by Agape Ministries Servants. Morgan suggested revisions to the letter and recommended the letter be sent from the Board. Discussion ensued.

A discussion took place on the religious, charitable and education exemptions. The Board requested that all requests for the religious exemption be gathered for review with Assessor Todd Haywood in attendance. A meeting will be tentatively scheduled for 4/18/2016.

Being no further input, the meeting was adjourned.

Adjourned at 4:00 PM.

Franklin R. Riley, Chairman

Robert C. Freeman

Richard H. Morgan

To be approved 4/11/2016