

Selectmen's Work Session
Monday, September 18, 2017

This work session took place in the upstairs conference room and the conference call took place in the Town Administrator's Office.

Chairman Morgan called the Work Session to order at 2:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes. Also present was Steve McConarty, Zoning Enforcement Officer, and Chelsea Bossenbroek, Northgate LLC, by telephone.

Conference Call:

Morgan stated the purpose of the conference call is to follow up on the last conversation held by conference call. Bossenbroek reviewed the meeting she had with Karl Anderson from FEMA following the last conference call. Discussion took place on the definition of a structure. Bossenbroek forwarded information to FEMA on three-season rooms but no reply has been received; she will follow up with Anderson.

Discussion took place on the elevation, lowest floor, and 100-year flood level at 414'. Bossenbroek stated that their engineer sampled from multiple locations and pulled elevations ranging from 410'-413'; most were 413' or higher. A map to pinpoint which locations will require elevation certificates is in the process of being developed.

Discussion also took place on what is permitted, illegal structures and bringing the campground into compliance. Morgan reviewed the penalty for non-compliance is that the insurance rates will increase for those with flood insurance if the Town is not compliant with FEMA regulations.

Bossenbroek will get clarification on what is being required by FEMA. Building permits and elevation stamps are being requested. This information is lacking in the town files as most work was completed by the prior owners without the proper permits.

Morgan clarified who is to be the point of contact related to this issue. Bossenbroek stated she is taking lead on this issue and all matters are to be directed to her. Her brother, Zacchary is on site this week and she anticipates to be there next month. Morgan requested an onsite meeting be arranged along with FEMA and the NH Office of Energy and Planning during her visit; to be scheduled through White.

The call ended at 2:20 PM. McConarty was dismissed.

Review of Red Folders, Accounts Payable and Payroll Manifests:

The Accounts Payable Manifest, Red Folder and Water & Sewer Red Folder were reviewed.

Policies & Procedures:

Karen Anthony, Finance & Benefits Administrator, entered at 2:27 PM. Several scenarios and calculations of an Earned Leave policy were presented for review.

The work session was recessed at 2:57 PM. Anthony was dismissed. Reconvened at 3:27 PM. Anthony returned.

Discussion continued on the earned leave scenarios and calculations.

Being no further input, the work session was adjourned.

Adjourned at 4:05 PM.

Richard H. Morgan, Chairman

Robert C. Freeman

Sandra P. Martin

To be approved 9/25/2017