

Selectmen's Department Head Meeting & Workshop
Monday, October 26, 2015

Chairman Morgan called the meeting to order at 2:30 PM. Present were Selectmen Richard Morgan, Franklin Riley, and Robert Freeman, and Ellen White, Town Administrator, who recorded the minutes. Also present was Zoning Enforcement Officer David Senecal.

Discussion took place on the property located at 9 Dorrs Corner Road. It was determined that Mr. Lee cannot pour a cement slab without a building permit. Additional discussion took place on the temporary housing, which is the apparent issue with the permitting process. Senecal stated that he has been informed that Mr. Lee will be putting up a tent on the property for the winter.

The temporary housing section in the current Zoning Ordinance was reviewed. The State and Federal requirements defined in Section 35.6 were questioned. Senecal will review for clarification and report back to the Board. Additional requirements for temporary housing were suggested.

Discussion took place on potential zoning changes.

White questioned the status of the Town's contractor and electrician. Senecal stated that Paul Belville is completing electrical repairs at the Library and suggested him as a vendor since other area electricians have declined. Riley suggested Carter Cincotta as a contractor and stated he is also a licensed electrician. Senecal reported that he has already contacted Cincotta to provide a quote on the upstairs door replacement. Senecal stated that the electrical service will need to be upgraded from 200-amp to 400-amp at Town Hall if they proceed with a mini-split system with heat.

Senecal informed the Board that all boilers and gas equipment have been serviced in all Town buildings. The heat zone at the Police Department has also been repaired. He added that they will be working on the mold issue on the front door at the PD. Brief discussion took place on building needs of the Water & Sewer Department's buildings.

White informed the Board that Finance & Benefits Administrator Elaine Sherman researched the cost associated with disconnecting power at Constitution Park for the winter which will result in a \$55 savings. The Board agreed to have the power disconnected for the winter and reconnect in the spring.

The Board requested Senecal work on drafting any suggested changes to the Zoning Ordinance for their review.

Senecal stated that Energy Resources will be taking all of their land out of current use for immediate availability.

Discussion took place on the Town vehicle. Costs associated with moving the Emergency Management radio, changing out the light bar with amber lights, and adding decals will be budgeted for. Additional discussion took place on where the Durango will be next utilized. Senecal stated that \$1,800 has been put into the Durango this year to pass inspection; it now has new tires and only 125,000 miles.

Senecal was dismissed at 3:04 PM.

White informed the Board that the new health insurance rates came in at an increase of 3.2%.

White recommended adding the cost of the chemical toilets to the Recreation Department's budget and removing them from the Government Building budget.

White stated that the telephone expense of \$550 should also be added to the Trustees of Trust Funds and Cemetery Trustees budget.

The Board reviewed the proposed budget of the Town Clerk/Tax Collector, Elections, Registrations, Zoning Board of Adjustment and Economic Development with no questions. Discussion took place on the part-time position and lifeguard wages in the Recreation Department's budget. Further discussion took place on the percentage of attendance from the Town of Effingham and the amount the Town is billed for recreation service.

White stated that she discussed the Planning Board budget with Chairman Chester "Ski" Kwiatkowski and increased the secretary's wages additionally because they had not budgeted enough to cover what will be expended. Brief discussion took place on legal expenditures.

Recreation Director Peter Waugh entered at 3:48 PM.

White informed the Board that Mark Washburn received a quote for replacement flags and markers for the Patriotic Purposes budget in the amount of \$1,486.00. Waugh stated that he purchases the Town's flags under that budget as well. Morgan suggested a budget of \$2,000.00.

Waugh stated that the Town of Effingham has been billed an annual fee of \$3,500 as long as he has been employed. Further discussion took place on program attendance from surrounding communities. White will draft a memo to the Town of Effingham informing them of an increase in the fee to \$5,000 annually for the 2016 budget season. The Board requested Waugh track the program attendance to see what percentage of the programs are being used by surrounding communities. Riley questioned whether Waugh requires a sign-in sheet for events. Waugh responded that the only sign-in is for the open gym attendance. He added that he has the program registration forms he can retrieve information from.

Following discussion, the lifeguard wage line will be reduced by \$2,000.00 and the chemical toilets will be added to the budget in the amount of \$2,000.00. Discussion took place on the part-time position. The position will begin at 15-hours per week if they are able to find someone to fill it. Morgan stated that he has already made the Budget Committee aware of the potential part-time position.

Discussion took place on sports equipment inventories. The Board suggested Waugh begin tracking his inventory.

Waugh presented the three quotes received to resurface the tennis courts ranging in price from \$8,172.00 to \$10,775.00. Waugh questioned whether he should hold off until the following year. The Board suggested it be done if needed so they are not left unusable.

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

Adjourned at 4:10 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 11/2/2015

