

Selectmen's Meeting & Workshop
Monday, January 25, 2016

Chairman Morgan called the meeting to order at 2:00 PM. Present were Selectmen Richard Morgan, Robert Freeman, and Franklin Riley, and Ellen White, Town Administrator, who recorded the minutes. Also present was Kellie Skehan, Jim Eldridge, Peter Waugh, Brewster Vittum, Bill Eldridge, Brad Harriman, Maria Moulton, and Wayne Eldridge. Harry Merrow arrived at 2:15 PM.

Morgan stated that the audit is now in progress. He then reviewed the status of the proposed budget which figures to be \$4,116 less to be raised by taxation than last year. He thanked Department Heads for presenting responsible budgets. There are no incoming petitioned Warrant Articles that we are aware of at this time.

Discussion took place on making private roads public and the criteria and specifications needing to be established.

Morgan requested Department Heads to be present at the Public Hearing on 2/3/2016 at 6:30 PM. Riley stated that the Budget Committee did a good and thorough job this year and there were no surprises or controversies.

Riley spoke on creating a 5-year plan, followed by a 10-year plan to help forecast for larger improvements and also establishing Capital Reserve Funds to assist with those improvements. Discussion took place on past capital improvement plans that have been proposed as well as the Town's Master Plan. Future discussion will follow. Morgan briefly discussed the future purchase of property to have a Town beach on Ossipee Lake.

Morgan commented that the Town is in good financial shape with no long-term debt and many accomplishments including the upcoming addition to the Highway Garage.

White stated that everyone should have received their 1095-B and requested that they verify the information for their dependents. Any corrections should be given to Elaine.

The next Department Head meeting has been scheduled for Monday, 2/29/2016.

White thanked all Department Heads for submitting their annual reports for the Town Report. The report will be submitted to the printer on 2/12/2016 and the finished product will be delivered on 2/26/2016.

Morgan announced that the Board will be dedicating the gymnasium to Bub Avery. White stated that she is getting quotes for a sign to be hung above the double doors entering the gym and a plaque for inside the gym. She also suggested a banner in the form of a t-shirt using the logo the basketball and baseball teams have on their jerseys this year. She welcomed any ideas anyone else may have.

Morgan stated that they are proposing the remodeling of the floor in the gym this year. White stated the floor is scheduled to be waxed this weekend in preparation for the Budget Hearing and Election. It will then be touched up prior to Town Meeting. Skehan asked if the floor will be mopped prior to the Election.

Skehan requested the walkway be swept and cones be placed to designate the no parking areas for Election Day. She also requested that Highway setup the voting booths on 2/5/2016.

Discussion took place on the occupancy and assembly permits that expired in 2014. Harriman stated that he spoke with Chief Brownell today and is working on the information he has requested to complete the inspection.

Additional discussion took place on the temperature of the handicap bathroom and the rugs in the hallway and lower level offices.

Chief Eldridge reported on a substantial drug arrest recently made where they confiscated 67 grams of heroin. He also stated that Officer Valley and Officer Baker are to be presented with a letter from the Governor this Wednesday thanking them for their assistance with the accident in Wakefield involving members of the Secret Service.

Discussion took place on cleaning supplies and the first aid kits for Town vehicles. White will reach out to Zee Medical to see if the kits can be delivered during the next supply replenishment.

A date for Earth Day to be held at the Transfer Station was discussed.

Waugh informed the Board that his intern has about 40 hours remaining.

Discussion took place on new proposed regulations for Cal Ripken's Major League which would need alterations to the field at Constitution Park. Morgan stated that alterations should not be made to accommodate the league regulations; alternate fields are available for their use.

Waugh informed the Board that 11-12 children attended Fun Days over Christmas Break and all programs are going well.

Morgan stated that a part-time person will likely join the Recreation Department this year to assist with recreation programs and events.

Vittum stated that all is going well at the Transfer Station.

Bill Eldridge reported that the Highway crew was able to salvage the dump cart on Truck #3 saving the Town a lot of money. Discussion took place on whether a mechanic will be hired once the garage addition is complete. Morgan stated that there are no plans to add a mechanic as of yet and he is not sure it would be cost effective to do so. The Highway crew will continue to do routine maintenance in the garage.

Harriman discussed the time and manpower lost when a truck has to go in for service.

Discussion took place on safety while the Highway Garage is under construction and the Summer Camp is in session. Morgan suggested that Waugh contact the school to see if their gym could be used as an alternative location for the Summer Camp.

Merrow reported that after tonight's disbursement, just over \$1 million is available in the General Fund. He stated he will be applying for the tax anticipation note soon. Merrow is in the process of trying to get the Treasurer's Reconciliation to balance for the Town Report and also work with the auditors. Morgan stated that the audit is a great way to check the financial controls and also give ways for the Town to improve.

Moulton reported that the new roof on the Library is working out very well.

Wayne Eldridge stated that he is working on daily breaks in the system and is currently down to one functioning pump. The Water & Sewer Department has been very busy.

Morgan discussed the Warrant Article to bring the Water & Sewer Department back under the control of the Board of Selectmen. He stated that the article is to make it effective 1/1/2017 so they can start fresh with a new budget rather than try to work with the existing budget midstream.

Morgan thanked the Department Heads and reiterated that the Board is committed to working with them.

All Department Heads were dismissed at 3:00 PM.

Discussion took place on advertising job openings.

Discussion took place on the new pickup purchased by the Water & Sewer Department. White will verify who the State bid was awarded to.

Discussion took place on the 9 Dorrs Corner Road property. Morgan stated that he would like to respond to the correspondence received to address the false allegations made about off-record conversations and the lack of guarantee that the new manufactured home will be available. White informed the Board that the non-HUD compliant structure currently on the property is scheduled to be removed within the next week. Morgan requested that White have Attorney Sager draft a response back to Mr. Lee reviewing these items and also stating that if the non-compliant structure is removed, a permit could be issued allowing the camper to be used as a temporary structure as long as it is hooked up to water, sewer and electric, and the rest of the timeline presented is followed.

White informed the Board that Attorney Sager is working on the lien for the animal shelter costs paid by the Town from the Sweet Paws Inn closure. Morgan asked White to request that urgent attention be given to this matter.

The Bub Avery Memorial Dedication was discussed. White questioned if the Board would be making an announcement at tonight's meeting. Morgan confirmed.

The Board reviewed the job description for the Zoning Enforcement Officer. No changes or updates were made. Morgan requested that the position be advertised following tonight's meeting. Additional discussion took place on the license and experience requirements for the position.

John Dusvitch arrived at 3:45 PM to review additional information related to the assessment of his property and the surrounding properties. Assessor Todd Haywood entered at 3:50 PM.

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

Adjourned at 4:00 PM.

Richard H. Morgan, Chairman

Franklin R. Riley

Robert C. Freeman

To be approved 2/1/2016