

Selectmen's Department Head Meeting & Workshop
Monday, October 19, 2015

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

White asked the group to report any updates or upcoming items the Board should be made aware of.

Sherman reported that she will be busy training for the reporting requirements of the Affordable Care Act, the new fixed asset module and preparing for budget season.

Martin stated that there have been no minutes posted to the website since April for the Water & Sewer Department.

Martin also stated that the Town Hall staff has been very helpful in processing paperwork which has been helpful in getting the homeless placed. She informed the Board that she has utilized several outside agencies to assist with matching funds. Martin added that she is unsure what the upcoming budget will bring. Discussion took place on a fund established where town timber proceeds would assist people in need of fuel assistance.

Senecal reported on several projects in the works including the new Irving station, expansion of Hannaford, warehouse expansion at NAPA, Evans Brothers garage, Buchanan's service station, and the potential of an industrial park at the Energy Resources property. Senecal also reported on the status of the new rail brought up to the Energy Resources property.

Morgan stated the Town-wide revaluation resulted in a loss of \$60 million in assessment value. White reported that the new values were pushed over to the assessing system today. Discussion took place on the impact the new values will have on the tax rate and the status of the market.

Merrow stated that the auction sale prices were incorrect in the newspaper. White will check with Attorney Sager.

Riley stated that any building and grounds needs should be communicated to ensure that they are taken care of. Waugh stated that Constitution Park will be winterized this week and he will leave the tennis nets up for a few more weeks. Discussion took place on shutting the electricity down for the winter. Sherman will verify if there is a cost to disconnect and reconnect and whether it will exceed the \$14/month charge to keep it active over the winter.

Sherman stated that Eversource will be remapping meter readings which should put all the Town's bills on the same billing cycle.

Waugh reported that the Halloween festivities are scheduled for this weekend and he has activities planned for Thanksgiving and Christmas breaks.

Riley stated that the overall budget looks good even accounting for many unexpected expenses this year.

Morgan stated that the preliminary figures for the Highway Garage addition came in around \$500,000 and he is hopeful to complete the project without having to raise taxes. He reiterated that the Board will not be making any cuts to Department budgets without having communication with Department Heads.

Morgan stated this year's audit went smoothly and there has been no borrowing from the Tax Anticipation Note up until this past week; both being results of good policy and communication. Morgan stated that the Board will be working on developing a cash receipts policy to ensure good fiduciary responsibility.

Waugh questioned if the new health insurance rates are available yet. Sherman answered that she contacted Health Trust today, and they are not available yet.

Waugh questioned if anyone has been contacted by their Budget Committee member yet. Skehan and J. Eldridge confirmed.

Morgan discussed ideas for a 5-10 year plan for improvements as they had recommended to Eldridge. He stated that keeping the Budget Committee in the loop for upcoming large expenditures will assist with the budget process if they are well prepared ahead of time.

Merrow questioned if the Town had considered a bi-weekly payroll. Further discussion took place. Sherman reiterated the option of having the payroll checks direct deposited.

Waugh questioned if the potential part-time Rec Assistant will be going in as a warrant article. Morgan stated that it should be included in the Recreation Department's budget, not in a separate warrant article.

Martin questioned if she could have a second line available in the Welfare Office where she is often times making several calls while waiting for call-backs. Research will be conducted on adding a call-waiting or voicemail feature.

Waugh stated that Senator Kelly Ayotte will be conducting a Town Hall Meeting in the gym on 11/6/2015. Merrow stated that Governor Chris Christies will be at the Indian Mound Golf Club.

Waugh questioned a yellow ring in the sink in the handicap bathroom. Sherman stated that the upstairs bathroom toilet is not being cleaned.

Sherman discussed the security of the offices upstairs stating several situations with irate taxpayers taking place over the past few weeks. Information security was also discussed. Discussion ensued. Riley asked Senecal to work on getting a security door installed at the top of the stairs.

Waugh questioned the status of the electrical contractor. It was left undetermined.

Department Heads were dismissed at 3:00 PM.

Morgan requested an update from Senecal on the building permit submitted by John Lee that is in the red folder. Discussion ensued.

Harriman presented the Board with the estimate for the Highway Garage expansion and reviewed the proposed layout. Harriman is confident that the expansion will take care of the Department's needs for the next 20+ years. Additional discussion ensued.

Morgan discussed the surplus incoming from the tax auction and the savings on the ambulance contract in 2016 as ways to fund the expansion. White questioned whether the Board would be using surplus to offset the tax rate. It was agreed unanimously that they would not.

Harriman informed the Board that he received correspondence from John Corrigan from Safe Routes to School stating that the sidewalk project has been closed. Harriman will generate a response requesting reconsideration.

Harriman reported that the first concrete pad will be poured tomorrow and the other half next week once it has set up. Discussion took place on the front sidewalk repair. The Board requested the repair be completed now with several upcoming elections next year.

Harriman was dismissed at 3:45 PM.

The Board reviewed the budgets for the Conservation Agent, Board of Selectmen, Dam Authority and Patriotic Purposes.

Freeman stated that he has received several complaints on the Assessor and results from the revaluation.

Rick St. Jean questioned the results of the Chickville Cemetery Association Meeting. Morgan reviewed the vote to have the Town take over the cemeteries and the formation of a committee to finalize the details.

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 10/26/2015