

Selectmen's Department Head Meeting, Non-Public Session & Work Session
Monday, October 15, 2018

Chairman Morgan called the Work Session to order at 2:00 PM. The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan, Sandra Martin, and Martha Eldridge, and Ellen White, Town Administrator, who recorded the minutes.

Department Head Meeting:

Also present were Karen Anthony, Craig Brady, Maria Moulton, Joe Duchesne, Brad Harriman, Wayne Eldridge, Steve McConarty, Brewster Vittum, Kellie Skehan, and Bill Eldridge.

Morgan reported that the Town is in good financial shape and that any "wish list" items should be presented during the budget process. He added that the Town has no long-term debt and the plan is to move forward with building the capital reserve accounts for projects in the near future. Morgan discussed revised plans for Constitution Park and improvements that are needed to be made to the existing fields.

Morgan congratulated and welcomed new Police Chief Joe Duchesne.

White reported that advertisements are out for a Truck Driver and for a part-time and full-time Patrolman.

Skehan reviewed action items for the upcoming election on 11/6/2018 including cork boards for the gymnasium walls, handicap van-accessible parking spot, meals for election workers, and sign collection for after voting. White confirmed that only outside agencies requesting a change in their funding will be presenting their request on the eve of the election.

Vittum displayed a new flyer to be handed out reviewing the change in plastic recycling. He also reported that 400 cars attended the free fall cleanup and they filled 8 dumpsters. He reported this to be similar attendance to last year's cleanup which is slightly less than the one that is held on Earth Day in the spring. Vittum informed the Board of an accident that occurred at the Transfer Station over the weekend where a box truck hit the parked backhoe. No injuries or damage to Town equipment were reported.

McConarty reported that construction is still very busy.

W. Eldridge reported an issue with 56 Main Street where the water valve was turned on by a contractor and left on resulting in the flooding of several thousand gallons of water from 3:00 AM – 7:00 PM. Eldridge will be checking records to determine the actual amount of chlorinated water that was pumped to issue a bill.

W. Eldridge also reported that there are only a few remaining meters to be replaced. Morgan requested a list of properties and notice can be issued by the Board of Selectmen.

Discussion took place on the insurance rates. Anthony noted the health insurance increased by 10.5%, the life insurance is to remain the same, and the short-term disability has not been set as of yet. Harriman reported that his budgets are all set with the exception of the insurance rates. Anthony agreed that she would input that information and offered to do the same for all departments.

The budget review assignments have been made by the Budget Committee members and contact has been made with a few departments already.

Harriman and Brady discussed the well issues at Constitution Park. Brady reported that he will be working with Forest Pump and Filter which may have a solution to pump water from the lake to feed an irrigation system. A site visit will be scheduled in the near future.

Duchesne reported that the Prescription Drug Take Back program will take place on 10/27/2018. Collections can be received by the Police Department at any point through the year. Morgan suggested Duchesne look into having a collection bin for year-round collection to be installed at a public place such as Town Hall.

Duchesne also discussed the request for permanent no parking signs to be placed in front of the school. The temporary ones have been working well but some have gone missing. Harriman, Duchesne and Fire Chief Cullen will look into options and pricing for more permanent signage.

Moulton reported that she has an upcoming vacancy for a Library Trustee, and a second Trustee that may not be fulfilling their terms. Morgan stated an announcement will be made during Selectmen's Meeting.

Morgan discussed the Town's participation as a Safe Station access point for addiction where transfers to Nashua or Manchester for immediate drug addiction help can be made. Martin questioned the Police Department's interactions with White Horse Addiction Center. A joint meeting will be scheduled to open communication between the Town Welfare, Police Department and White Horse Addiction Center.

Brady reported that he has budgeted 25-hours per week for a lifeguard position which will primarily be used for swim instructions. He stated that he does have a potential candidate for the position next summer.

Anthony reported that open enrollment is coming up for any plan changes.

White reviewed the phone system updates that will be taking place before the end of the year.

Morgan discussed the results of the emergency meeting called on the intersection of Routes 28 & 171.

All Department Heads were dismissed at 2:37 PM.

White, Skehan, Brady, Anthony, and McConarty completed a test of the panic alarm buttons.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Non-Public Session:

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c) for a tax matter at 2:45 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Morgan answered yes. Morgan

made a motion to adjourn the non-public session at 2:56 PM. Martin seconded. A unanimous vote was taken.

The work session reconvened at 2:56 PM.

Budget Review:

The budgets for the Conservation Agent, Board of Selectmen, Dam Authority, Legal, Patriotic Purposes, Cemeteries, Treasurer, and General Assistance were reviewed. All were presented as level-funded. Morgan discussed the Board of Selectmen's salary. White made phone calls to surrounding towns and found that Madison and Effingham are at \$6,000 per year. Morgan discussed an increase to be comparable to the surrounding towns. The budget figures were updated to reflect an increase to \$6,000 with an additional \$500 per year to the Chairman.

Non-Public Session:

Morgan polled the Board for a non-public session under RSA 91-A:3, II (a) and RSA 91-A:3, II (b) for personnel matters at 3:27 PM. Roll call vote was taken. Martin answered yes, Eldridge answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 4:00 PM. Martin seconded. A unanimous vote was taken.

Being no further input, the work session was adjourned. Adjourned at 4:00 PM.

Richard H. Morgan, Chairman

Sandra P. Martin

Martha B. Eldridge

To be approved 10/22/2018