

**Selectmen's Department Head Meeting & Work Session**  
**Monday, January 22, 2018**

Chairman Morgan called the Work Session to order at 2:06 PM. This meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan and Sandra Martin, and Ellen White, Town Administrator, who recorded the minutes. Selectman Robert Freeman arrived at 2:28 PM.

**Department Head Meeting:**

Also in attendance were Karen Anthony, Craig Brady, Steve McConarty, Brad Harriman, Wayne "Bo" Eldridge, Jim Eldridge, Bill Eldridge, Brewster Vittum, Maria Moulton, Kellie Skehan, and Harry Merrow.

Morgan reviewed the budget process thus far and stated that the Budget Committee has been very reasonable with the requests made by all departments. Morgan commended all Department Heads for presenting fair budgets.

Morgan reported on the status of the Town Beach; there is no news at this time as we are awaiting the Judge's ruling on whether to extend the temporary restraining order and that will then determine if there will be subsequent hearings. He also reported that a secondary suit has been filed against the Town regarding the venue being insufficient for the Special Town Meeting held in November.

Brady informed the Board that McDonald's is looking to fundraise for a purpose to give back to the Town. Brady presented an idea for a pavilion to be placed at Constitution Park as an area to provide shade/shelter from weather and house picnic tables, etc. He is in the process of gathering quotes for this type of structure. He also estimates the fundraising efforts to be in the neighborhood of \$3,000-\$4,000.

Morgan stated he has received a request for an additional Open Gym night for adults. Brady asked to be contacted with further information.

Harriman stated that he has not had the opportunity to evaluate the water supply at Constitution Park yet. Discussion took place on coming up with more water supply in order to adequately water the fields before any field improvements are to be considered.

McConarty reported that he has been very busy working with Westward Shores on bringing the campground into compliance with FEMA.

W. Eldridge reported that the meter replacement is well underway; New England Backflow has replaced approximately 40 of the meters, and approximately 75 have been replaced by the Water Department. He stated there to be a few questions on the water usage reported, but the new meters will work out fine.

J. Eldridge stated the application deadline for the part-time Patrolman ended last Friday and 7 applications were received. Testing will resume in February.

B. Eldridge reported an ice dam issue at Paddy Acre Road that the culverts were not able to handle. The Highway Department has been monitoring the area and the problem has resolved itself. Discussion took place on Pine Hill Road, a normally problematic washout road during substantial rainfall, which was unscathed. B. Eldridge stated the Highway Department will continue to build the road up to a higher elevation to eliminate any future issues.

Vittum discussed a communication barrier at the Transfer Station and requested two-way radios for the workers to be able to communicate. Walkie-talkies that have been used in the past do not last. Further discussion took place on staffing at the Transfer Station.

Skehan stated that RMON Networks will be bringing the Avitar Utility billing software over to the Town Hall on Thursday. W. Eldridge stated that he will need some kind of remote access to the software once it has been transferred to Town Hall. Skehan also stated that Neopost will be installing the new postage meter and folding machine at 9:30. Skehan reviewed two Warrant Articles she will be putting in for this year: One for vault shelving for approximately \$10,000 and another for the Moose Plate Grant used for records preservation.

Merrow reported that he mailed the application for the Tax Anticipation Note this morning.

White reminded everyone that Town Reports are due from Department Heads on Friday. Also, the audit is on schedule to commence next week. White announced the next Department Head Meeting will be on Monday, 2/26/2018.

Department Heads were dismissed at 2:30 PM.

McConarty questioned if the Selectmen would like him to issue the letters to all campground owners regarding the FEMA regulations. The Board agreed.

#### **Non-Public Session:**

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c) for a personnel matter at 2:33 PM. Roll call vote was taken. Freeman answered yes, Martin answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 2:45 PM. Freeman seconded. A unanimous vote was taken.

Public session reconvened at 2:45 PM.

#### **Budget Review – Revenues & Warrant Articles:**

Harriman presented several proposed Warrant Articles for review. Discussion took place on two which are to establish major improvement Capital Reserve Funds for the Water and Sewer systems.

Harriman reviewed research he has been conducting on the sidewalk project and suggested that they can be constructed by the Town for a fraction of the cost. Right-of-ways would be needed to be signed off by the NH DOT. Morgan requested that Harriman meet with NH DOT as soon as possible to procure whatever requirements would be necessary. Harriman confirmed that the Town is in an appropriate position to construct the sidewalks in 2018.

Discussion took place on the proposal to purchase a small backhoe for the Water & Sewer Department. No purchase will be requisitioned in 2018. Additional discussion took place on the Water & Sewer Department and system needs. Leak detection will continue to be a priority.

Harriman discussed Town building improvements to include electrical at the Transfer Station and a refurbishment of the Library sidewalk/walkway.

Harriman was dismissed at 3:20 PM.

White reviewed a request from the Cemetery Trustees to have survey work completed at the Chickville Cemetery. The quote received from White Mountain Survey in 2016 was in the amount of \$3,500. White stated this could be expended from the Survey of Town properties budget line within the Selectmen's Office budget. The Board agreed.

White presented information on Keno and informed the Board that two local businesses have inquired as to whether the Town will be putting it on the Warrant for 2018.

White presented five amended budgets to be voted on before the Budget Committee meeting on Wednesday: Selectmen's Office, Conservation Commission, ZBA, Planning Board, and Government Buildings. White reallocated the costs associated with the benefits for the Boards and Commission Secretary to their respective departments.

Morgan discussed new legislation allowing a tax break for new commercial and industrial properties. Morgan asked White to conduct the research on the Bill and put on the agenda for future discussion.

**Review of Red Folders, Accounts Payable and Payroll Manifests:**

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

Being no further input, the work session was adjourned.

Adjourned at 3:57 PM.

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Richard H. Morgan, Chairman

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Robert C. Freeman

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Sandra P. Martin

To be approved 1/29/2018

