

Selectmen's Work Session, Finance Meeting, and Non-Public Session
Monday, April 2, 2018

Chairman Morgan called the Work Session to order at 2:30 PM. This 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.

Review of Red Folders, Accounts Payable and Payroll Manifests:

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

Recreation Department – Job Description Review & Playground Info:

Craig Brady, Recreation Director, presented a job description for review for the position of Lifeguard/Swim Instructor. Discussion took place on the hours and how many applicants will be sought to provide coverage at Duncan Lake Beach. Brady would ideally prefer two applicants to cover a total of 30-40 hours per week.

Duncan Lake was discussed including the issues with the property's topography and rubbish that is left on the beach on a daily basis. The Board reiterated that it needs more attention and questioned whether trash barrels should be utilized to assist with keeping the property clean. Brady stated there has also been an issue with dogs on the beach.

Brady informed the Board that the grant he is applying for through Lowes will be ready for submittal this week. His plan is to use the grant funds to install a playground at Constitution Park. Brady will present plans once they are received from the playground company.

Brady was dismissed at 2:42 PM.

Water & Sewer Department – Fees for New Service:

Brad Harriman, Public Works Director, and Wayne "Bo" Eldridge, Water & Sewer Supervisor, entered at 2:43 PM.

Harriman presented a memo reviewing the proposed hookup fees for a new hookup on the water and sewer system. Currently there are no fees to hookup a new service. Eldridge stated the Dollar General store paid nothing for their service which included the installation of a \$300 meter. Morgan questioned whether it could be pro-rated. Discussion ensued. It was agreed to proceed with incorporating the rates as proposed into the applicable policies for adoption during a scheduled meeting.

Eldridge discussed the cost associated with extending water and sewer service beyond the intersection of Valley Road estimating \$20,000-30,000 to pick up 3-4 new hookups. This was determined to not be cost feasible at this time.

Eldridge reviewed the private septic that services two homes on Dore Street that the Water & Sewer Department pays to have pumped while the users pay the regular sewer rates. This was part of the Dore Street Rehabilitation Grant and is deemed required.

Discussion took place on having the consultant review the rates after the meter replacement has been completed to determine whether they will need to be adjusted. Eldridge reported already having replaced approximately 200 meters to date. Eldridge stated that water consumption is being questioned which shows that more accurate reporting is happening. He also stated that the flow levels

also help detect when there has been a leak and levels have reduced from February-March by 100,000 gallons.

Eldridge stated that he will continue with the leak detection this summer and the entire system will be checked. This service is paid for by a grant. He also plans to have the second half of the video-monitoring of the septic system completed this year.

Discussion took place on Capital Reserve funds to be transferred. Eldridge will be replacing three lagoons this year, but no leach fields. Morgan suggested compiling other improvements needed into a 5-year plan with cost estimates which will be helpful when determining the rates.

Eldridge stated that a 5-year submittal is due 6/29/2018 which requires a copy of the Sewer Rules and Regulations. These are next to be updated because there is reference to a Water & Sewer Commission.

Harriman presented a draft of a temporary construction easement that is required for the Whittier Covered Bridge. He will forward to Attorney Sager for review.

Harriman and Eldridge were dismissed at 3:12 PM.

Finance Meeting:

Kellie Skehan, Town Clerk/Tax Collector, and Karen Anthony, Finance & Benefits Administrator, entered at 3:14 PM.

White informed the Board of issues with the Treasurer's system not being able to balance with the General Ledger, but the bank accounts reconcile monthly without issue. White stated that she budgeted for additional audit fees where it was an election year and requested permission to seek professional assistance to review the system. The Board agreed to proceed with contacting Plodzik & Sanderson.

Skehan reported on collections of \$300,000 and stated that issuing the lien letters has generated payments. Deeding is around the corner and there are currently 103 properties eligible for deeding. Skehan stated that banks are stepping in and paying a lot of the older, larger debt.

Morgan reviewed Town Meeting and the attendance of approximately 80 people, most of which were somehow tied to a budget. Additional discussion took place on creating an overview of the requirements of elected positions so people can have an idea of what they are signing up for and the level of commitment required.

Morgan also discussed the committee to be formed to research alternative venue options and ideas for if attendance ever meets the 500 marker like it did for the Special Town Meeting. Other options include making amendments to the Town's Charter to enable all-day voting on certain affairs.

Anthony reviewed current issues with earned time and banked sick time where it is not being used as intended. Discussion ensued. A memo will be drafted to all employees and the topic will be reviewed at the next Department Head Meeting on 4/16/2018.

Anthony was dismissed at 3:47 PM.

Non-Public Session:

Morgan polled the Board for a non-public session under RSA 91-A:3, II (c) for tax deeding and related matters at 3:47 PM. Roll call vote was taken. Eldridge answered yes, Martin answered yes, and Morgan answered yes. Morgan made a motion to adjourn the non-public session at 4:08 PM. Martin seconded. A unanimous vote was taken.

The work session reconvened at 4:08 PM.

Being no further input, the work session was adjourned.

Adjourned at 4:08 PM.

Richard H. Morgan, Chairman

Sandra P. Martin

Martha B. Eldridge

To be approved 4/9/2018