

Selectmen's Meeting
Monday, October 24, 2016

These minutes were recorded by Ellen White, Town Administrator.

Call to Order:

Selectman Morgan called the meeting to order at 4:15 PM.

Morgan opened the meeting with the Pledge of Allegiance.

Attendance by Roll Call:

Present were Selectmen Robert Freeman and Richard Morgan. Selectman Riley was absent – excused.

Meeting Minutes:

Morgan made a motion to approve the minutes from the Selectmen's Meeting held on 10/17/2016. Freeman seconded. A unanimous vote was taken.

Morgan made a motion to approve the minutes from the Selectmen's Department Head Meeting & Workshop held on 10/17/2016. Freeman seconded. A unanimous vote was taken.

Accounts Payable & Payroll Manifests:

The Payroll Voucher was submitted for the week ending 10/22/2016 in the amount of \$41,384.71. The Accounts Payable Voucher total for the week ending 10/15/2016 was in the amount of \$613,955.53, including Accounts Payable of \$132,409.53 and payment made to the School District totaling \$481,546.00. Morgan made a motion to approve and sign the check voucher. Freeman seconded. A unanimous vote was taken. Morgan commented that the Selectmen review each invoice prior to approving the batch total in the weekly manifest.

Review of Red Folder:

The Board received a memo from Kellie Skehan, Town Clerk/Tax Collector, announcing that they will be testing the Accu Vote Machine in the Town Clerk's Office on 10/27/2016 at 11:00 AM in preparation for the General Election on 11/8/2016.

A Request to the Trustees of Trust Funds for the withdrawal of \$15,794.56 from the Whittier Covered Bridge Expendable Trust Fund for the reimbursement of payments made to Hoyle, Tanner & Associates was presented for signatures. Morgan made a motion to sign the request. Freeman seconded. A unanimous vote was taken.

Programming updates were received from Charter Communications.

A Request to the Trustees of Trust Funds for the withdrawal of \$4,183.53 from the Bridge Replacement and/or Repair Expendable Trust Fund for the reimbursement of payments made to White Mountain Survey Co, Inc., for the Valley Road Bridge Project was presented for signatures. Morgan made a motion to sign the request. Freeman seconded. A unanimous vote was taken.

The Propane Service Agreement with Jesse E. Lyman, Inc. was presented for signatures. Brad Harriman, Public Works Director, acknowledged that he reviewed the document and it follows the bid specifications as awarded. Morgan made a motion to sign the agreement. Freeman seconded. A unanimous vote was taken.

The Board received a memo from Harriman reviewing the proposal received from Jacob Sawyer for the plowing and sanding of Young's Road for the 2016-2017 winter season. Harriman explained that Sawyer's rate is to remain the same as years' past; \$50.00 for plowing and \$50.00 for sanding. He also explained that Young's Road is only 300-400' in length and Sawyer already handles the plowing of Stoneview Road, a private development. Morgan made a motion to approve Sawyer's proposal. Freeman seconded. A unanimous vote was taken.

The Highway Department Work Log was received for the week ending 10/22/2016.

A Letter of Commitment for the 2017 Household Hazardous Waste Collection was presented for signatures. Harriman stated that next year's collection will take place on 8/5/2017 and the cost will be \$4,728.00, up \$410.00 from this year. Harriman explained that the cost is based on the volume of collection, and number of visits, and the balance is offset by a reimbursement grant through NH DES. Morgan made a motion to sign the commitment letter. Freeman seconded. A unanimous vote was taken.

A Contract for Use of Facilities was received from the Old Home Week Committee requesting use of the Town Hall on 3/18/2017 with setup taking place on 3/17/2017 for a Penny Sale. The applicable deposit has been received and the schedule has been verified by Ellen White, Town Administrator. Morgan made a motion to approve the request. Freeman seconded. A unanimous vote was taken.

Old Business:

Whittier Covered Bridge – Harriman reported that he received the feasibility study completed from Phase I. Morgan questioned where Hoyle, Tanner & Associates are on the time schedule presented. Harriman was unsure and was asked to follow up.

Valley Road Bridge Repair – Harriman reported that the Wetlands Permit has been approved. The manufacturing will begin with anticipated installation to take place toward the end of November. Harriman stated that the road will be closed for two weeks while the bridge is under construction.

Highway Garage Open House – White stated that the Open House has been scheduled for Monday, 11/7/2016 from 3:30 PM – 6:30 PM. Harriman confirmed that employees from the Highway Department will be present. Morgan requested that trucks be made available to view. Harriman added that they will also be providing lift demos and refreshments will be served.

New Business:

Budget Review:

Recreation Department – Craig Brady, Recreation Director, presented the Recreation Department budget request in the amount of \$ 161,912.00, down from the 2016 budget of \$182,285.00. A noted reduction was made to the health insurance line. Increases were made to the part-time wage line which now includes the lifeguard wages, and computer/software for new registration software, Rec Desk, being implemented. Morgan made a motion to approve the Recreation Department budget in the amount of \$161,912.00. Freeman seconded. A unanimous vote was taken.

Economic Development – Morgan questioned whether the \$300.00 membership fee paid to the Mount Washington Valley Economic Development Council is worthwhile. Ash Fischbein, EDC Chairman, confirmed that it is a great access to resources that will be utilized more in the upcoming year. Morgan then made a motion to approve the level funded Economic Development budget in the amount of \$2,500.00. Freeman seconded. A unanimous vote was taken.

Conservation Commission – Ron Adams, Conservation Commission Chairman, presented the Conservation Commission's budget request in the amount of \$6,569.00, up from the 2016 budget of \$5,965.00. Adams noted an increase was made to the secretarial wages based on the hours needed for the Commission, but added that some of the increase was offset by reductions made to the supplies and equipment, reference materials, and computer and schooling lines. Morgan made a motion to approve the Conservation Commission budget in the amount of \$6,569.00. Freeman seconded. A unanimous vote was taken.

Planning Board – Condict Billings, Planning Board member, presented the Planning Board's budget request in the amount of \$22,659.00, up from the 2016 budget of \$16,221.00. The secretarial wages were increased based on the hours needed for the Board. Discussion ensued on increases to the postage line and professional fees. Morgan

suggested level funding the postage line, reducing the Lakes Region Planning dues to the actual expense amount of \$4,300.00 and increasing the professional fees to \$2,000.00 from \$1,500.00. Billings agreed. Morgan made a motion to approve the Planning Board budget in the amount of \$18,959.00. Freeman seconded. A unanimous vote was taken.

Zoning Board of Adjustment – Morgan reviewed the Zoning Board of Adjustment budget request in the amount of \$8,149.00, up from the 2016 budget of \$5,739.00. The secretarial wages were increased based on the hours needed for the Board, and mileage allotment was increased. Morgan made a motion to approve the Zoning Board of Adjustment budget in the amount of \$8,149.00. Freeman seconded. A unanimous vote was taken.

Cemetery Trustees – Rick St. Jean, Cemetery Trustee, presented the Cemetery budget in the amount of \$38,910.00, up from the 2016 budget of \$34,204.00. Discussion took place on the purchase of two new commercial push mowers, and tree work and headstone maintenance. Morgan suggested the purchase of one commercial push mower reducing the new equipment line to \$1,600.00 and reducing the maintenance line to \$7,000.00. St. Jean agreed. Morgan then made a motion to approve the Cemetery budget in the amount of \$36,810.00. Freeman seconded. A unanimous vote was taken.

St. Jean questioned if Cemetery Trustee Roy Barron would be covered under the Town's insurance to remove a pine tree in the old section of the Chickville Cemetery. White recommended that the work be completed by a subcontractor.

Town Clerk/Tax Collector– Kellie Skehan presented the budget request in the amount of \$309,925.00, up from the 2016 budget of \$295,850.00. Noted increases were made to salary line to account for a 3% raise and the option to purchase back up to one week vacation. Skehan also discussed an increase of \$10,000.00 for the Town records restoration line which will only be expended as long as the grant funds are received. She stated this to be a change recommended by the auditors where money must be raised to be expended. Morgan made a motion to approve the Town Clerk/Tax Collector budget in the amount of \$309,925.00. Freeman seconded. A unanimous vote was taken.

Elections – Skehan presented the Election budget request in the amount of \$3,975.00, down from the 2016 budget of \$12,400.00. Skehan noted that there will only be one election in 2017 where there will be four in 2016. Morgan made a motion to approve the Election budget in the amount of \$3,975.00. Freeman seconded. A unanimous vote was taken.

Registration – No one was available to present a budget. Morgan requested that it be requested for review next Monday.

This concluded the business portion of the meeting and Morgan opened the meeting to public input.

Public Input:

Ron Adams, Conservation Commission Chairman, questioned if White had put together a request for proposals for the work to be completed on the Windows property. White responded that she has not and will be following up with Boards & Commission Secretary, Laura Nash.

White asked Adams if he had an update on the Windows property following up on the Selectmen's request for a plan of action. Adams responded that Nash will be providing a written response following last week's Conservation Commission Meeting.

Ash Fischbein announced that he held a private wedding event at the 3 Covered Bridge Road property two weekends ago as he had mentioned to the Selectmen during the Public Hearing for the Outdoor Event Ordinance. Morgan confirmed that it was a private event and would not be subject to the Temporary Outdoor Event Ordinance.

Adjournment:

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

Adjourned at 4:57 PM.

ABSENT

Franklin R. Riley, Chairman

Robert C. Freeman

Richard H. Morgan

To be approved 10/31/2016