

**Board of Selectmen
October 19, 2015**

Present: Richard C. Edwards, Chairperson; Kenneth S. Paul (joined the session in progress); Connie Twombly; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order at 5 p.m. Department heads/committee representatives were present as indicated below. Cindy Bickford remained for the entire session.

Assessing Operations – Cindy Bickford; Relf Fogg; and Arlene Fogg

Ms. Bickford referred to the New Property Assessment line (01-41522-312). Although the cost of the yearly contract has increased by \$2500, the request for this line has decreased. The Board of Assessors is suggesting that the funds usually appropriated for the statistical update within this line be appropriated instead via a warrant article to establish an expendable trust fund. That Board further recommends that \$8000 be appropriated for the fund. It is anticipated that the update will not be required until 2018 (the Town's certification year). If the Town appropriates \$8000 each year, there should be sufficient funds to accomplish the update. A brief discussion followed regarding capital reserve and expendable trust funds.

The training line has been increased in anticipation of a new member of the Board, as Ms. Fogg does not intend to run for re-election. There is also a slight increase in the CAI tax map maintenance contract—the first in quite a number of years.

Discussion followed regarding the risk in using a warrant article to appropriate funds for the statistical update, rather than including those funds within the operating budget. **Ms. Twombly moved the section total at \$114,008. Mr. Paul seconded the motion.** Mr. Paul asked about the notification process when Assessing picks up information that is not on the tax card. He would recommend that an email paper trail to the appropriate department be established. Ms. Bickford reviewed the process by which her department addresses reassessments (which is now a 10-year process, rather than a 5-year process), which includes a postcard notification to establish a convenient date for the assessor to view the interior of the property. **The motion then passed 3-0.**

Public Assistance – Arlene Fogg

Ms. Fogg stated that she spends much of her time resourcing out the needs of our applicants. Consequently, she has been able to reduce the General Assistance line (01-44421-810) line by \$5000. She is currently working with the Town of Wolfeboro towards establishment of transitional housing. **Mr. Paul moved the section total at \$50,332. Ms. Twombly seconded the motion, which passed 3-0.**

Gen'l Government – Executive

Mr. Edwards referred to the wage line for the Board of Selectmen. Mr. Paul suggested this position be included in the pay study. As requested by the Board, Ms. Williams has investigated the cost of a course for Certified Public Manager. This is a 2-year course, costing \$1200 each year. That cost has been included in the Training line (01-41301-330). The mileage line (01-41301-637) was then increased to \$800 (same as 2015) to allow for Ms. Williams traveling to that course. The TA Expenses line (01-41301-820) was reduced to \$200. **Mr. Paul moved the section total at \$120,260 (with the adjustments noted above). Ms. Twombly seconded the motion, which passed 3-0.**

Building Inspection-Code Enforcement – Nathan Fogg

Mr. Fogg has received estimates ranging from \$1200 to \$1700 to replace the exhaust system on Bigfoot. The vehicle repair line (01-42401-660) was increased to \$2000.

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Mr. Fogg noted that the rocker panels need work, which he will try to have accomplished this year. Discussion followed regarding the current workload of the department.

Mr. Edwards wonders whether the clerk position warrants full-time status given the current work load. Ms. Twombly spoke to the importance of having someone available whenever the office is open. Mr. Fogg believes it would be a mistake to reduce the hours to less than 35 per week. Ms. Twombly is not in favor of reducing the hours at all. Mr. Paul would not agree to reducing the hours to less than 35 per week.

Mr. Paul questioned whether this office could handle shore land compliance within this budget. Discussion included various scenarios and involvement of the State. Mr. Paul does not believe Mr. Fogg would have time to fill this role. Mr. Fogg noted that in most cases, the Town could use the application submitted to the State. However, he would expect to meet resistance in adding another permit. Mr. Paul stressed that it is not an additional regulation--the regulation already exists. Discussed a possible fee for processing the permit, as well as a fine schedule for non-compliance.

Mr. Paul suggested increasing the Part Time BI line (changing the name to "Inspectors"). Should the Board consider making the Code Enforcement Officer a full-time position? Such a change would affect not only the wage line, but also lines relating to benefits. Ms. Williams believes the Board must consider seriously the effects of all personnel changes brought forth by various department heads for the 2016 budget. Perhaps for 2016 we should leave the hours as is and see how it goes. Mr. Paul would bring the part time line to \$35,000 and seek another individual for shore land enforcement. He believes Mr. Foss does not have enough time within the budgeted hours. A local permit would allow the Town to be aware of work being done. Mr. Edwards suggested the possibility of eliminating an existing permit if we are going to add this permit to the list. It was noted that several permits have already been removed. Perhaps shore land enforcement is more of a seasonal position. Mr. Paul noted that part of this budget is offset by revenue. **Mr. Paul moved the section total at \$125,797. Ms. Twombly seconded the motion, which passed 3-0.**

Land Use – Nathan Fogg

Mr. Paul moved the section total at \$10,903. Ms. Twombly seconded the motion, which passed 3-0.

Conservation Commission – Nathan Fogg

Ms. Twombly moved the section total at \$3862. Mr. Paul seconded the motion, which passed 3-0.

Town Hall

Ms. Williams amended the Repairs/Maint line (01-41941-430) to \$11,132. She noted that this budget request could increase if the Board wants to pursue the cost of security cameras. **Ms. Twombly moved the section total at \$53,592. Mr. Paul seconded the motion, which passed 3-0.**

Town Counsel

The Board reviewed anticipated issues for 2016. Ms. Williams will obtain several estimates for perambulation of specific Town lines. **Mr. Paul moved the section total at \$30,001. Ms. Twombly seconded the motion, which passed 3-0.**

Personnel Benefits

Ms. Williams noted that the Merit/Sick Pay line (01-41551-190) is always difficult to predict. This line is 'hit' when an employee leaves and is owed earned time. It is not 'hit' but is used to offset all wage increases. **Mr. Paul moved the line at \$20,000. Ms. Twombly seconded the motion, which passed 3-0.**

Mr. Paul moved the Longevity line (01-41551-191) at \$7600. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Paul moved the SS/Medicare line (01-41551-220) at \$93,600. Mr. Twombly seconded the motion, which passed 3-0.

Mr. Paul moved the 3 lines relating to NHRS (01-51551-230, 231 & 232) at \$161,260, \$92,995 and \$47,419, respectively. Ms. Twombly seconded the motion, which passed 3-0.

Insurance

Mr. Paul moved the section total at \$115,186. Ms. Twombly seconded the motion, which passed 3-0.

Street Lighting

Ms. Twombly moved the line (01-43161-410) at \$29,000. Mr. Paul seconded the motion, which passed 3-0.

At the October 14 meeting, the Board had executed a CRF expenditure form for purchase of a John Deere tractor and mower for the Highway Department. However, the costs had been charged to the wrong lines. A new form was presented to the Board to expend \$31,963.97 from the Highway Heavy Equipment CRF. The cost of the mower is to be paid from a separate warrant article. **Mr. Paul moved to approve the \$31,963.97 expenditure from the Highway Heavy Equipment CRF, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

There being no further business, the meeting adjourned at 7:40 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:

Richard C. Edwards, Chairperson

Kenneth S. Paul

Connie Twombly