

**Board of Selectmen  
October 28, 2015**

**Present:** Richard C. Edwards, Chairperson; Kenneth S. Paul; Connie Twombly; Teresa A. Williams, Town Administrator; and Toni Bodah, Secretary.

Mr. Edwards called the posted meeting to order. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a) and (e). Mr. Paul seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Paul – ‘aye’; Mr. Edwards – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7:05 p.m. Mr. Edwards led those present in the Pledge of Allegiance, including: Denise Roy-Palmer; Pam Wiggin; Sarah McGraw, SRPC; Tom Beeler, *The Granite State News*; Denny Miller; Ken Robichaud, Carroll County Administrator; Dave Sorensen and Dave Babson, Carroll County Commissioners; Donna Martin (videographer); Ed Comeau (videographer); and Steve Brown. Joining the session in progress were Tom Dube and Jim Miller.

**1. Appointments**

**a) Ken Robichaud, Dave Sorensen and Dave Babson** – Mr. Robichaud is the relatively newly appointed Administrator for Carroll County, and he is trying to visit with each Board of Selectmen in the County. Ms. Williams referred to the recent report of DRA. She questioned whether some of the County’s accounting problems related to their not using the same chart of accounts as recommended by DRA. Mr. Robichaud stated that was not the case. In fact most counties use the same account numbers as used by Carroll County. Use of DRA’s accounts would make it easier for DRA should they find it necessary to do another audit. There is no relation, however, to the revenue/expense issues. Mr. Robichaud added that he is leery about changing account numbers as historical data may be lost.

When Ms. Williams asked whether the County had filed all required MS reports, the answer was a resounding “YES!” Ms. Williams noted the report indicates that a number of source documents were missing. Mr. Babson referred to several examples of the types of source documents that were not included when paying bills. Many of these issues have been addressed. Mr. Robichaud has been establishing a number of policies to tighten the process up. That is a reactive step, but he is also taking a proactive approach in many areas. Everything will not be corrected overnight; however, Mr. Robichaud is confident that they are moving in the right direction. Written procedures are now being developed to go along with the new policies.

Mr. Miller noted that the County currently uses over 500 account numbers. DRA has suggested that be reduced to 300.

Mr. Edwards asked about goals. Mr. Babson indicated that maintenance for all 3 buildings will come under one director, rather than 3 different directors. This will result in more sharing of resources. Mr. Sorensen stated they will next look at a purchasing department. Currently most departments handle their own purchases. Consolidation of those efforts should result in better pricing. Mr. Babson referred to the need to establish capital reserve funds, which will require encouraging the Delegation to assist with this effort. Neither does the County have an undesignated fund balance. Mr. Babson referred to the BEAS program that has, so far, not proved to be as good a program as they had originally hoped. Mr. Robichaud added that the formula associated with that program is extremely difficult to comprehend, and noted that Representative Comeau has been trying to address this issue.

Mr. Robichaud also believes there needs to be more cooperation between the Commissioners and the County Delegation. He presently acts as a buffer.

Ms. Williams questioned why the Commissioners did not have audits accomplished since 2010, adding that the Town does this each year. Mr. Babson referred to an employee of Mason & Rich bringing to the Commissioners' attention that an audit had not been performed. However, during the 2011 audit, it was discovered there had not been an audit in 2010. Subsequently, it was determined that information in the 2009 audit was incorrect. He referred to it having been a perfect storm. The individual compiling required MS forms became ill and communication became very difficult. Mr. Robichaud referred to the NH RSA stating that "...any county *may* have an audit..." rather than "any county *shall* have an audit..." However, he agrees that there should be an audit each year. He referred to the amount of oversight not having been accomplished in many areas; however, they are now moving in the right direction.

Ms. Twombly asked whether any consideration has been given to the suggestion that the County bill the Towns twice each year, rather than sending one bill in December. It might alleviate the need for a TAN. Mr. Babson stated that they have discussed this with the Delegation; however, change must begin in Concord. Mr. Robichaud referred to expenses at the nursing home being incurred 3 months prior to revenue coming in. He stated that most counties go out for TAN twice a year. Carroll County has actually established a Line of Credit and only pulls out funds as needed.

**2. Branch River Valley Trail Scenic Byway Advisory Committee Public Hearing** – Mr. Edwards opened the public hearing. Ms. McGraw of Strafford Regional Planning Commission stated the committee had been working on this project for several months. She conducted a visual presentation, which began with a brief history of the Scenic Byway Program, established in 1991. Ms. McGraw shared a map of the scenic byways in NH and identified the Branch River Valley Trail, designated in 1994. There are 5 members on this committee—3 from Wakefield, 2 from Milton. The committee has been meeting regularly since 2013 and has drafted a Strategic Marketing Plan, as required by the State of NH. She shared a list of the sites of interest along the byway and shared information on traffic counts as well. There are currently a few signs identifying the byway. Ms. McGraw shared several examples of how other areas promote their byways.

In response to Mr. Edwards, Ms. Wiggin advised that at the time our byway was established, we were working to improve tourism. However, once the byway was established, not much was actually done. The State now requires us to promote the byway or lose the designation. This is an opportunity to promote the area. Ms. Roy-Palmer noted that 2 other byways have been featured on NH Chronicle. It is her goal to have our byway featured as well, as it is a great promotional tool. Mr. Edwards asked how a tourist would obtain this information. Ms. McGraw stated that the marketing plan is a tool for the committee to follow. The committee can decide how to share that information and may decide to develop a brochure. Ms. Twombly noted that much progress has been made since the last visit. **Ms. Twombly moved to approve the Draft Strategic Marketing Plan of the Branch River Valley Trail Scenic Byway Advisory Committee, as presented. Mr. Paul seconded the motion, which passed 3-0.** Ms. Wiggin stressed that the committee would still appreciate any comments/suggestions.

**2. Unscheduled Matters/Public Comment #1** – None forthcoming.

**3. Unfinished Business**

**a) Town Seal** – Mr. Edwards was not present at the last meeting, at which the Board reviewed Mr. Miller’s latest efforts with regard to the proposed seal. The Board also viewed a smaller version, which could be used on letterhead, uniforms, etc. The Board agreed by consensus to utilize this version as the official Town seal. Thanks to Mr. Miller for all his efforts in this regard.

**b) Town Property Maintenance Bid** – Parks & Rec has reconsidered the 3 bids received for this work and has agreed to recommend the lowest bid, submitted by Fred Elliott, at \$16,500 per year. **Mr. Paul moved to award the Town Property Maintenance Bid to Fred Elliott, in the amount of \$16,500 per year. Ms. Twombly seconded the motion, which passed 3-0.**

**4. New Business**

**a) Potential Tax Acquired Property** – The Board reviewed a list of 15 properties that will be eligible for tax deeding, if they remain unpaid on Friday, October 30. The CEO/BI office has inspected each property. The Tax Collector has sent all required notification. The Selectmen’s office also sent out letters to encourage payment in order to avoid the deeding process. The Board reviewed payment history information supplied by the Tax Collector.

Map 58, Lot 43 - \$3,153.74—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 78, Lot 31 - \$5,645.47—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 40, Lot 28 - \$515.83—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 40, Lot 23 - \$3,321.12—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 10, Lot 4, CG17 - \$220.44—This property presents a more complicated situation as it is property located within a campground. The property owner does not own the land under the structure. Mr. Edwards stressed the need for the Board to treat all properties on the list equally. **Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 12, Lot 9 - \$929.12—The Board reviewed a letter submitted by the property owner. **Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 34, Lot 24 - \$2,516.66—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 180, Lot 72 - \$611.60—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 8, Lot 20 - \$1,219.07—**Ms. Twombly moved to accept the deed for this property. Mr. Edwards seconded the motion, which passed 3-0.**

Map 163, Lot 4 - \$2,193.04—This property is currently undergoing remediation via NH DES. **Ms. Twombly moved to NOT accept the deed for this property. Mr. Paul seconded the motion, which passed 3-0.**

Map 184, Lot 53 - \$2,121.09—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion.** A brief discussion followed regarding the importance of making every effort to contact property owners. **The motion then passed 3-0.**

Map 96, Lot 15 - \$157.72—**Mr. Edwards moved to accept the deed for this property. Mr. Paul seconded the motion, which passed 3-0.**

Map 55, Lot 7 - \$700.57—**Mr. Edwards moved to accept the deed for this property. Mr. Paul seconded the motion, which passed 3-0.**

Map 12, Lot 8 - \$430.29—**Mr. Paul moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

Map 183, Lot 18 - \$3,547.01—**Mr. Edwards moved to accept the deed for this property. Ms. Twombly seconded the motion, which passed 3-0.**

#### **5. Proposed Capital Reserve Fund Expenditures**

**a) Technology CRF \$120.95** – This represents the cost to replace the Town’s server. **Mr. Paul moved to approve the expenditure, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

**b) Technology CRF \$450** – This represents the cost to update the laptops for the Supervisors and the Sewer Departments. **Ms. Twombly moved to approve the expenditure, as presented. Mr. Paul seconded the motion, which passed 3-0.**

**c) Highway Construction CRF \$2228.50** – Ms. Williams withdrew this request as the expenditure should come out of the Highway Department budget, rather than a CRF.

**6. Correspondence** – None forthcoming.

**7. Unscheduled Matters/Public Comment #2** – None forthcoming.

#### **8. Administrative Matters**

**a) Selectmen’s Letter of Appreciation** – It was agreed that this month’s letter would go to Annette Perry.

##### **b) Town Administrator’s Update**

--Ms. Williams advised the Board of a request to redeem 5 tax acquired properties, with the condition that the Board waive the 15% penalties for each property. The total waiver would be close to \$30,000, while approximately \$25,000 would be received for back taxes, interest, and costs. There have been occasions when the Board has waived a penalty, or a portion thereof, generally due to hardship. The Board chose not to accept this request.

--Certified Computer Solutions has provided their 2016 contract for computer maintenance. **Mr. Paul moved to authorize Richard Edwards to execute the contract as submitted. Ms. Twombly seconded the motion, which passed 3-0.**

--The contractor used by NRRRA to haul our plastic is out of business. Warren Winn has obtained quotes from Waste Management and NRRRA for hauling plastic and mixed paper. The Town would pay to have plastic hauled, but would ultimately see revenue from mixed paper. The net result is that staying with NRRRA would cost more. Mr. Paul stated that the Town of Milton purchased their own truck and haul their material to whatever facility offers the best deal.

The Board would prefer to enter only a 1-year contract in order to allow time to determine the direction of the Transfer Station. **Ms. Twombly moved to accept the contract with Waste Management for 1 year. Mr. Paul seconded the motion, which passed 3-0.**

--Dental rates have been provided by HealthTrust at the same rates as 2015. The agreement with HealthTrust was executed by Mr. Edwards.

--Mike Gingras and Chuck Murray are interested in purchasing a sander for the pickup truck and have obtained 3 quotes. 2 of the quotes exceeded \$5000. The quote from EW Sleeper was for less than \$5000, installed. Currently, a parking lot is plowed using the pickup, then one of the bigger trucks has to be used to sand. Purchase of the sander would allow for the pickup truck to perform both actions. **Mr. Paul moved to accept the quote of EW Sleeper at \$4500, to pay for this from the Misc Exp line (01-43122-810) and to move funds as necessary to accomplish this from the Outside Hire line (01-43121-810). Ms. Twombly seconded the motion, which passed 3-0.**

--Previously, the Board had decided to move the November meeting to the 18<sup>th</sup>. Ms. Williams noted that the Board already has a 5p.m. meeting scheduled on the 16<sup>th</sup> (to discuss warrant articles/capital reserve appropriations), and could continue with their regular meeting thereafter. That would also allow her to attend the presentation at the NHMA Annual Conference, beginning on the 18<sup>th</sup>. The Board agreed it will meet instead on November 16—5p.m. to discuss warrant articles, etc., and 7p.m. for the regular meeting.

**c) Building Permit Releases – Mr. Paul moved to approve the release for Costa on David Drive. Ms. Twombly seconded the motion, which passed 3-0.**

**d) Payment Manifests – Ms. Twombly moved to approve PR #24 in the amount of \$66,430.21. Mr. Edwards seconded the motion, which passed 3-0. Ms. Twombly moved to approve AP #30 in the amount of \$101,069.33. Mr. Paul seconded the motion, which passed 3-0.**

**e) Minutes – Mr. Edwards moved to approve the minutes of October 7 & 19, 2015. Ms. Twombly seconded the motion, which passed 3-0. Mr. Paul moved to approve the minutes of October 14, 2015. Ms. Twombly seconded the motion, which passed 2-0-1.**

There being no further business, the meeting adjourned at 9:18 p.m.

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Richard C. Edwards, Chairperson

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Kenneth S. Paul

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Connie Twombly