

**OFFICE OF SELECTMEN
6 HOLLAND STREET
PO BOX 139
MOULTONBOROUGH, NH 03254**

Selectmen's Meeting

May 27, 2010

MINUTES

Present: Selectmen: Joel R. Mudgett, Chairman, Karel A. Crawford, Edward J. Charest, James F. Gray, Betsey L. Patten and James F. Gray; Carter Terenzini.

Joel called the meeting to order at 4:07 p.m.

- I. 1st Quarter FY 2010 Financials:** Heidi Davis gave the 1st Quarter Financial Report; we have expended 20% of our budget, revenues are at 14% of projections which is on track with historic trends; and all of the expense accounts have been converted to the new accounting system with only nominal start-up problems. She informed the Board that she will now work on the revenue conversion during this budget year.

The Town Administrator advised the Board that he and Heidi have moved the “alert” benchmark (i.e. when cash is getting too low) with the Treasurer up to \$1,250,000 as we got the “heads-up” at \$850,000 this last time. The higher amount gives us more time to deal with any overtime or spending restrictions that may need to be put in place during low cash flow periods. He pointed out this was not an issue of overall financial health, just one of having sufficient cash on hand to cover the weekly manifests. He also asked if this format (a quarterly report plus a Q&A exchange with the ABC) was working for everyone in terms of getting them the information they needed and the consensus was yes it was.

Jean Beadle gave a brief review on the ABC “wrap-up” memo. Joel asked some questions on the merits of having the BoS & SAU members as voting members versus ex-officio non-voting. Karel thought that having a representative from each Board is great (knowledge), but having them vote is not needed and at times puts them in an awkward position.

- II. Community Notification Systems Activation Procedure:** The Town Administrator distributed a draft of a proposed policy on who is in charge of the system itself; what types of notifications there are; who can trigger them; and what priority they have. The members were asked for comments within two weeks so the next draft could be distributed. Betsey spoke to the issue of ID's being prepared for all staff and asked that it be communicated that such policies are the province of the SelectBoard. The Town Administrator concurred and said he believed he had sent that message already but would do so again.

- III. Public Works Policies:** The Highway Agent, Scott Kinmond was present for a discussion of several areas he had identified that he felt needed formal policies being developed and acted upon by the BoS. **The first was culverts** in our ROW but under a driveway. We have cases in which the property owners believe we should change these out. Beyond some maintenance of the entry and discharge when we are in the ditch line we are not doing anything now but there does need to be a formal policy. Betsey felt that if it was an emergency we should repair it and then charge it back; otherwise the owners need to do it. Scott said this was on target with the practice in the town's he surveyed. Karel said she did not recall us, as a Town, ever putting a

culvert in under a driveway. Scott said we had not put any new ones in, but if one failed and was going to screw us up we did do it to make the water flow. The consensus was that the property owners are responsible for the original installation. Joel asked about the cleaning of them and Betsey recalled that the Fire Department used to blow them out. Joel confirmed that the previous Road Agent did occasionally call the FD for this service. Betsey felt that the normal clean-out (blow out) was O.K. The discussion then turned to a failure in which the consensus seemed to be there should be a two tier approach in which we gave a thirty day notification to the property owner to fix the problem and then, if they don't, step in and fix it and recover our costs. In cases of an imminent failure we would need to be able to step in on a shorter time-line.

The Board favored the use of private contractors and there was discussion of the new "Vendors List" put in place this year and how that was working out. Joel asked Scott to bring in a new Driveway Permit which states this (Installation and Maintenance) is the Owner's responsibility. Scott said he would do so after consulting with the Town Planner as it is best if the standard is the same on all such driveway permits. Betsey suggested the staff work on the drafts and they make it the subject of a joint meeting between the two Boards (BoS and PB) for final adoption.

The second matter was damage done by plows on private roads. Much of this relates to the condition of the roads and then much of it is just what happens during the course of plowing operations. The question becomes who is responsible (if anyone). Betsey did not believe it is ours as we cannot "repair" private property. Scott said he had been turning the issue (he said he had about four complaints this past season) over to the private contractors, but their basic thought is this comes with the territory. He said he had reviewed the incidents and – as Betsey stated - told the folks he had no legal right to expend money on their private property.

Joel asked if we knew who all the private associations are. Scott said he and the Town Administrator have had an initiative since the spring of 2009 to try to establish that information. We do know the larger groups (Suissevale, Balmoral, and Far Echo), but the smaller informal groups (just a single road) are proving harder to collect data on. He is sending letters out to all private roads to try to get them improved to Town standards for plowing. Carter said that for those roadways which will be "Red Listed" (i.e. not plowed because of their condition), our goal for future years is get those warning letters out by Memorial Day. Joel asked if we should ask the associations to sign off that they do want the plowing. Betsey thought this might set us for future problems by making the expectation of plowing more formal.

The third subject was Class V and Class VI roads. He said that in some instances there had been some summer maintenance because of the issue of plowing. This brings those Class VI roads back to a Class V. Betsey thought there was a statutory provision for maintenance for "summer camps" and will check on that. Scott will put together a list of roads which perhaps should be reclassified to VI. This will be brought back for future discussion.

The final subject was the various materials that we use and mulch at the Transfer Station should be restricted to residential users only. Scott said the same basic issue applied to wood chips and sand where we do not restrict who may take them. Carter asked that if the Board changed the current policy that they change it across the board for all commodities. Scott said that until recently they had actually had a large supply of wood chips which commercial

operators were interested in taking away. We had loaded those vehicles to get rid of the material. However, recently, he had been able to trade those chips in return for service of hauling away all of the old stumps and unsuitable material. Karel said she did not believe we should use any Town equipment to load anyone. The consensus was that we would not restrict who may take these commodities (winter sand, wood chips, and mulch) from piles designated for all to use, but they would have to be "hand loaded". There would be no use of Town equipment to load anyone.

Betsey Made the Motion for the Selectmen to enter into Non-Public Session per RSA 91-A: 3 II (a). Joel requested a roll call: Jim – Aye; Betsey – Aye; Ed – Aye; Karel – Aye; Joel – Aye. The Selectmen entered into Non-Public Session at 5:30 p.m.

The Selectmen exited the Non-Public Session at 6:53 p.m., having voted by a vote of 2/3 or greater of the members present to not disclose the minutes and decisions reached therein to the public, as divulgence of the information discussed likely would affect adversely the negotiations of any real estate transaction, until - in the opinion of a majority of the members - the aforesaid circumstances no longer apply.

Betsey Made the Motion to adjourn and Ed Seconded the Motion. The Motion carried Unanimously.

IV. Adjournment: Ed Made the Motion to Adjourn. Betsey Seconded.
Motion Carried Unanimously.
Joel adjourned the meeting at 6:54 p.m.

Approved

Date
Respectfully Submitted
Carter Terenzini, Town Administrator