

**OFFICE OF SELECTMEN
6 HOLLAND STREET
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MOULTONBOROUGH, NH 03254**

Selectmen's Work Session

November 30, 2012

MINUTES

Present: Selectmen: Joel R. Mudgett, Chair, Betsey L. Patten, Jonathan W. Tolman, and Russell C. Wakefield, Ed Charest, Town Administrator: Carter Terenzini.

Absent: None

ABC Present: Jean Beadle, Barbara Sheppard, Betsey Patten

Absent: Alan Ballard, Kathy Garry (both with prior notification)

The Chair called the meeting to order at 9:00 am.

1. DPW Budget(s): Scott Kinmond, Road Agent/DPW Director gave a Power Point presentation on his budget noting that groups within his oversight have only gone up about 1.5% in total since FY 2009. Jean Beadle asked what the funds for an "MDT Aircard" was and learned it was the Internet connection for the lap top when it was used out in the field. She also learned that the Internet video feeds were for the surveillance cameras at the Highway and Transfer Station. A question was asked about the \$2,500 for miscellaneous Highway electrical. Scott advised that the many power strips and extension cords needed to be replaced and having the wires run in a conduit. Russ said he had learned of a program being offered right now that would provide four LED streetlights for every four that we purchased. He was advised by the TA that previous research had shown the payback was significantly longer than that now being touted and that there were no retro-fit kits available for our lighting in the parking lot. If retro-fit kits are now available we could re-run the numbers but he did advise that we display them first for public review before swapping them all out. Jean asked what "Other Services" were for in Private Roads and was advised it was for the private contractors. Russ asked if the personnel request (page 86) included the requested increase for administration hours and was advised that it did. In a lengthy discussion on the Zamboni machine, Scott advised the Board that he met with the "Hockey Dads" and advised them of DPW's need to do less at the skating rink and their need to step up to do more. He offered to train volunteers on the Zamboni and even the snow-blowers, stressing we aren't able to get to the rink until the roads are dealt with. When asked about the future of the machine Scott said he thought this was really a program discussion to be had with Recreation Director, Donna Kuethe.

Carter pointed out a change in policy on page 86 in which we will cease providing the cell phone to one remaining employee and move them to the Town stipend policy. In a discussion of the RSMS system Scott advised the BoS that the software from UNH was not working as well as needed. He feared the tweaks he had to make to it were making it too subjective. It is his intent to switch to the Maine DOT RSMS 11 which the LRPC will support. Jon asked about the measuring device and learned it was a highly accurate truck mounted device as opposed to trying to make measurements from the web GPS system or vehicle odometer. Jon asked if the stainless steel welding gun was worth having in house and learned that there are two men certified to use it. The most recent repair

ran several hundred dollars and Scott believes it will pay for itself within the first four or five repairs. There was a general discussion of the Engineering Service item which covers on-call services for things that pop up during the course of the year (Colonial Drive culvert permitting as one example), while more specific tasks are usually within the project itself (roads). Joel asked if we had looked at buying our acetylene and oxygen bottles instead of leasing them and Scott said we could do that. There was a lengthy discussion on the possibility of outsourcing some of our tasks with Scott pointing to leasing certain equipment versus owning it, the merits of seasonal part-time (and their scheduling problems) versus year round full-time staff, and continually comparing in-house versus out of house facilities and grounds functions. He spoke of an effort to get local businesses to adopt cemeteries or a facility as we do with "spots". Carter said the challenge was the balancing of when you need to lay labor off as you shift these tasks as he sensed this was not a community that wanted to lay people off. He said that most opportunities will occur when staff positions become vacant. Russ asked about the revenue estimates on the Transfer Station and if we are covering our costs. Carter said we do pretty well, covering our expenses when there was an opportunity to charge for metal. That and tweaking the other fees might raise another \$15,000, but he would have to run the numbers. Joel expressed some concern that we not consider any increases in fees as it might result in people dumping trash on the roadways. The TA reviewed a draft letter to the Lions Club relative to the recent staff inspection (CEO, DPW, Fire). The consensus was to approve the letter, but ask the TA to call the Lions Club and advise them it was coming.

The meeting was recessed at 11:15 a.m., resuming at 11:25 a.m.

2. Tax Collector: Susette Remson was present and gave an overview of her budget. Jean Beadle asked if there was any thought on emailing the bills given the new legislation and learned not at this time but most definitely as the bugs are worked out.
3. Executive Officers: The TA gave an overview of the proposal for a 2.0% COLA and the chart showing our past history explaining its relationship to the Police Union contract and the increase in the employee benefit contribution rate. Jean said that as a point of reference the schools are at 2.1%. There was a discussion of the future of the Coalition Communities (and its dues), with Pat Remick leaving for a new position, and the need to stay focused on the so-called "collar" on the Donor Town issue set to expire in 2013. The TA said that – along those lines – he wanted to encourage the Selectmen to have a stronger voice on county issues, perhaps inviting, as had been done in another community, the local delegation in once a year to discuss issues of importance. The consensus was for the staff to work out an approach on this to bring back to the Board. Betsey said we should encourage Conway and Wolfeboro to do same.

The group recessed at 12:15 p.m. for lunch, and resumed at 12:45 pm.

4. Follow-ups: The TA distributed several memos following up on inquiries of last week relative to Holiday lighting (which triggered a discussion as to whether the budget or the trust fund was the best place to handle the item), the Recreation Revolving Fund, and the status of States Landing for future discussion.
5. Town Clerk: The Clerk's budget had few changes for FY 2012 other than a request to move to salary over salary and fees. This would be an increase of \$7,500+/- over the FY 2012 budget of \$51,000. Betsey asked and learned the pay in 2011 was \$47,000. Jon said that offsetting some of his concern over the large increase was the fact that it was a separate warrant article. Jean Beadle said that she

certainly agreed this is the right approach, but expressed concern over the jump. She said it would be easier to sell if we could offer the community more benefit (open at lunch hours). Town Clerk Barbara Wakefield said she was not willing to do that and laid out her reason for her opposition. Joel said he would like to see where we are with numbers at the end of budget process. The TA was asked to put together a comparison of FY 2012 year to date and the past 5 years. Russ said that there has been no adjustment to the \$7,000 salary and Barbara has tried to take some added fees where she could, but there are no more fees to collect. Jean said the issue was the huge jump in one year and suggested doing it over a period of a few years. Betsey said she was not comfortable with setting it today and the matter was – by consensus – deferred.

6. Elections: The TA was asked to double check when the Ballot Clerks went to \$9/hour so the Board could consider the Moderator's request to raise it to \$11/hr.
7. Administration: Heidi Davis had the Assessor present the budget for his unit first. Assessor Gary Karp said the major jump was \$110,000 for the 5 year major update (e.g. revaluation). This was covered by a withdrawal from the reserve fund. He reviewed the change to a new on-line property record card which will save \$3,200 and give a better product to the web users. Gary was asked about the GPS services relative to mapping of new additions and such and if we could do it in-house. He responded that (a) the technology pricing for this equipment needs to come down a bit more as the degree of accuracy we need is rather expensive; and (b) he would want to do it in a year when other major things (revaluation and conversion of property records cards) was not going on. Russ asked if our utility values include both power and telephone equipment and if we see it changing much. He learned that it did include both and we did not anticipate major changes. Gary said that he had learned – from a quick analysis of DRA versus Tuftonboro statistics – that a private appraiser had nearly doubled DRA values and he would be looking at that some more over time.
8. Administration: Heidi gave a quick overview noting her budget was down 2.25%. She then gave an overview of the various DRA forms we need to file over the course of the year.

The Board discussed the cover of the upcoming annual report and settled upon the 40th anniversary of the Steam Boat Festival.

There being no further business the Chair adjourned the meeting at 2:45 p.m.

Approved

Date:
Respectfully Submitted
Carter Terenzini, Town Administrator