

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

Selectmen's Budget Work Session, 8:30 AM

November 22, 2013

MINUTES

Selectmen: Joel R. Mudgett, Chair, Jonathan W. Tolman, Edward J. Charest, Christopher P. Shipp, Russell C. Wakefield (absent with prior notice); Town Administrator, Carter Terenzini.

Adv. Budget Com.: Jean Beadle, Chair, Barbara Sheppard, Chris Shipp, Selectmen's Rep., Alan Ballard and Kathy Garry (both absent with prior notice).

I. **CALL TO ORDER:** Joel called the meeting to Order at 8:30 A.M.

II. **PLEDGE OF ALLEGIANCE:**

1. **Department of Public Works:** Director Scott Kinmond gave the Selectmen an overview of the department's budget which is up 1.3%. He explained that the road program and investment is on track at a 3% increase. There is a reconfiguration of the compliment of full and part-time employees but the full time benefit (ftb) positions stay the same. There was a question as to when the cemetery plots might be sold out. Carter said that based on the sales of the past six years, they were looking at 2025. Scott suggested that the Selectmen may want to revisit the fee schedule within the next few years. Carter spoke to the 16.5 full time equivalent (fte) positions that existed in 2009 while there will be 16.0 fte positions in 2014. He said that people often lose sight of the fact that a new position is not necessarily an additional one, but a re-allocation of resources to best meet the current needs.
2. **Village Sidewalk Study:** Carter described the public participation process of four meetings, and how this article was currently worded to submit the report to Town Meeting (to see if the Meeting will "receive" the report). He said that roughly \$35,000 of the monies had been expended and that he expected to turn back about \$10,000 to the general fund. The only real remaining expenditure is to produce copies of the Executive Summary for the Town Meeting and the run up to it. Ray Korber, the Town Engineer, said their premise had been to design for the end result. He described a full build out and a Phase 1 including how that phase can be segmented. Town Planner Bruce Woodruff told the Selectmen that the public collaboration was very high and he thought the consensus that came out (Phase 1) was in keeping with the warrant article. Joanne Coppinger, one of the lead petitioners, agreed with Bruce that it was a good process and thanked Carter for a good job in facilitating the sessions. Kim Prause, the second lead petitioner, said that the report met their expectations, agreeing that it was a good process. Chris said that he liked phasing in the project, but not if it will drive increased costs. Ray felt that there were no real added costs other than inflation. Ed commented he has supported the Sidewalk Study since the Safe Routes to School grant. He asked if narrowing the roadways impact this and learned that although narrowing lanes may reduce speeds and lower accidents it does not negate the sidewalk study. Ed asked if the route over the Taylor property is preferred over the route over the bank land and learned

that the Taylor property is more costly to build and doesn't tie into the proposed crosswalk location. Ray said that narrowing the lanes will help reduce crossing distances. Jon said he had two observations. 1) The possible relocation of the mid-point cross walk in front of Murphy's (triumph of usage over best design location); and 2) he asked about relocation of the sign at the County Store. Ray said that they heard concerns about the sign. If we can address it (pole mount, etc.), it may fix the problem, but it is very tight space wise and there is an ongoing debate with DOT over exactly where the right of way is. Ray felt that more conversation was needed with Lacewood, Murphy's, and the Country Store. There was discussion of the overall plan. Ed brought up the large parcel of land behind Murphy's, where that entrance might be the traffic generated and how that might be accommodated. Carter asked the Selectmen for their thoughts on the report, if they had any questions, and the warrant article, and what the Selectmen want to submit to Town Meeting. He hoped to receive their response in mid-December.

3. Ossipee Park Road Truck Escape Ramps: Ray Korber said that there are no specific design warrants for a Truck Escape Ramp (TER). He added that he's never seen one on a local road. These are mostly on interstates, so this is a little unusual. He spoke to the review of survey work in the area, site visits, and meetings with police and fire. Given property acquisition issues on the upper portion of the roadway, which is owned by the Lakes Region Conservation Trust and which The Nature Conservancy holds an easement over, plus the inability to meet the basic geometric requirements for a TER, trying to build one on this section really doesn't serve the purposes for which one builds one. He noted the approximate location of where a TER could go on CG Roxane's land, and suggested that perhaps partnership could be developed with CGR. He spoke to a 26' wide by 3' deep pea stone arrester bed and said that normally you want an ascending slope. Since none was adjacent to Ossipee Park Road with the right geometry you need the flattest conditions you can find. He also noted that the location was conceptual only and that you needed a speed study to set the proper length and further utilities investigation and the like to set a budget. Chris asked how far this location was from Route 171 and Ray replied roughly 700'. He added that what they heard was once drivers hit the downhill flat section they start to pick up speed. They then hit the 2nd descending section and pick up speeds and brakes overheat. ABC Chair Jean Beadle asked how many accidents were a result of operator error. Scott Kinmond replied that essentially all were, and it isn't the road, but the condition of the equipment and their operations. Jean asked if the Town was trying to compensate for what someone else is doing. Joel expressed doubts as to whether or not trucks might try to use the TER. Chris asked about cost sharing. Carter replied that CG Roxane paid \$8,000 for the study and might keep going but to them it will be a cost benefit analysis. Chris thought that because of the number of accidents that they should continue. Ed said that the warehouse shipping facility at the bottom of the road might be a better solution. Joel said that he couldn't be convinced that the trucks won't try to keep going. Peter Jensen asked if there is data out there as to whether or not truck escape ramps reduce accidents. Ray said that there is data and they are functional. Carter described the risk analysis. Ed asked about the costs. Carter said that Ray gave them the ranges, but one needs to know the speeds the design will be set for. Carter will get the estimate of the added design costs and once they pick a construction cost he can approach CG Roxane with better pricing.
4. States Landing: Carter gave an overview of the work of the past year (park, boat launch, dredging, overflow parking perhaps in a land swap with POASI for Town owned lands in

Suissevale, re-alignment of Castle Shores Road) and the very conceptual cost estimates noting that they could consider using the Recreation Revolving Fund for the added \$7k+/- design work to get better cost estimates on the park improvements. He noted the RRF was not for the type of maintenance being undertaken or intended to be a capital reserve fund but one-off expenses for contingencies or the initial concept design was in keeping with the guidance memo. Joel thought it would be nice to keep going, but wasn't sure about the land swaps (overflow parking), but the rest of it. Recreation Director Donna Kuethe said whatever little improvements we can make raises consciousness about the facility. Joel thought that until they dredge the launch, then it is a waste of money. Ed thought it was OK to continue and look at land swaps. He added that they need to attract young people and a revitalized facility would be a good selling point for the community. Bruce said that they don't want to lose sight of the NH Lakes proposal and the schedule would be important as this is often done in the summer with their work crews.

Joel called for a brief recess at 11:15 a.m., and reconvened at 11:25 a.m.

Jean thought that Scott's presentation was good, but it doesn't fairly show all of the savings we have realized, especially in the cooperation with and advice for the SAU from Scott and his department. She said it is hard to quantify, but it is there. Joel thought it was OK to continue to monitor the slab in the fire bay, but the doors to the day room need to be closed fully all of the time. Scott said that he could look at re-hanging the doors or re-plumbing the frames in some way to address this. Carter suggested they get a contractor in and get a low cost fix for the short term and come back with pricing for the December 13th budget work shop. Jean asked if the new bucket truck retires a bucket truck and learned this replaces a bucket on a trailer surplused this year. Scott said that the new bucket will allow for greater versatility (flags, wreaths, more tree trimming, and parking light bulbs, etc.). Jean asked if on page 51, if these Recreation repairs were eligible for the Revolving Fund. Carter replied that they were not and explained why as they were not related to the "variable" expense side of the programming. In reviewing various accounts and the amounts remaining in them there was a discussion of the manifests added since the initial budget was run, the time needed to get the various projects done, and a spending freeze people had been asked to observe as we did not have a tax rate set. Joel began a discussion about possible equipment sharing with Sandwich. Scott said that in general he is open to it, but at this time he does not have operators with the needed experience and that is why he uses operator/contractor arrangements at times. The discussion continued on issues of scheduling and the need to pay for leased equipment even if not used whereas contractors can often shift their scheduling around if something comes up on our end and we need to go tackle it. Jean asked for an explanation about the dump body and frame reconstruction. Scott said it is done periodically as a repair and extends the life of the vehicle. Joel asked about shared contracting for street sweeping. Scott said that it is a savings. He pointed out the reduction in the street sweeping that has been realized as a result of using less sand with the switch to the use of Magic-O. Scott then spoke to the potential impact upon costs from the pending rules from DES on the disposal of sweepings as hazardous waste. Chris asked for a comparison of road mileage and learned there was 90+/- of public and 180 +/- of private roads. Carter spoke to his recommended reduction in part time hours (200) and tonnage. Carter said he was comfortable with it, but wants the Selectmen to know. Scott thinks Carter's calculations are right.

Joel called for a recess at 12:15 p.m. The meeting reconvened at 12:50 p.m.

5. Administration: Discussion occurred about the annual holiday dinner and whether or not the Town should pay for the employee's spouse/partner. Chris felt it would be good for morale. Jon acknowledged that we often don't get representation from all departments. Ed thought the current approach of paying for the employee only was correct. Chris asked why the Town treats volunteers and fire fighters differently. Carter explained that communities often feel the spouse and family have "loaned" the volunteer to the community and this was the community's way of recognizing that sacrifice. Chris said DPW employees miss their families and give them up at holidays and the like. Joel felt that was different as the employees are working, being paid and it is their job. Joel asked for Heidi to provide them with a final cost on the volunteer luncheon and projections on changes to the current holiday party. These will be ready for the 12/13 workshop.

Heidi gave an overview of the general Administration budget (up 1.6%) with the main changes being on the GASB-45 program (this is the year to pay for the two year license), the addition of EZ Stream (Video on Demand) and the upgrade of internet speeds needed to accommodate the uploading of the VoD.

In Assessing, the only real change is the request for a utility appraiser. This would address the delay in getting the needed data from DRA and help to get the MS-1 filed on time. Also it might yield enough new value to cut the tax rate 3¢+/- . Jean asked what the likelihood was that DRA wouldn't accept the values. Gary replied that the utility appraiser must produce a USPAP report just like Vision for DRA review. He added that even if values only double the tax rate drops 1¢+/- . Carter added that this would raise another \$27,500 +/- in revenue which leaves a net gain of \$15,000 over our investment. Discussion then turned to setting a new income limit for the Disabled Exemption. For ease of administration it was proposed to set the same limits as are used for the Elderly exemption. Jean asked how many more people this might bring in and learned few were expected to apply beyond the one participating currently. In a discussion of changes to rules now under consideration by DRA, Gary asked to keep an eye on these as they evolve in case the Selectmen should weigh in.

Tax Collector: The budget is up 1/68%. Jean asked if we would utilize email billing once it is available. Susette thinks they would. There was a discussion of the current program of paying on-line which has a service fee of 2.85% if paid by credit card or \$1 if paid by ACH and whether there might be more - and clearer - promotion of these options.

Town Clerk: The budget is up 1.25%. Jean asked Barbara Wakefield how much we brought in from the boat registration fee they are now collecting and learned \$9,000 for the Town. Jon asked if Barbara knew how many registrations she did and she did not.

Elections: Barbara said that they may need to add an election for a special primary in January. It won't be known for certain until the end of the filing period. She was asked for an estimate for the election once this was known.

Liaisons: Joel said there had been discussion on the benefits of having one member of the Board assigned as a liaison to different departments for interviews, so the TA could

coordinate a quick response on complaints about employees and the like. It was agreed and Joel made the following appointments

Jon – Police Department

Joel – Fire Department

Ed – DPW

Russ – Office of Development Service

Chris – Administration, Finance and Community Services

After a brief discussion on the end method of distributing raises under a Pay for Performance program and how the evaluation tools needs to be designed with end result in mind, the matter was deferred to a future date.

VI. ADJOURNMENT: There being no further business the Chair adjourned at 2:20 p.m.

Approved

Respectfully Submitted
Carter Terenzini

Date