

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

**Selectmen's Work Session**

**December 12, 2014**

**MINUTES**

**SELECTMEN:** Jonathan Tolman; Joel Mudgett; Russ Wakefield; Chris Shipp; Paul Punturieri; Carter Terenzini, Town Administrator

**ABC:** Jean Beadle; Barbara Sheppard; Linda Murray; Chris Shipp

**ABSENT:** Amanda Bergquist; Alan Ballard; Kathy Garry (all w/prior notification)

The Chair called the meeting to order at 8:32 a.m.

**Public Works (S. Kinmond):** The Highway Agent/Director reviewed the various projects in the Facilities budget. Joel asked about the slab monitoring and learned it was a survey for movement. Scott said this was fairly easy in the apparatus bay, but the day room was tougher and needed a different approach. Joel said his biggest concern is what we would do if we have a mid-winter problem as the heat could be put out of commission. Scott reported there is heat overhead to replace the slab heating if need be. Joel asked if we should consider doing a series of test borings at least along the wall to see if the slab was on fill or perhaps hung up on or pinched on the foundation wall. Scott said we had prices to do it as he had originally looked at the design work for both the slab and the parking lot (\$35K). Chris asked if we had looked at going after the contractor and learned from Joel that there had been a previous discussion of our potential for success and such an effort had been written off. The Town Engineer will revisit getting a full day of boring and analysis. On the Adopt A Facility program, Chris said he had thought the Board had discussed the possibility of improving the signage more along the lines of the Adopt A Spot program. Scott said the signs may look more commercial, but he wanted to give them more recognition thus including the firm's logo on each sign. On the Highway budget, Chris asked how many towns around us plow private roads. Scott replied he wasn't sure, but knew that Center Harbor was the last in the area to have recently stopped. He continued on to say that those towns which do plow, do so under the state statute. Scott said there are 80 miles of Town roads, of which 26 are gravel, but 180 miles of private roads. There was a lengthy discussion of the difficulty in plowing the private roads when the gravel surface is not frozen, and if the road is not plowed how a snow bank can pile up at intersection, along with the accessibility when associations don't keep trees cleared, and the difficulty in maintaining sufficient private contractors. Joel asked about the Control Tech HVAC contract saying it seems like we have many callbacks on the same issues even after our regular preventative maintenance program. Scott advised that the contractor has made a number of changes on the system(s) "design failures" so he feels it has gotten much better with reduced callbacks. He said they have also identified a number of issues (keeping drain lines cleared) that the Town can address in between the preventative maintenance visits. Jon said he understood that if we are fixing design flaws then it should become better over time, but he also wonders why we have such high maintenance costs on top of our preventative maintenance program. ABC Chair Jean Beadle reported that the school has some of the same issues and they are discussing the exploration of a staffing position to be shared by the Town, Meredith and such. Jon said he is concerned that, especially with the change in technology, we would be hard pressed to find someone with all the needed skills. On the water treatment for Highway (\$20K), Paul said that the information in the budget was never submitted to the CIPC. Scott said he sent all the supporting data for treatment to the CIPC, but didn't get more specific until budget time. He added that

the difficult part with the CIPC, is sometimes placeholders don't get refined until closer to the actual budget process. Paul said it was not a problem with the project, but explained that the charge of the committee is to smooth budgets out over time and they can't do that if it is not submitted to them for review. He continued on to say that the CIPC's position is this project can't be sent on to Town Meeting until vetted by them. Chris asked Paul what number was given to the CIPC and what they were told, and learned it was \$25K was for a water supply. Paul said there are questions regarding other means of supply such as the Playground Drive cistern. Scott said he was never asked and could have answered as he looked at a number of alternatives. There was a discussion of the estimate and if there were alternative treatment methods with the Town Engineer suggesting there were not. Scott said the roads budget (at \$810K) was an increase of \$10K which is a little less than our target. There was a discussion of engineering costs and that the category covers many elements of work (survey, borings, clerk of the works, engineering). Paul asked how Scott picks which intersection to work on and learned it was based on safety considerations and reconstruction to standard configurations.

**Recreation (D. Kuethe):** The Town engineer first gave an overview of the States Landing proposal (\$50K) to take the design to a sufficient level to get permits on the "land side" and not proceed to the "water side" until the Town was more certain that it would proceed with the dredging and boat launch. Jon spoke to what we might learn from the Moultonboro Bay Inlet study and how that interfaces with the dredging. Carter said that the permits for "on land" will allow for continued work parties and at least keep the Town's property from making the water quality issue worse with the addition of rain gardens and correction of drainage. At the softball field, \$15K was proposed for the survey, wetlands delineation, and a concept plan for the development of solutions. There was a discussion of whether or not to use a portion of the Recreation Revolving fund balance toward this, how the guidance memo had allowed for occasional one-off uses, but that it had not been considered to be a secondary capital fund. Paul wanted to make sure we didn't spend it just to spend it down, but did agree with the other discussion that we could look at how we handle the fund overall. On the Recreation General Fund OPEX budget, there was a discussion of the merits of national conference attendance. Jean Beadle said that the department's expenditures YTD were underspent by \$50K and historically they have been under spent by \$25K to \$30K. Donna said that one area we have to budget for is the likelihood of all summer staff returning (at a higher rate than new hires) and a full good weather schedule. She acknowledged that this often doesn't happen and she is often under there. A general discussion took place of where we might be able to tighten up some of these numbers. On the Recreation Revolving OPEX budget there was a discussion of the proposed registration and tracking software and potential savings on staff time and improvement in payment processing. Joel asked if this software was to be designed and learned it was an existing program in fairly wide spread usage. Linda Murray spoke to her knowledge of the program and her positive experience with it. There was a discussion of whether or not we should move to on-line payments at the same time and the types of reports that could be produced. Paul asked about the cost of the after school Drop-In Program, learning there was currently no fee, and noted it was hard to find a community in the area which didn't charge for it. Donna noted the current challenges in offering a consistent quality program which in turn posed a problem to charging a higher more appropriate rate for many of the Town's programs. She hoped to improve the after school program and move it to the Recreation Revolving Fund. Chris asked why we couldn't move the summer program to full days, even if we had to cancel on rainy days, and learned we still had facility challenges (no shade, no lunchroom, etc.). There was a discussion of whether and how we set a minimum program enrollment, with Donna noting in some circumstances it is constrained by space (Tai Chi) or cost (Pre-School Movie Day had no cost) or start-up experience for programs which may need some time to catch-on. Paul spoke to the need to protect the private data and privacy of individuals which might enroll using the proposed software.

**Wrap-Up (C. Terenzini):** With this, Carter said we had run through the OPEX and CAPEX budgets. The question became how the Board wanted to proceed from here particularly in light of ABC's recommended goal of having a budget approved by January 1. The consensus was to meet on December 19<sup>th</sup> to go over any outstanding questions on the recommended operating budget, review suggested additions and deletions to the Capital budget and how that changed the tax levy required amount in comparison to the Board's directive of a 5% growth cap, review the proposed changes to three policies (CIPC, MPIC, and Fund Balance), the Draft Warrant and the proposed Position Classification & Compensation Plan. They would also then set a schedule for January.

There being no further business the Chair adjourned the meeting at 12:25 p.m.

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Approved \_\_\_\_\_ Date \_\_\_\_\_

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Respectfully Submitted \_\_\_\_\_ Date \_\_\_\_\_  
Carter Terenzini  
Town Administrator

