

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

Selectmen's Work Session

December 19, 2014

MINUTES

SELECTMEN: Jonathan W. Tolman (absent with prior notice), Joel R. Mudgett, Russell C. Wakefield, Paul T. Punturieri, Christopher P. Shipp; Carter Terenzini, Town Administrator

ABC: Jean Beadle; Barbara Sheppard, Linda Murray; Chris Shipp, Amanda Berguist (absent with prior notice), Alan Ballard (absent with prior notice), Kathy Garry (absent with prior notification)

The Chair called the meeting to order at 8:36am.

- 1. Operating Budget Recap:** Carter described how he set the amount he requested for the contingency and distributed a history of its use. He also explained that the \$3,500 in the Fire OPEX for maintenance of dry hydrants had in fact been removed as previously described, in favor of relying upon the expendable trust fund, and distributed a corrected budget detail sheet to show that. He then described the information he had received to date on the monies for the operation of the fire tower, the concerns he had over the operation, and the recommendation of both he and the Fire Chief to not continue to fund it based upon the limited coverage and need. There was a discussion of the low cost, but concerns over lack of information. The consensus was to remove the funding and reduce the overall line item in the Town Officer's budget (00800) to \$47,500. The Town Administrator will send a letter to Mr. Schlemmer that the funding has been withdrawn, but - depending upon his response to a renewed request for complete financial and operational information - the Selectmen might provide some future funding out of the contingency account. The discussion then turned to the Old Dump and the several options for dealing with the testing results which had showed some manganese at one location. The consensus was to have an upcoming business meeting agenda item to set an annual testing program, with the results being held in our files for reference, and resolve the discussions of an annual clean-up of the remaining and any future surface items. After a discussion of the merits of a codification of our ordinances the concept was removed, but the \$12k item was moved from the Elections account to the Legal Account in the Town Officers' budget.

Paul spoke to the \$10k of windows in the Facilities budget for the Recreation Center as being so different from the \$66k that was initially submitted to the CIPC and his belief we might want to hold off investing any further in the building as we awaited the various studies on how to proceed (BRC & UNH). He also spoke to the possibility of reducing the contingency noting we don't spend it all. Jean spoke to her opinion that the 2% guideline was in the realm of best practices. Paul also spoke to disallowing monies from Recreation as they have the Recreation Revolving Fund to fall back on and an across the board cut on the OPEX budget to tackle some of the capital items he thought the Board should possibly add (e.g. the second cruiser). There was a lengthy discussion of the use of the Recreation building and the merits of investing in, with the consensus being (Paul opposed to the retention) to keep the windows/weatherization money in, but to inform the Department Head it could only be spent for that purpose.

Joel asked for a review of the proposed conversion of the pay for the Call Firefighter Program to hourly and Chris recused himself leaving the room. The consensus was to approve it, but - in doing so - to make sure that we address it in the Personnel Plan relative to the minimum call-out time. Chris returned to the Board upon the conclusion of this item. Russ asked about the mileage of \$8.4k in the DPW budget with the consensus being to leave it in, but have the Department Head provide a further explanation of the material presented to date. Russ also said he wanted to see the Code & Health Officer come back to Moultonborough full time. Carter noted this would not impact the OPEX itself, but would mean an adjustment to the Revenue stream. The matter was deferred. With that the consensus was to approve the OPEX the Town Administrator had recommended as modified by the elimination of the Red Hill Fire Tower funding and the internal move of the Codification of Ordinances item.

2. **CIPC's Recommendation – MFD Utility Truck:** Joel noted that Jordan Prouty, Chair of the CIPC, was present and asked him if there was an item he wished to address. Mr. Prouty said that the CIPC had a quorum with Bob Goffredo (who has now left) and Paul P. who had reviewed the request of the Fire Chief of 12/18 to replace the utility truck. He said that the three, as a quorum, would classify this as a Class 1 emergency and are okay if it does not come before the CIPC formally.

3. **Capital Budget Recap:** Discussion turned to the CAPEX budget. Carter gave an overview of the basic instructions he was operating under; to not exceed a 5% growth in the use of tax levy (including the increase in the road budget), move the contributions to the reserve funds to the agreed Annual Required Contributions (ARCs), and increase fund balance each year toward hitting the agreed fund balance targets. Paul spoke to the need to add the second cruiser and thought the DPW water filtration system needed a lot more investigation. Chris asked if we really thought more investigation was going to change the end result. A lengthy discussion ensued on the merits and disadvantages of the proposal and possible alternatives. The end result was a consensus (Paul opposed) to leave the item in, but to rename it Water Treatment Plan and Equipment and to make it clear the Board wanted a full study and presentation of alternatives before it would authorize proceeding with any specific action. Discussion then turned to the \$30k for energy improvements at the Public Safety Building (PSB), the \$10k for parking lot improvement design and the proposed \$15k for investigation/design work at the softball field on Playground Drive. After a lengthy discussion of the payback on the energy improvements and the various options (doing it all, doing nothing, or doing only those items with the highest payback to secure the NHECO 50/50 grant) the consensus was (Paul opposed) to leave this item in the CAPEX budget as proposed. The softball field and parking lot design remained as well after lengthy discussion that the Board wanted the Engineer to look at incremental and lowest cost improvements. Finally the consensus was to add the second cruiser and use \$50k of fund balance toward it in order to remain with the 5% growth gap on the use of new tax levy. Finally, the plan for the use of \$10.5k of the Community Substance Abuse Prevention fund was approved, but the Superintendent and Police Chief will be advised he needs to develop a more detailed plan if the program is to continue beyond FY 2015 and submit the same by September of 2015.

Noting the proposed policy amendments had yet to be discussed (Fund Balance Policy, MPIC and CIPC Charge and Composition), the Draft Warrant, the proposed Position Classification and Compensation Plan had yet to be finalized, the decision was made to proceed with a workshop on 01/09/15 at 8:30 a.m.

There being no further business the Vice-Chair adjourned the meeting at 11:35 a.m.

Approved Date

Respectfully Submitted Date
Carter Terenzini
Town Administrator

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