

Selectmen's Meeting Minutes

Tuesday, September 25, 2007

Present: Selectman Maxfield, Ives, and Bowles.

Also present: Police Chief, Code Enforcement/Compliance Officer Bob Fiske, and Office Manager Jean Lee.

Chairman Maxfield called the meeting to order at 6:30 PM.

- I. Selectman Ives moved to approve the Selectmen's Meeting Minutes of Tuesday, September 18, 2007 as presented. Seconded by Selectman Bowles. All in favor. Motion carried.
- II. The Board met with Police Chief, Code Enforcement/Compliance Officer Bob Fiske.
 - a. Mr. Fiske discussed the executed agreement regarding the Town and Chip Davis. He asked if the information in the agreement was all that he needed to be to be aware of. Chairman Maxfield said it was a court order and that is what must be followed.
 - b. Mr. Fiske asked about the MDP Realty Trust property on Foster Road relative to future building restrictions in place at this time. The Selectmen stated there are none at this time that they are aware of. Selectman Bowles said that road inspections need to be completed. Mr. Fiske said he hoped that the Road Agent was staying on top of it. Selectman Bowles said he thought that Planning/Zoning Board Secretary Donna White had forwarded MDP a memo advising them that they need to contact Engineer Tony Puntin to set up scheduled road inspections. Mr. Fiske said it sounded like Selectman Bowles was leading him to believe that it had not been accomplished. Selectman Bowles said that there is a bit of gray area as to what has been done to date regarding the inspections. He said inspections had been done on Foster Road, the cul-de-sac, and the very beginning, but not as one of Mr. Puntin's usual inspections. Selectman Bowles said even though they are private roads, they still need to be built to town standards. He said the only way to be sure they have been, is to have the inspections done.
 - c. Selectman Bowles advised Mr. Fiske that he would be receiving a copy of a letter being forwarded to Dee Dee Maratea regarding the stabilizing of her retaining wall on Berry Road.
 - d. Chairman Maxfield stated the Board was in receipt of a copy of the Police Department billing for Special Events at NHIS in the amount of \$214,924.14.

- e. Selectman Bowles asked Mr. Fiske if there was race event parking at the old VFW property on Route 106. Mr. Fiske said it was not deliberate parking. He said the individuals who parked there received a \$50.00 parking ticket. Selectman Bowles said it appears that there are three or four bags of trash in the back parking lot. Mr. Fiske will check into this issue.
- f. Chairman Maxfield asked how the race event went. Mr. Fiske said it went well.
- g. Chairman Maxfield stated that one pistol permit was submitted for signature and approval.
- h. Selectman Ives stated that the Board had discussed the driveways on Berry Road with the Road Agent and advised Mr. Rice that he needs to keep a close eye on all of the driveways to be sure they follow the ordinance, and for drainage issues. Mr. Fiske said that he had brought one of the driveways on Berry Road to Mr. Rice's attention and subsequent to that, it was changed. He asked what should be done as far as the amended driveway permit that allows the -2% and ten feet with no culvert. Selectman Bowles said whatever is in the ordinance is law, and any changes need to go before Zoning. He said it needs a special exception. Mr. Fiske said he totally understands that, as he knows the zoning inside and out, but it is now on paper, which states -2% and 10-feet so he is asking that it be changed so that there is documentation for the future that shows it in fact coincides with the ordinance. Selectman Bowles said whatever the zoning reads pertaining to driveways is what needs to be on that paper. He said that he advised the Road Agent that he needed to go back, as of the change to the ordinance, and review the driveways. Selectman Bowles said the Road Agent asked for this change in the ordinance, and a few of the Planning/Zoning Board members tried to fight it, but it is in place now, and the Road Agent no longer has the ability to make changes. He said Mr. Rice can make recommendations, but the issue has to go before zoning if there is a need for the change. Mr. Fiske asked if the amended driveway permit would then be amended again. Selectman Bowles said yes, it needed to follow zoning. He went on to say that he had instructed the Road Agent to go back through the driveway permits that have been issued since the March 2007 Town Meeting and re-issue or re-write them if they do not meet zoning. Mr. Fiske said that it makes it difficult for him to address this issue with the landowner/developer when they have discussed this with the Road Agent. Selectman Ives said that the Board has advised Mr. Rice that he needs to go back through and make any corrections.

- III. Chairman Maxfield recognized Donald Peck, Loudon Ridge Road, from the audience.
 - a. Mr. Peck stated that he has been to the Town Office three times to complain about the dust on Gilmanton Road and was advised that the

message would be passed on to the Road Agent. He said that nothing has been done. Mr. Peck said the dust is not good for the laundry or for people's health. Chairman Maxfield said that the Highway Department had been placing magnesium chloride on the dirt roads and he will contact the Road Agent regarding this issue. Mr. Peck stated the road has been graded a couple of times which loosens it up. The Board said that is when the magnesium should be applied.

- IV. The Board began their review of weekly correspondence.
- a. The Board received a reminder of the upcoming meeting with the Planning and Zoning Boards and Town Counsel on Wednesday, September 26, 2007 at 6:00 PM and the CIP meeting scheduled for Thursday, September 27, 2007 at 9:00 AM. Paul Johnson asked if the meetings are open to the public. The Board stated that they would check with Attorney Mayer regarding the meeting with him, but that the CIP was definitely open to the public.
 - b. The Board was advised that Franco Rossi of Cartographic Associates called last week to see if the Board is interested in a presentation on a proposal for re-mapping of the entire town. The Board discussed that when this issue was brought up a few years ago, the cost was approximately \$100,000.00 to re-map the entire town. The Board stated that they felt the current maps were working just fine. Selectman Ives said that the E-911 maps were recently updated at no cost to the Town.
 - c. The Board received a memo regarding the procedures followed in Bow regarding their library payroll process.
 - d. The Board was advised that Library Director Nancy Hendy had contacted the Town Office regarding the status of the insurance reimbursement check from the Property Liability Trust for water damages at the Library. Mrs. Lee advised Mrs. Hendy that standard procedure is that the checks received are turned over to the Treasurer for deposit into the general fund. Mrs. Hendy will speak with the Library Trustees regarding this issue as the Trustees are expecting these funds will be turned over to them. The Board agreed that the reimbursement money goes back to the general fund. Selectman Bowles said it is not part of a slush fund; it is reimbursement for money that was paid out by the Town.
 - e. The Board noted that Fire Chief Jeff Burr has requested authorization to send the 1986 Tanker Truck to the state auction. The Board stated that they had agreed this should be done.
 - f. The Board received copies of the supplemental billing to NHIS for the Fire Department Special Events in the amount of \$437.50, which is due to an error on the payroll submitted following the race event.
 - g. The Board received copies of the court approval of the two Police Department personnel settlements.

- h. The Board received a memo from Planning/Zoning Board Secretary Donna White regarding the rescheduling of the meeting with Engineer Tony Puntin to discuss Wellington Properties and Loudon Woods Estates, to October 10, 2007.
- i. The Board received a memo from Planning/Zoning Board Secretary Donna White regarding the FEMA inquiry on the flood study done by MDP Realty Trust on the "Villages at Loudon" property.
- j. The Board received a request from DES regarding the SDS Septage Facility Permit application.
- k. The Board received notice of a workshop on Successful Town Meetings scheduled in October.
- l. The Board received notice of a Healthcare workshop on October 17, 2007.
- m. The Board received a business card from a person interested in re-roofing the Town Office Building.
- n. The Board received information from the Local Government Center on tax implications of dependent coverage for healthcare relative to a new law.
- o. The Board discussed the budget memo that goes out to all Town Department Heads each year. The Board agreed that they would like to utilize the zero base budgeting system, which means that every line item must be itemized and discussed. The Board agreed that if department heads feel that an employee should receive more than the annual COLA amount determined by the Selectmen, they need to have that request in writing. Selectman Bowles said there would be no more verbal agreements.

- V. Chairman Maxfield opened the Public Hearing to accept FEMA Flood Damage Grant Monies in excess of \$5,000.00.
 - a. Chairman Maxfield read the Public Notice for those present. He stated that this money is not related to the two bridge projects, it is for the April 2007 Flooding incident.
 - b. Selectman Ives moved to accept the funds from Homeland Security and Emergency Management, FEMA money for project application under disaster FEMA-1695-DR-NH, declared on April 27, 2007 in the amount of \$19,831.98, which represents the Federal share of the total, approved eligible costs. Seconded by Selectman Bowles. All in favor. Motion carried.

Chairman Maxfield closed the Public Hearing and reopened the Selectmen's Meeting.

- VI. The Board met with Tony Merullo regarding renaming Creek Water Lane to Creekwater Lane.
 - a. Chairman Maxfield stated he personally does not have a problem with changing it; however, the Fire Chief would have to make all the E-911 changes. Selectman Ives said he does not think that this would be a

big deal to change. Mr. Merullo said he acknowledges that when the request for the road name was originally filed, it was filed as Creek Water Lane, not Creekwater Lane. He said he intended it to be one word, but when it was transcribed in his office, it was listed as Creek Water. Chairman Maxfield stated the Concord Post Office does need to be contacted to be sure that the change is OK with them. The Board agreed that Mr. Merullo would be the one to check with Concord Post Office. The Board agreed that if Mr. Merullo gets the OK from Concord, they would allow the change. Discussion ensued regarding if Concord Post Office would even discuss this issue with Mr. Merullo or would the request have to come from the Town. The Board stated that if Mr. Merullo were unable to get information from Concord Post Office, then the Board would have the Office Manager follow up on this issue.

- b. Selectman Ives asked Mr. Merullo about the geo thermal heating system that Mr. Merullo has installed into one of the homes in his development. Mr. Merullo explained the system.

VII. The Board discussed the issue with the Library Trustees request for the funds from their budget.

- a. Chairman Maxfield said he felt that everything needed to be listed, in writing, as to what the Trustees would be responsible for. Selectman Bowles said he agrees that if the Trustees want to have this happen then they take everything and are responsible for all aspects of their budget. Selectman Ives said while he agrees that if the Library Trustees take any part of their budget they should take everything, he feels if it is fiscally more responsible to keep the Library employees on the Town's healthcare plan, then that should be considered. He said it should be whatever is more cost effective for the Town. Selectman Bowles said he hopes the Library Trustees wakeup and realize that there is a lot more to this than what they realize. Selectman Ives said he does not want to make this situation any harder than it is, he just wants to do what is best for the Town. Selectman Bowles said he doesn't want to make this any harder either, however, he does not want the Library Trustees to only take the portion that is easy and then make it more difficult on the Selectmen's Office with having to integrate the reporting and auditing issues. The Board agreed that everything would be put in writing. The Board contacted Office Manager Jean Lee and asked her to join them in the meeting. Chairman Maxfield advised Mrs. Lee that the Board had been discussing the Library issue and stated that they wanted to draft a letter detailing what the Trustees will be responsible for. Selectman Ives said he felt that the date for this to transfer should be July 1, for fiscal reasons. Discussion ensued regarding paying the bills. Mrs. Lee suggested that the Board set up a payment schedule with the Library Trustees for the vendor payments from now until June 30, 2008 in monthly payments and propose that

the payroll processing be turned over to the Trustees July 1, 2008. She said this allows the Trustees time to get all of their budget in place for July 1, to include the payroll taxes, NH Retirement System, etc., and it will also give the Selectmen time to get a handle on what the proposed increase for employee healthcare will be. Mrs. Lee stated the Dental Insurance figures come in during the budgeting process, however the health insurance is a projected cost at budget time and the actual premium figure is not available until sometime in May because of being a July renewal. She said it would give everyone time to get the budget in place and be prepared for whatever responsibilities the Trustees will acquire. Discussion ensued regarding cash flow and the discussion with Terry Knowles. Selectman Ives said he would like to know what state the Library Trust Funds are in. Mrs. Lee advised the Board that the draft audit report for year end June 30, 2007 should be available this week and the Library Trust Funds should be included in that report. She said that she had spoken with Trustee of the Trust Funds Chairman Howard Pearl and as of now, the Library Trustees have not requested payment of the Library Trust Funds income. Mrs. Lee stated she felt that a letter spelling out what the Selectmen recommend and agree to, such as monthly payments etc., should go to and be accepted by the Trustees before any payment is forwarded. The Board agreed. Chairman Maxfield stated that Library Trustee Sandra Blanchard agreed to monthly payments. Selectman Bowles said that the Library Trustees were nodding their heads yes to sending the Board some bills, however, the Library Director ordered them not to. Mrs. Lee said that if Mrs. Hendy has already been putting the bill payments through her accounting system she can understand there would be some reluctance to send them to the Selectmen's Office. Selectman Ives said he wants to be sure that the money is put back to replace where it has come from with regard to the Trust Funds. He said he does not want to see the Library Trustees take the July through October payment and spend it on things other than reimbursing the funds that they have been expending from. Mrs. Lee said the restriction on ensuring that money is replaced into their Expendable Trust or wherever the funds have been coming from will probably not surface until the Audit next year. Chip Cochran said he asked Library Trustee Phil Nadeau about the fundraiser money that the Library had received for the Children's Room and Mr. Nadeau said he was not sure what the exact amount raised was, but he thought it was approximately \$100,000.00. He stated he did not think that the Library Trustees could be using that money to pay their general operating costs. Chairman Maxfield said he agreed and he did not believe that money could be used. Mrs. Lee said that the fundraising money should be included in that financial report. Mrs. Lee asked what detail the Board wanted in the letter to be forwarded. Discussion ensued. It was

agreed that no payment would be forwarded to the Library Trustee until a mutual agreement between all parties is reached.

- b. Selectman Ives advised Mrs. Lee that the Board would like the Department Heads to each submit their budget request using a standardized format and that each line item needs to be explained. Mrs. Lee advised the Board that she had prepared the document and was planning to e-mail it to each Department Head. She said that each department can then go in and enter their own account numbers and information on the form. Selectman Bowles said that Mrs. Lee needed to be sure that there was a note on the memo advising the Department Heads if they wish to include an additional increase for an individual employee over the COLA, that information needs to be put in writing and justified to the Board of Selectmen.

Selectman Bowles moved to adjourn the meeting at 7:39 PM. Seconded by Selectman Ives. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Roger A. Maxfield, Chairman

Steven R. Ives, Selectman

Dustin J. Bowles, Selectman