

Selectmen's Meeting Minutes

Tuesday, October 28, 3008

Present: Selectmen Ives, Bowles, and Maxfield.

Also present: Road Agent David Rice, Police Chief, Code Enforcement/Compliance Officer Bob Fiske, Recreation Committee Chairman Alicia Grimaldi, and members Amanda Masse, Christine Campbell, and Jennifer Pfeiffer.

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

- I. Selectman Maxfield moved to approve the Selectmen's Meeting Minutes of Tuesday, October 21, 2008 as presented. Seconded by Selectman Bowles. All in favor. Motion carried.
- II. The Board met with members of the Recreation Committee.
 - a. Alicia Grimaldi discussed the Recreation Committee budget relative to adjusting the budget to show a separate line item for the Bicycle Safety Program in the amount of \$2,300.00 which has been part of their Special Events line in the past, as well as the desire to create a revolving account for Special Events. Mrs. Grimaldi provided the Board with their budget information as well as copies of the RSA regarding Revolving Funds. She stated that the Recreation Committee works in conjunction with the Police Department on the Bicycle Safety Program and that the funds to pay for this program have always come out of the Recreation Special Events line, and with this being an annual event, the Committee members felt it should be separated out so the community can see that information. Mrs. Grimaldi explained that the Committee members would like to try to get the Special Events portion of their program self-funding. She stated that the Committee tries to keep all the programs at a minimal cost to the residents, but there is an opportunity to generate income to continue offering more programs to the community. She said currently the Committee sets up an event, if there is a fee for participation, the townspeople pay the individual fee for participation, and those funds get deposited into the Town's General Fund. The Recreation Committee pays the expenses related to the event out of the Special Events line in their budget. Once the funds are removed from their budget line, the amount is deducted and their bottom line budget shows the decrease in funds. Mrs. Grimaldi said that the way the current budget is set, the Recreation Committee will expend all their Special Events Funds and there will not be a way to offer the Community more opportunities until the next budget is in place. She said the Committee would like to see the Revolving Fund set up so that when the funds are received for the programs the money will be placed in the Revolving Fund, any funds generated in a surplus will remain in the Revolving Fund (not placed back in to the General Fund) to be available for

future programs. Mrs. Grimaldi said that the Committee is not asking for more money in the Special Events line, they would like to see \$1,000.00 of their Special Events line placed in the Revolving Fund for a startup cushion. She stated that the Committee is aware that this would have to be a Warrant Article voted on at Town Meeting. Mrs. Grimaldi stated that to date, the Recreation Committee has spent approximately \$6,000.00 out of their budget and they have collected \$4,000.00 from program fees. Christine Campbell stated that the Recreation Committee wanted to provide the offer of Theatre Camp for the residents and their hope was that this program would break even funding wise. She stated that the Committee actually collected approximately \$150.00 more than the costs associated with the program. Mrs. Campbell stated that the \$150.00 surplus was placed into the Town's General Fund so the Recreation Committee does not have access to those funds to be used toward future programs. Selectman Bowles said the process of the funds being placed into the General Fund to offset the expenditures has been in place for as long as he can remember. Mrs. Grimaldi stated the Revolving Fund would be set up so the \$1,000.00 initial cushion would be placed in the fund and all money collected for Recreation programs would be placed into this fund to be used to pay for Recreation programs. Selectman Maxfield asked if the Recreation Committee could continue if they had a larger budget. Mrs. Grimaldi said that the Committee members felt a larger budget would be helpful as the \$12,000.00 budget in place is fairly small compared to other Recreation Department Budgets, however, they feel Loudon would be better served if the Recreation Department program could become self funding. Chairman Ives said he could see the advantage of a Revolving Fund. Mrs. Campbell stated that the Recreation Committee members were surprised to find out that the money generated by the Theatre Camp was not placed back into their budget to offset the expenditures taken out of their Special Events line. Mrs. Grimaldi stated that the Revolving Fund would be only used for the programs that are fee based; the free to the public programs would be paid for through their regular budget. The Board stated they agree that a Warrant Article could be drafted for review by Town Counsel with any other Warrant Articles to be placed on the ballot for Town Meeting in March. Mrs. Grimaldi stated that the Recreation Committee has drafted a proposed Warrant Article based on the wording from Hopkinton and Gilford when they went for their Warrant Article for a Recreation Department Revolving Fund. Selectman Maxfield stated that the Recreation Committee has done a phenomenal job expanding their programs and asked if a \$12,000.00 budget was enough to cover the programs. Mrs. Grimaldi stated that the Lifeguard position comes out of the Recreation budget under a separate line and she felt there would be a request for a cost of living increase in that line as well as general increases in the other lines for porta john rentals and electricity which will be addressed during the budget process. She stated that there would be a request in the Swim Lesson line due to the increase in cost that the Committee was not expecting this year. Mrs. Grimaldi discussed adjusting the Arts and Crafts line to a Supply line. Discussion ensued regarding the process of changing,

adding, or zeroing out a budget line. The Board advised Mrs. Grimaldi that she should make a notation when she submits her budget that she would like to take the \$1,000.00 from the Arts and Crafts line and create a new Supply line and add that \$1,000.00 to the new line. Mrs. Grimaldi stated that the Committee would like to adjust the Park Maintenance and Supply line to be Park Maintenance, Supplies, and Equipment line. She said the Committee would like to see this line gradually increased over the years so, as the town grows, the parks and recreation fields can be gradually improved to include, but not limited to, picnic tables, benches, playground equipment, and a year-round skating rink. Mrs. Grimaldi explained that the Committee is looking at an ice rink for the winter that can be used as a rollerblading rink in the summer. She said the Committee would like to discuss this issue with the Selectmen for direction. Chairman Ives said he felt the Committee would need to obtain cost figures associated with the construction and maintenance of this project as well as a list of possible locations for this project. He stated the liability issue would also need to be looked at when considering this type of project. Mrs. Grimaldi asked if the Board had any location ideas. Discussion ensued. Selectman Bowles suggested that the Recreation Committee obtains costs for two or more sizes of rinks and the location can be determined at a later date. Mrs. Campbell said that it is the hope of the Recreation Committee that some or all of the costs could come from donations and local businesses. Chairman Ives suggested that the Recreation Committee members contact LYAA and the School District to see if there is any way to incorporate this project over where the new soccer fields are being constructed. Discussion ensued regarding this being a project for the future. The Board thanked the Recreation Committee members for the outstanding job they do.

- III. The Board met with Police Chief, Code Enforcement/Compliance Officer Bob Fiske.
- a. Mr. Fiske provided the Board with information on a grant.
 - b. Mr. Fiske discussed the statements relative to an amendment in the Personnel Policy regarding Military Leave. He said there are employees who will be affected by this issue. Chairman Ives stated that he had already spoken with Office Manager Jean Lee and that an amendment will be drafted to be included into the Personnel Policy after review and vote by the Board.
 - c. Mr. Fiske advised the Board that there had been an incident involving mailboxes being damaged by juveniles, some of which were from Loudon. He stated that the Athletic Director at Merrimack Valley has suspended some of the students from their sports teams.
 - d. Mr. Fiske discussed a 40-foot box trailer to be used for storage that he would like to have placed at the Transfer Station in an area that would be maintained for accessibility. Discussion ensued. The Board agreed that Mr. Fiske should discuss the placement with Road Agent Dave Rice.
 - e. Mr. Fiske discussed an issue with tractor trailers idling at local convenience stores until ESMI is open for deliveries in the morning. He said that one of the store owners does not want the trucks idling on his property. Mr. Fiske

said Mark Aubrey from ESMI has asked if it would be allowable for the trucks to drive to the parking area at ESMI and wait until the acceptable operating time. Mr. Fiske said the drivers are sleeping in the trucks while they are waiting for ESMI to open. He said Mr. Aubrey has stated this is only going to be for a few more weeks. Chairman Ives stated he did not have a problem as long as there were not a lot of trucks doing this. Mr. Fiske said that he felt it would only be a maximum of four trucks and only for a few weeks. The Board stated they do not have any problem as long as it is under control and there are no complaints received.

- f. Chairman Ives stated for the record that six pistol permits were submitted for signature and approval.

IV. The Board met with Road Agent David Rice.

- a. Mr. Rice advised the Board that the Highway Crew had been working on screening sand for winter.
- b. Mr. Rice advised the Board that there had been several washouts from the rain over the weekend. He stated a culvert needs to be installed across from Goshen Drive and plans to get it done this week so paving can take place next week. Mr. Rice said that people traveling on Goshen Drive may have to drive over a bump for a few days.
- c. Chairman Ives advised Mr. Rice that there is a washout on Riverview Lane near a culvert.
- d. Selectman Maxfield moved to enter into an executive session with Road Agent David Rice at 7:10 PM. Seconded by Selectman Bowles. Roll call vote: Chairman Ives yes, Selectman Bowles yes, Selectman Maxfield yes. All in favor. Motion carried. Selectman Bowles moved to come out of executive session at 7:29 PM. Seconded by Selectman Maxfield. Roll call vote: Chairman Ives yes, Selectman Bowles yes, Selectman Maxfield yes. All in favor. Motion carried. Chairman Ives stated the purpose of the executive session was to discuss questions/concerns relative to a purchase. He stated that all concerns were addressed.
- e. Mr. Rice advised the Board that one truck was sent to Liberty International to be worked on and another truck went to Kamerota to have the rear end replaced. He said that these trucks are the older ones.
- f. Mr. Rice said the Highway Crew would be working on some of the roads. Selectman Bowles suggested that Mr. Rice look at the ditches and roads as they are being worked on to see if there is anything that can be changed to improve the roads.
- g. Chairman Ives asked about the drainage at the Maxfield Public Library. Mr. Rice said he did not hear of any issues. Selectman Bowles said the water was flowing out the other end of the drainage pipe.

V. Chairman Ives read the following into the record: "We, the Selectmen and Assessors of the Town of Loudon NH, do solemnly swear that in making the inventory for the purpose of assessing the foregoing taxes we appraised all taxable property at its full value, and as we would appraise the same in payment of a just debt due for a solvent

debtor. So help us God.” Chairman Ives read the Warrant to the Tax Collector: “To Helen L. McNeil, Collector of Taxes for Loudon, NH in said county. In the name of the State you are hereby directed to collect the property taxes in the list herewith committed to you, amounting to the sum of Five Million Three Hundred Sixteen Thousand Forty Six Dollars (\$5,316,046.00) and with interest at twelve (12%) percent annum from December 1, 2008 thereafter, on all sums not paid on or before that day. And we further order you to pay all monies collected to the Treasurer of said town at least on a weekly basis when receipts exceed Five Hundred Dollars (\$500.00) or more often when directed by the Commissioner of Revenue Administration. Given under our hands at Loudon, NH, this Twenty Eighth day of October in 2008. Signed Steven R. Ives, Chair, Dustin J. Bowles, Selectman and Roger A. Maxfield, Selectman.”

- VI. The Board began their review of weekly correspondence.
- a. Selectman Bowles moved to authorize the Chairman to sign the NH Group Health contract between MVP Health Insurance Company of NH, Inc. and the Town of Loudon Group # 251993. Seconded by Selectman Maxfield. All in favor. Motion carried.
 - b. The Board received copies of e-mails regarding a Ledger article on Town Officers.
 - c. The Board received a copy of the Communications Council information request for December Ledger for review.
 - d. The Board received copies of the 2008 Tax Rate.
 - e. The Board received copies of weekly expenditure reports.
 - f. The Board received a petition from Wayne Thistle to accept Thistle Hill Road as a town road. The Board will review the upcoming calendar and decide on a hearing date.
 - g. The Board received copies of a response from Judy Houston regarding the NH Boring invoice.
 - h. The Board received a memo from Fire Chief Jeff Burr regarding the cistern located on Memory Lane for review.
 - i. The Board received a letter from Northeast Resource Recovery regarding new costs effective January 1, 2009.
 - j. The Board received draft copies of the letter to be forwarded to the interested members of the newly formed Energy Committee for review. The Board agreed to meet on Tuesday, December 16, 2008 with the Energy Committee members.
 - k. The Board received copies of the draft amendment to the Town of Loudon Personnel Policy regarding Family Service Member Leave.
 - l. The Board discussed the issue of CVAD and their request to have a Warrant Article to discontinue a portion of Staniels Road at Town Meeting. The Board agreed to notify CVAD that they are responsible for the expenses and wording associated with this Warrant Article.
 - m. The Board received copies of the October Zoning Ordinance Workshop minutes for review.

- n. Chairman Ives stated for the record that Police Chief Bob Fiske has presented the Selectmen with copies of the 2006 Critical Infrastructure Protection Program Award Grant which states Loudon has received an additional \$54,110.00 for the total grant not to exceed \$84,564.44 to fund an evacuation plan in addition to the items specified in the award letter dated April 25, 2008.
- o. The Board received past due ambulance bills for review. Selectman Maxfield moved to forward past due ambulance bill account #17352 in the amount of \$510.10, account #39560 in the amount of \$693.30, account #40027 in the amount of \$31.21, account #29624 in the amount of \$114.62, account #31609 in the amount of \$718.80, account #40398 in the amount of \$510.10, and account #28481 in the amount of \$589.80 to collections. Seconded by Selectman Bowles. All in favor. Motion carried.
- p. The Board received copies of a training certificate for Jeff Burr.
- q. The Board received information from Comcast on price adjustments.
- r. The Board was advised of an inquiry from Jeff Earles of Cross Country Appraisal Group to adjust the 2009 cyclical re-measure/re-listing up to this time period. The Board stated that there is not enough money in the budget for this adjustment.
- s. The Board received notice from DOT that the building demolition on Route 106 began on October 23, 2008.
- t. The Board received the newsletter from Councilor Shea for review.
- u. Chairman Ives stated that Harry-O Electric has donated \$800.00 in materials and all overtime associated with a project at the Fire Department. The Board thanked Harry Maclauchlan for all he does for the Town.

VII. John Plummer was recognized from the audience.

- a. Mr. Plummer asked the Board about the request from CVAD to discontinue a portion of "Old" Staniels Road. He asked if it was the portion from Route 106 to 435 feet in. Chairman Ives stated yes, it is from the old entrance of Staniels Road to the edge of the CVAD property. Discussion ensued regarding the access to the new portion of Staniels Road as well as the Right-of-way for Cascade Park Campground.

Selectman Bowles moved to adjourn the meeting at 8:11 PM. Seconded by Selectman Maxfield. All in favor. Meeting adjourned.

THE LOUDON BOARD OF SELECTMEN

Steven R. Ives, Chairman

Dustin J. Bowles, Selectman

Roger A. Maxfield.