

**Board of Selectmen Meeting
Minutes of 11/19/07
5:30 p.m.**

Selectmen:

***Frank S. Michel, Chairman
Peter F. Brothers, Vice Chairman
Robert C. Flanders
Miller C. Lovett
Colette Worsman***

***Town Manager:
Recording Clerk:***

***Carol M. Granfield
Karin Landry***

Call to Order: Chairman Frank Michel called the meeting to order at 5:30 p.m.

The Chair introduced the Board, Town Manager, and Recording Clerk. He made announcements pertaining to fire exits, listening assisted devices, and the use of microphones. Comments and questions should be directed through the Chair.

ACCEPTANCE AND/OR CORRECTION OF MINUTES:

07-57 October 29, 2007 Workshop, November 5, 2007 Non-Public I, Workshop, Regular Meeting, and Non-Public II

Selectman Brothers motioned to approve the minutes of the October 29, 2007 Workshop, and the minutes of the November 5, 2007 Non-Public I Meeting, Workshop, Regular Meeting, and Non-Public II Meeting. Seconded by Selectman Worsman.

Selectman Lovett was absent with notice from the November 5, 2007 Non-Public I Meeting, and abstained from voting on the minutes of that meeting.

4-0-0. Motion passed.

TOWN MANAGER'S REPORT:

- The Town offices will be closed this Thursday and Friday in observation of the Thanksgiving holiday.
- Work is scheduled to begin next week on the Route 104 water main replacement. The contractor working on the infrastructure project is able to incorporate the water main replacement into the infrastructure project at a cost of \$63,500. Work is slated to be completed before heavy winter weather sets in.
- The Town Manager needs to schedule meetings for the budget review process. She asked Board members to check their availability on December 4, 5, and 6, from 4 - 7 p.m. The

meetings will be held at the Town Hall Annex, and taped for airing on the public access station. Additional meetings will be scheduled if needed.

VISITOR'S AND RESIDENT'S COMMENTS:

Resident Richard Roman inquired if there is any additional information regarding the discontinuation of Railroad Ave. The Town Manager told Mr. Roman that a review of the records showed that the Town discontinued the road correctly, and there is nothing further to pursue in that regard. Mr. Roman asked if consideration has been given to building a backup dam in the canal in case of a failure of the Mill Falls dam. The Chair told Mr. Roman that the dam is officially owned by Hampshire Hospitality Holdings and is monitored by the Department of Environmental Services. No discussion has taken place among the Board regarding a back-up dam at this time. The Chair indicated that the matter will be scheduled for a workshop once the budget review process and Town Meeting have taken place.

SELECTMAN'S COMMENTS:

Selectman Worsman reported on the Planning Board. The Board is working on zoning changes including the cluster ordinance and reconciling rights-of-way for lakefront property so they are in line with the size of the housing lot. The changes are in anticipation of a Warrant Article at Town Meeting. The following matters have come before the Board:

- NDN 2005 Realty Trust and Northview Dr. Trust of 1995 held a continuation of a public hearing for a proposed site plan amendment to construct a building together with site improvements. The project and architectural review were approved.
- Robert Hale and Andrew and Phyllis Eldridge came before the Board a number of times with a proposed subdivision of 15 plus acres located on Old Center Harbor Rd. in the Forestry and Rural District. The project has been continued until December 11.
- B&N Design LLC held a continuation of a public hearing on a major subdivision on Tax Map S25, Lots 30 and 38, into 5 lots on Waukewan St. in the Residential District. The subdivision was approved.
- BLNB LLC came before the Board with a proposal to construct a metal frame building, together with site changes to the property. The building was approved with additional requirements and substantial tree screening between the residential and commercial area.

NEW BUSINESS:

07-63 Public Hearing – Amendment of Ordinance - Municipal Code Chapter 11, Article II, Parking, Standing and Stopping; 11-36 Parking in Municipal Lots

The Town Manager introduced the matter. The amendment to this Ordinance is part of the recodification process. Due to an oversight, changes that were discussed at the public hearing were not incorporated in the Ordinance. Adoption of this amendment will finalize changes so

the code can be recodified. The new code books will be available early next year. The ordinances will also be available online. Future amendments to the code will be automatically updated.

Chief Morrow explained the 72-hour parking limit in Town-owned lots, and exceptions for those lots that are utilized by year-round and seasonal residents. Recreational vehicles are allowed to park for 72 hours in the lots at Aubuchon Hardware and Prescott Park. The Chief spoke with the Town Manager regarding utilizing the police department for overflow parking.

Selectman Flanders moved that a Public Hearing be opened to discuss the amendment of Municipal Code Chapter 11, Article II Parking, Standing and Stopping; 11-36 Parking in Municipal Lots at 5:57 p.m. Seconded by Selectman Worsman. 5-0. All in favor. Motion passed unanimously.

Resident Richard Roman expressed concerns with use of the Aubuchon parking lot by vendors parking recreational vehicles during fairs. Doing so limits the space available for those launching boats and going into Town. Chief Morrow previously spoke with resident Jim Hughes regarding the matter, and will look at making extra space available at the police station for those events.

The public hearing was closed by the Chair at 6:02 p.m.

Selectman Worsman motioned that the Board approve the amendment as read. Seconded by Selectman Flanders.

Dialogue ensued regarding written permission for exceeding the 72-hour parking limit in municipal lots. The Town Manager, or Chief Morrow as her designee, processes special exceptions to the 72-hour limit. The process is consistent with the code and has worked in the past.

5-0. All in favor. Motion passed unanimously.

07-64 Town Manager's Budget Presentation

The detailed budget books were not available for the Town Manager's Presentation due to problems with the copier. The Town Manager's budget message was available for the Board and the Public's review. Based on discussions with the Board, department heads were advised to prepare a maintenance budget, utilizing the modified zero-based budget approach this year.

The Town Manager presented an overview of the budget calendar. Once the Board holds their workshops, a public hearing will be scheduled. The results of those meetings will go forward in the Town Warrant.

The Town Manager's presentation highlighted her budget, including:

- A budget message, which is a detailed overview of the budget. It includes a mission statement for each department.
- A detailed budget request for each department, which has extensive justification on most line items.
- Revenue projections within departments.
- Personnel section with requests.
- The top 10 goals for the Town, as identified by the Board, have been incorporated into the budget review. Progress on the goals should be reevaluated and updated during the coming year.
- The budget cycle: The Town Manager commended the department heads on an outstanding job with the new process. Many of her recommendations for reductions did not have to be made, due to the reductions already made.
- A summary of budgeted appropriations for 2008, including the dollar change and percentage change in three major segments: Personnel, operations and maintenance, and capital. There is less than a 2% increase in operations, which includes uncontrollable costs such as fuel and electricity. The regional associations, and Conservation Commission, account for a reduction in operations. Debt service on capital projects increased by 10%. There is an overall budgeting increase of 3.02%.
- Revenues appear to be slightly lower for 2008. The Board will be provided with more detail on revenue in the budget workshops.
- An extensive salary and benefits study was performed by Thornton & Associates at the direction of the Employee Benefit Committee. As a result of that study, a recently released Local Government Center survey, and internal and external reviews, modifications are being recommended.
- The Capital Improvement Plan, as recommended by the Planning Board, is included with minor modifications.
- Expenditures are just under 2% in each department.
- A couple of capital projects have no tax impact. The downtown parking expendable trust fund can be utilized for parking behind the Congregational Church and at Prescott Park.
- Warrant articles include the fire station bond and the Page Pond conservation project bond.

The budget reflects a reduction in costs while meeting the Town's needs. The Town prides itself in keeping a high level of services. The citizen survey indicated that people are pleased with services, but want tighter control on additional spending. The Town Manager highlighted the changes to the budget:

- There will be no cost of living increase this year, as a result of the review of the studies. There is an adjustment to the pay scale for reclassification of certain positions.
- A full-time office clerk from administrative services was transferred to the Public Works department when a part-time position at Public Works was vacated. The 2008 budget includes a new part-time position in administrative services to assist during the busy summer months.
- Two new positions were requested, a police officer and public works laborer. The position for a police officer is recommended based on growth and services provided. The position will not be funded until July, coinciding with the start of the Police Academy in

- August. The Public Works position is not recommended, because the department has more flexibility in utilizing people based on work flow and seasonal help.
- There will be two major retirements at the library. The Library Board of Trustees made an adjustment of full and part-time positions. There will ultimately be fewer part-time positions.
 - Administrative Services: an increase in general assistance.
 - Assessing/Community Development: no significant changes.
 - Executive Department: reduction due to personnel changes.
 - Fire Department: reduction in salary and benefits due to personnel changes. Benefits for call firefighters will be phased in.
 - Parks & Recreation Department: reductions and changes as they now have a full year of operation.
 - Police Department: replacement of the Explorer by an Expedition.
 - Library: new furnace.
 - Public Works: purchase of used bucket truck, remaining cost of 10-wheel truck from previous year, substantial savings with solid waste contract change.
 - Water Department: modifications on personnel side, consulting funds to assist during transitional year of evaluation.
 - Sewer Department: an increase in the Winnepesaukee River Basin. The Town has no control over the increase.
 - Debt Service: the Police station is online; there is a reduction, which is the result of previous refinancing.
 - CIP Program: recommended by Planning Board with a slight modification to Main Street/downtown preliminary work.
 - Warrant Articles: Page Pond Forest - \$400,000; Fire Station - \$2.5 million. The Town Manager presented a breakdown of the cost of both projects, and projected funding, should the Town go with bonding. There has been discussion about potentially looking at utilizing fund balance for a portion of that amount. The Town Manager reminded the Board that the Town wants to retain a minimum of 5% in the fund balance, as recommended by the Department of Revenue Administration.

07-65 Milfoil Treatment – Lake Winnisquam

The Town Manager introduced the matter. The Town is being asked to contribute to the treatment of milfoil on Lake Winnisquam. There is a line item in the current budget under treatment of exotic plants for \$5,000.

Brian Wolfe, President of the Lake Winnisquam Watershed Association, and Jody Connors from the New Hampshire Department of Environmental Services, asked the Board to contribute \$15,000 toward the treatment of milfoil in the northern portion of Lake Winnisquam. In the past three years, the milfoil has spread from 12 acres to 38 acres. The Lake Winnisquam Watershed Association applied for grants from the Department of Environmental Services for control funding. Thirty lake associations and Towns applied for milfoil money this year, and Lake Winnisquam is #9 on the list for funding this year. Although law allows the DES to provide up to 50% of project funding, there are not enough funds available to do so. The goal is to raise an additional \$15,000 from grants from the state, contributions from local residents and businesses

in the impacted area, and the Lake Association itself. The estimated total cost of the project is \$25,000 - \$30,000. There will be a more accurate estimate of the cost of the project once it goes out to bid. If the milfoil is not treated, the problem will spread south to Sanbornton and Laconia.

Jody Connor of DES discussed the effectiveness and safety of treatments including the use of 24D and suction harvesting. 24D is used in an amount that does not exceed the drinking water supply limit. It affects milfoil, not the natural vegetation. A negative effect of the treatment is that algae has reproduced very quickly because of the release of nutrients from organic material left on the bottom of the lake once the milfoil has been treated. It is not cost-effective to use suction harvesting on a large area. The preferred treatment is to hit the area hard with chemicals the first year, and go back subsequently with the harvester to follow up in the next few years. The Lake Association approached the Town because the problem is heavily concentrated in Meredith at this time. Selectman Worsman suggested a joint effort with Sanbornton and Laconia on the project. The Town has a three-bid rule before spending money, and the Chair asked that the amount of bids be shared with the Town. The Board was in general agreement that funding the treatment of milfoil is a worthy cause. The Board will take the matter under advisement and contact Mr. Wolfe once they have made a decision.

07-66 Parks and Recreation Commission Name Change

Parks & Recreation Director Vint Choiniere told the Board the Parks and Recreation Commission has operated for many years as an advisory board to the Parks and Recreation Department. The Commission has not been authorized by the Board of Selectmen to make policy or budget decisions. The mission statement of the Commission is: "It is our mission to assist the Meredith community and the Parks & Recreation Director in defining and providing diverse leisure time recreation that compliment and preserve the natural beauty and resources of Meredith." A Commission member brought up for discussion whether it is appropriate for the Commission to assume a more authoritative role. The majority of the group feels that the Commission contributed greatly to the community for many years on different projects. Vint Choiniere and Bob Flanders, the Selectman's representative on the Commission, recommend changing the name of the Commission to Advisory Committee in order to make clear the role of that group. The Town Manager concurs with the recommendation. The Commission was never properly established and voted on at Town Meeting. Selectman Lovett expressed concerns with not hearing about the merits one way or the other.

Selectman Brothers motioned to change the title of the group from Parks and Recreation Commission to Parks and Recreation Advisory Committee. Seconded by Selectman Worsman. 5-0. All in favor. Motion passed unanimously.

07-67 Planning Board Appointment

Planning Board member Pam Bliss recently resigned from the Board. The Town Manager recommends the appointment of Alternate Planning Board member, Ed Touhey, to fill the vacancy created by her resignation. Mr. Touhey has served as an alternate since 2004 and his appointment is recommended by the Chairman of the Planning Board.

Selectman Worsman motioned to appoint Edward Touhey to fill the unexpired term of Pam Bliss, which expires on March 31, 2008. Seconded by Selectman Brothers. 5-0. All in favor. Motion passed unanimously.

Chair Michel thanked Pam Bliss for her dedication and a tremendous job in upholding unpopular views.

07-68 Zoning Board of Adjustment Appointment

The Zoning Board of Adjustment has a position they wish to fill. The Town Manager recommends the appointment of David Thorpe as an alternate to the ZBA. The applicant has attended several meeting of the ZBA and his appointment is recommended by the current Board Chair.

Selectman Worsman motioned that the Board recommend the appointment of David Thorpe as an alternate on the Zoning Board of Adjustment through March 31, 2008. Seconded by Selectman Flanders. 5-0. All in favor. Motion passed unanimously.

The Board briefly discussed a desire to review recent memos regarding water & sewer at an upcoming meeting. The Chair directed the Town Manager to include the matter in one of her updates. The Board will comment on the matter afterwards.

Selectman Flanders moved that the Board adjourn the meeting at 7 p.m. Seconded by Selectman Worsman. 5-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Carol M. Granfield, Town Manager

Frank S. Michel, Chairman

Karin Landry, Recording Clerk

Peter F. Brothers, Vice Chairman

Robert C. Flanders

Miller C. Lovett

Colette Worsman