

SELECTMEN'S MEETING

Monday, December 17, 2007
5:30 P.M.

Meredith Community Center
1 Circle Drive
Room B

A G E N D A

Roll Call

5:30 p.m. REGULAR MEETING

ACCEPTANCE AND/OR CORRECTION OF MINUTES:

07-72 Minutes of November 19th Workshop, November 26th Workshop,
December 3rd Meeting, December 3rd Workshop,
December 4th, 5th, 6th & 10th Budget Workshops,
and December 10th Non-Public Meeting

TOWN MANAGER'S REPORT:

VISITOR'S AND RESIDENT'S COMMENTS:

SELECTMEN COMMENTS (*Reports on Committees 2nd meeting each month*)

NEW BUSINESS:

07-73 PUBLIC HEARING - Acceptance of Gifts, Grants and Donations
per RSA 31: 95-b III (a)

07-74 N.H. Lakes / Lake Host Program Presentation

OLD BUSINESS:

ADJOURNMENT:

The Town of Meredith complies with the provisions of the Americans with Disabilities Act (ADA) with regard to access to meeting sites, programs and/or information. If you require accommodations for access and/or programs or information, please contact the Town Manager's Office at least five (5) working days prior to the day of the hearing regarding your specific needs at our telephone number (603) 279-4538 or TTD (603) 279-4538.

**Staff Report
State and Federal Grants
December 17, 2007**

Background:

RSA 31:95-b: Appropriation for funds Made Available During Year – requires a Municipality to legally accept funds whether as a gift, grant or donation in amounts over \$5,000 at a public hearing. After acceptance by the Board of Selectmen, the money may be expended for its noted purpose and the budget for the fund can be increased on both the revenue and appropriation sides.

Issue:

The Board of Selectmen needs to legally accept these State and Federal Grants in accordance with RSA 31:95-b.

Discussion:

Every year, the Town receives various gifts, donations and grants. During 2007, the Town received the following Grants in an amount over \$5,000:

Grants:

NH State Aid Sidewalk Project	\$ 202,055.33
NH State Match – May Flood	\$ 5,950.03
NH FEMA Grant – April Flood	\$ 70,935.68
NH State Match – April Flood	\$ 11,786.03
FEMA Grant – Fire Department	\$ 88,835.00

Gift:

Movie Equipment for Parks & Recreation	\$ 15,593.79
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Prepared by: Brenda L. Vittner, Director of Administrative Services

Town Manager Recommendation:

Recommend the Board make the following motion:

“I move to accept Gifts & Grants per RSA 31:95-b in the amount of \$ 395,155.86.”

Carol M. Granfield
Town Manager

**Staff Report
Donation of Gift
December 17, 2007**

Background:

In July of 2007 the Meredith Parks and Recreation Department received a very generous donation of a "Movies in the Park" indoor/outdoor big screen entertainment system from Steve Capachietti of Meredith. Please see attached list and value of equipment attached. Mr. Capachietti has also been very generous with his time in training Parks and Recreation staff in the set up, operation, and maintenance of the equipment.

Discussion:

The Parks and Recreation Department will use the equipment to offer Movies in the Park, at the Community Center, and at other special events as the opportunities allow.

Issue:

Presentation of this donation to the Board of Selectmen for acceptance in accordance with RSA 31:95-b *Appropriation for Funds Made Available During Year*.

Fiscal Impact:

No budget impact anticipated in 2008. Future budget impact will include routine cleaning and maintenance of equipment, which is not expected to have a large budget impact. The donation will have potential to generate future revenue through the collection of contributions at special events such as movie in the park nights. The total value of the donation is \$15,593.79.

Department Head Recommendation:

I recommend that the Board of Selectmen accept this generous donation.

Respectfully Submitted: Vint M. Choiniere, CPRP
Meredith Parks and Recreation Director

Town Manager Recommendation:

Concur with recommendation to accept this donation.

Carol M. Granfield
Town Manager

Capachietti Donation

Trailer	\$2249.00
Projector	\$1975.00
Air Screen	\$3309.00
Translin Screen	\$595.21
Flush Mount	\$80.00
Big Screen	\$1293.00
HD DVD Player	\$289.00
2 Gemini Speakers	\$260.00
Bear Blower	\$95.00
B-Air Blower 1hp	\$169.00
Numman DVD	\$1129.00
3 JBL	\$1772.00
1 JBL Subwoofer	\$600.00
Rope and Lock kit	\$98.11
Koala Blower	\$95.00
2 Rolling bags	\$204.85
Griffin FM	\$124.98
Tie Downs/Auger Bits	\$94.45
2 37" Tool Boxes	\$119.98
Rope/Tarp/Bail Bungies	\$200.34
Cable ccv-im hdmi-dvi	\$100.00
Mic, Mixer	\$127.89
Coaxial, video cable 50' and adapter	\$70.00
S Video Cable HDTV to DVD	\$31.00
Ipod DJ Mixer	\$250.00
Audio to XLR Cables	\$270.00
Total	\$15,593.79

To the Attention;
Meredith Board of Selectmen

7/23/2007

I would like to donate my "Movies in the Park" indoor/outdoor big screen entertainment system to the Town of Meredith / Parks and Recreation Department. The system is complete with a state of the art sound system, High Definition Video, and a new Pace American, enclosed cargo trailer for hauling equipment to events. I originally had planned to run the events for raising money for different causes for the Town and local schools, but do to medical reasons; I am unable to set up the screens and equipment needed for the events. This is why I would like to donate the equipment to the Town and Recreation Center. They have a young team that can set up and run the equipment. I would like to stay involved with the center in raising money for the kids of Meredith and my time is better spent doing just that. I have worked with Rick Desharnais at the center to train and prepare them for taking over Movies in the Park. Movies in the Park, is a great way for the town to get together on a regular basis and for raising funds for special needs.

I will continue to be involved in raising money for the center and the town organizing special events to benefit our community.

Thank You,
Sincerely;
Steve Capachietti

Within a few weeks, a letter was received back from the commissioner of revenue administration granting the water commissioners permission to make the purchase of the pump.

In the notes to the Town's financial statements for the year, a note would then be added that permission was received by the Town to overexpend the Water Fund appropriation by \$35,000 as follows:

Overexpenditure of appropriations

During the year the Town had the following overexpenditures:

Water Fund	<u>\$35,525</u>
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The overexpenditure was primarily due to the emergency purchase and installation of a water pump totaling \$35,000. The Town did receive permission from the Department of Revenue Administration for the overexpenditure.

Treatment of gifts, grants and donations

There will be times when a municipality will receive unanticipated funds from gifts grants and/or donations which the municipality should take advantage of. For example, in West Taylorville, the Public Library received an anonymous gift from a patron of \$10,000 to be used for purchasing books for the children's reading room. This money was received in July and was not anticipated.

PA 31:95-b Appropriation for Funds Made Available During Year – states in part that a municipality may adopt at an annual meeting an article authorizing, indefinitely until rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the municipality, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. However, such money shall only be for legal purposes for which the municipality may appropriate money.

In order to legally expend such funds, the municipality should formally accept the money as follows:

If the money is for \$5,000 or more, the board of selectmen or commissioners shall hold a public hearing prior to action being taken. This public hearing should be posted in a published newspaper at least 7 days before the hearing is held.

If the money is less than \$5,000, the board of selectmen or commissioners shall post notice of the funds in the selectmen's meeting agenda and shall include notice in the minutes of the board or selectmen or commissioner meeting in which the money was discussed. The acceptance of the money shall be made in public session of any regular board meeting.

Once accepted, the money may be expended for its noted purpose. In addition, at such time the budget for the fund can be increased on both the revenue and appropriation side by the amount of the gift, grant or donation.

If at year end this money has not been fully expended for the stated purpose, the accounting treatment for this money would be as follows:

For gifts and donations the amount of the unexpended balance of the funds would be recorded as a "Reserve For Special Purposes" and would be carried as a reserve each year for the amount of the unexpended balance until all of the money is spent. As the money is spent in the subsequent years, it will be reported as an appropriated amount and a corresponding expenditure will be reported.

For grants received, the amount of the unexpended balance of the funds would be recorded as deferred revenue in the individual fund financial statements and as unearned revenue in the government-wide financial statements. Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants received before the eligibility requirements are met (e.g., cash advances) are recorded as deferred revenue in the individual fund financial statements and as unearned revenue on the government-wide financial statements. As the grant money is spent in the subsequent years, it will be reclassified as revenue until all of the expenditures have been made.

Revolving Funds

Municipalities can establish revolving funds for recreation and parkland purposes under *RSA 35-B:1 Establishment and Management* which states in part that any municipality acting through its governing body, may acquire land by gift, purchase or lease for a public recreation and park area and may prepare, equip, and maintain said land for said purpose.

RSA 35-B:2 Tax and Appropriations – Any municipality may raise annually revenues and appropriate funds for the purpose described in *RSA 35-B:1* and also may raise such sums when the land upon which such activities are conducted belong to or is leased by the state. The money necessary to pay for lands or other recreation purposes described in *RSA 35-B:1* may be raised and appropriated by the board or body having control over the finances of a political subdivision by the following:

- I. General taxation or by the issuance of temporary loan bonds or by the issuance of permanent bonds to the extent, and with the authority authorized by existing law.
- II. By fees and charges for recreation park services and facilities. All revenue from such fees and charges may be deposited into a special fund established for such purposes pursuant to *RSA 31:95-c*, or into a recreation revolving fund established by vote of the legislative body. If such a fund is created, the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the municipality's general surplus. The treasurer of the municipality shall have custody of all moneys in such fund, and shall pay out the same only upon order of the recreation or park commission, or other board or body designated by the local legislative body at the time the fund is created. Such funds may be expended only for the purposes of this chapter, and no expenditure shall be made in such a way as to require the expenditure of, or create a liability upon, other town funds which have not been appropriated to that purpose.

Under *RSA 31:95-h Revolving Funds* – municipalities can establish revolving funds for the following purposes:

Recycling, providing ambulance services, and providing public safety services outside the ordinary detail of such persons (police outside details)

**Staff Report
Federal Grant
December 17, 2007**

Background:

In April of 2006, I prepared and submitted a grant application in the amount of \$93,510, the funds to be used for the replacement of breathing apparatus for the Meredith Fire Department. This was a 95/5 split grant, in that if awarded we would receive an amount of \$88,835 and the balance of \$4,675 would be funded by the Department in its operating budget. In late February of 2007, we received approval of this grant, with a period of twelve months during which the grant would have to be utilized.

Issue:

The purpose of this report is to document for the Board the grant process and to facilitate their action for the acceptance of funds associated with this grant.

Discussion:

In order to be qualified to receive the grant funds, the 5% (\$4,675) needed to be identified as available for the purpose of the grant, this is a typical requirement of this type of grant. Accordingly an amount of \$5,000 was encumbered at year end (December 2006). During the summer of 2007, the necessary steps were taken and the equipment was ordered, with delivery in late summer and into the Fall of 2007. Once all items were received, a request for reimbursement was submitted and a wire transfer was received in late November of 2007 for the aforementioned amount of \$88,835.

Fiscal Impact:

Savings to the Town of \$88,835, as this equipment is necessary for the health and safety of our fire fighters.

Prepared by: Chuck Palm, Fire Chief
 December 11, 2007

Town Manager Recommendation:

Recommend the Board take action to accept these grant funds.

Carol M. Granfield
Town Manager

STAFF REPORT
Grants, FEMA Funds and Donations
December 17, 2007

Background:

The Town Manager has requested that each department head review any grants, FEMA funds or donations that have received for their department throughout the past year.

Issue:

The Town should hold a Public Hearing on these grant funds, reimbursements and donations

Discussion:

In 2007 the Public Works Department has received grant money and FEMA fund reimbursements (both State and Federal):

1. GRANT MONEY: The grant money received was from NH The Beautiful for the purchase of a baler for the Solid Waste Facility in the amount of \$5,000.00.
2. FEDERAL & STATE FEMA FUNDS: The April 2007 floods caused town wide damage totaling over \$38,000. We used materials, far above what was planned for 2007 budget to repair this damage. Federal FEMA funds reimbursed us for the cost of the materials as well as the cost of the labor and equipment use for the repair work completed.

Federal FEMA Funds	\$69,000.00
State FEMA Funds	\$17,000.00

Fiscal Impact:

The FEMA Funds that are reimbursed to us go directly into the General Fund. They are not used to offset the money that was spent from the Highway operating budget. There is no fiscal impact other than these funds are not used to replenish the operating budget.

Recommendation:

It is my recommendation, as Public Works Director, to accept any grants or funds that are available and put these monies in the department budget to offset budget costs. I would also accept any other donations or funds that would help provide services, materials or equipment to our departments at no or a lesser cost.

Prepared by: Michael Faller, Public Works Director

Town Manager Recommendation:

Concur with recommendation of the acceptance of these funds.

Carol M. Granfield
Town Manager

Memo

To: Board of Selectmen
From: Carol M. Granfield, Town Manager
Date: December 17, 2007
Re: **NH Lakes / Lake Host Program Presentation**

Jared Teutsch, President of New Hampshire Lakes, will give a brief presentation on the Lake Host program which the Town has enjoyed activity at the town docks as well as Lake Waukewan.

The program checks boats for milfoil, and has been very effective. I've attached a brief summary and Mr. Teutsch will provide a handout at the meeting.



**2007 New Hampshire Lakes Association
Lake Host™ Program Summary**
Exotic Aquatic Plant Species Education and Prevention Program



PARTICIPATION:

- 68 participating organizations (57 in 2006)
- 83 ramp sites (66 in 2006)
- 221 paid Lake Hosts
- 429 volunteer Lake Hosts
- Lake Winnepesaukee (variable milfoil infested) was covered during Summer 2007 (first time since 2004):
 - Meredith: Hesky Park (WinnFABS); Gilford (Town of Gilford); Wolfeboro (Town of Wolfeboro); Tuftonboro: 19 Mile Bay Launch (Mirror Lake Association)
- Lake Hosts worked in the North Country for the first time ever during Summer 2007!
 - Pittsburg: Back Lake, Lake Francis (2 launches), First Connecticut Lake
 - Errol: Akers Pond, Lake Umbagog (3 launches)
- 11 New groups participated in 2007:
 - Dublin Conservation Comm. (Dublin Lake)
 - Kingston Lake Assoc. (Great Pond)
 - Messer Pond Association, New London
 - Pool Pond Association, Rindge
 - Swains Lake Association, Barrington
 - Town of Errol (Akers Pond, Lake Umbagog)
 - Town of Gilford (Winnepesaukee)
 - Town of Pittsburg (First Connecticut Lake, Lake Francis, Back Lake)
 - Town of Sandwich (Squam)
 - Town of Wolfeboro (Winnepesaukee)
 - WinnFABS (Winnepesaukee)
- \$207,150 total in payroll grants awarded to local groups by NH LAKES.
- \$218,421 worth of volunteer match (hours worked and out-of-pocket expenses) contributed by local groups.
- \$73,597 of additional cash match contributed by local groups for extended Lake Host ramp coverage and additional salaries.

BOATS INSPECTED:

- During 2007 Lake Hosts conducted 44,183 courtesy boat inspections statewide, which breaks the record of 34,878 courtesy inspections made during 2005.
- Since 2002, the inception of the program, 187,724 courtesy boat inspections have been conducted.

“SAVES” MADE:

- A “save” occurs when a Lake Host removes a piece of exotic aquatic plant off a boat that either enters or leaves a waterbody.
- **157 “saves” were made during 2007!** Saves were made at the following waterbodies:
 - o Goose Pond, Canaan (Eurasian milfoil – arriving 1 time)
 - o Great East Lake, Wakefield (variable milfoil – arriving 1 time)
 - o Lovell Lake, Wakefield (variable milfoil – arriving 1 time)
 - o Merry Meeting Lake, New Durham (variable milfoil – arriving 2 times)
 - o Lake Monomonac, Rindge (variable milfoil – arriving 1 time, departing 1 time)
 - o Newfoundland Lake, Bristol (variable milfoil – arriving 1 time)
 - o Northwood Lake, Northwood (Eurasian milfoil – 1 time; curly leafed pondweed – 1 time)
 - o Nubanusit Lake, Hancock (variable milfoil – arriving 1 time)
 - o Ottarnic Pond, Hudson (fanwort – departing 4 times; variable milfoil – departing 1 time)
 - o Pawtuckaway Lake, Nottingham (common reed – 1 time; variable milfoil – arriving 1 time)
 - o Pleasant Lake, Deerfield (variable milfoil – arriving 1 time)
 - o Robinson Pond, Hudson (fanwort – departing 59 times, arriving 1 time; variable milfoil – departing 49 times, arriving 1 time)
 - o Squam Lake, Holderness (Eurasian milfoil – 1 time)
 - o Lake Sunapee, Sunapee (Eurasian milfoil – arriving 1 time; variable milfoil – arriving 1 time)
 - o Lake Waukewan (variable milfoil – 1 time)
 - o Lake Winnepesaukee, in Meredith, Wolfeboro, and Gilford (fanwort – arriving 1 time; variable milfoil – departing 12 times, arriving 3 times, unspecified 8 times)
- We greatly surpassed our previous record (set in 2005 and 2006) of 54 “saves” made during one season.
- Since 2002, the inception of the program, 292 “saves” have been made statewide.