

SELECTMENS' WORKSHOP
Minutes of 06/30/08
4:00 p.m.

Selectmen:

Peter F. Brothers, Chairman
Miller C. Lovett, Vice Chairman
Robert C. Flanders
Charles G. Palm
Colette Worsman

Town Manager:

Carol M. Granfield

Recording Clerk:

Karin Landry

Call to Order: Chairman Peter Brothers called the meeting to order at 4:00 p.m. He introduced the Board and the Town Manager.

W 08-29 Acceptance of Easement and Road Acceptance
Wall Street Extension

Community Development Director John Edgar reviewed the approval of a 10-lot subdivision known as "Heritage Ridge" creating what is now known as Wall Street. Lot 10 of the original subdivision was recently re-subdivided into three lots. Owner Richard Juve is requesting the acceptance of the private road known as Wall Street Extension as a Class V, town maintained road. Mr. Edgar laid out the location of the road in relationship to Lake Waukegan. He presented recent photographs of road and drainage improvements, which are in very good condition. He reviewed the dedication and acceptance process that must take place in order for the Town to accept the private road as a Town-maintained road. He outlined the legal process including public hearing and notice requirements, easements, and dedication deed. He reviewed location/environmental considerations, strategic value, 50% rule, discontinuance of cul-de-sac, DPW recommendation, and conditional and final acceptance. The Board can attach reasonable conditions to a decision to accept a road as a public road. Mr. Edgar urged the Board to consider a visual inspection of Wall Street Extension prior to the public hearing.

Dialogue ensued whether accepting the road to the hammerhead constitutes acceptance of the whole right of way or just the improved portion. Selectman Worsman is concerned with the burden on taxpayers for paving and additional road maintenance. She is in favor of the acceptance coming before Town Meeting. Dialogue ensued regarding responsibilities for paving and betterment options that would alleviate the burden on the taxpayers. Dialogue ensued regarding whether a discontinuance of the cul-de-sac is desirable. The road should be in as good condition as possible before being accepted. Concerns were raised regarding establishing a precedent with this dedication. The Board has the opportunity to decide whether the merits are sufficient to offset additional maintenance costs on a case-by-case basis.

Advice will be sought from Town Counsel on various issues pertaining to the acceptance of the road, and the matter will be scheduled for public hearing on June 21. Abutters to the property

will be notified by regular U.S. mail. The Town Manager suggested the use of brightly colored notices in the neighborhoods affected by a matter scheduled for public hearing.

W 08-30 Permit Fees for Use of Town Properties

The Board of Selectmen requested a review of fees charged for events utilizing Town property. The properties fall under the Parks & Recreation and Public Works Departments. The Town Manager met with Code Enforcement Officer Bill Edney, Public Works Director Mike Faller, and Parks & Recreation Director Vint Choiniere to seek input. A fee schedule was derived based on the facility and the type of organization utilizing it. Costs to the Town such as police detail and trash removal were considered. The Board reviewed the buildings and grounds facility use permit log for 2008. 98% of the utilization is by non-profit groups. The new fee schedule is in keeping with the Board's policy of not charging non-profits for use of the community center. Donations by those groups will be accepted. Except in extreme situations, commercial vendors along the waterfront are not recommended. They are counterproductive to local businesses and are bothersome to those enjoying the waterfront. Dialogue ensued regarding criteria for accepting certain vendors and rejecting others. The use of any facility must be in keeping with the character of the Town.

Vint Choiniere told the Board that there is a hold harmless provision currently in place. Selectman Worsman is in favor of the Town being listed as an additional insured. Mike Faller suggested that the Town Docks should fall under the criteria for Hesky Park and the Solid Waste facility should be included in the fee schedule.

The matter will be scheduled for public hearing.

W 08-31 I.T. Presentation

The Town's #5 goal is to develop an Information Technology (IT) Master Plan Program. The plan will provide guiding principles and a basic map for the Town's Information Technology vision, priorities, policies and procedures, as well as resources and expenditures in the coming two to five years. The plan ties "into budgetary costs" by default. IT Specialist Eric Ferland reviewed the draft IT Master Plan including:

- Approach
- Vision
- Benefits
- Master Plan Highlights
- Priorities – Implementation Planning
- Town WAN as of June 2008
- Hardware and Software Standards
- Purchasing Procedure
- Network Use Policy
- Disaster Recover Plan
- Projects Underway

Dialogue ensued regarding the various levels of a Disaster Recovery Plan and security issues including the absence of a protocol for safeguarding the daily backup of the system. Selectman Worsman is in favor of adding a protocol for securing the tapes. The Board wishes to look into the use of an offsite backup service that would secure the information in multiple ways for use in the event of a disaster. Eric answered questions posed by the Board pertaining to WI-FI and the telephone system. The Town buildings are in the process of being connected on the same network. Once that takes place, various equipment and technology can be considered that will result in efficiencies to the Town. Chair Brothers requested that the Board be updated on a periodic basis.

The Board took a short recess at 6:10 p.m.

The meeting resumed at 6:18 p.m.

W 08-32 G.I.S. Presentation

Michelle Therrien, GIS Specialist, made a presentation on the Geographic Information Systems (GIS). The system was first used by the Town to make digital versions of the tax map, making the editing process more efficient. The system has been used for various projects including studies of the Route 3/25 intersection, locating manholes and pump stations for the Water Department, and identifying conditions at Childs Park for the Parks & Recreation Department.

The presentation included:

- What is a GIS
 - Hardware
 - Software
 - Data
 - Personnel

- How It Works
 - Layers
 - Tabular Data
 - Patterns
 - Analysis
 - Decisions

The GIS system has the ability to visualize many layers at once. Each layer represents real world objects or scenarios. It can analyze parcels and trends and identify patterns and relationships. The system has the ability to query attributes of data. For example, topography in the Town that is over 1,000' in elevation. A program is being considered that would allow others to view, explore, query and print maps from a desktop.

John Edgar explained the use of the GIS System for the Page Pond and Brook project, including identification of the property, unfragmented lands with a 500' buffer from roadway centerlines,

prime wetlands, and the co-occurrence area of wildlife habitat, prime wetland, most diverse wetland complex and low population density.

Assessor Jim Commerford explained the use of the System in the Assessing Department including its integration with Vision Appraisal software, location of parcels, query functions, visual analysis, 5-year reassessment cycle breakdown, and property inspections.

Town Planner Angela LaBrecque explained the use of the System for septic risk analysis of the Waukewan Watershed. It identified developed properties in Meredith within 250' of the Lake Waukewan shoreline that have on-site septic disposal, a 250' buffer around the shoreline of Waukewan and tributaries, properties with septic systems, parcel attributes, property information including sub-watershed, soil type, slope class, inflow points, and septic system information including construction approval, operational approval, system age, design capacity, tank size, reported estimated seasonal high water table, and depth to ledge.

Resident Richard Roman posed questions regarding the accuracy of the property lines. Mr. Edgar explained that the program does not have an engineering level of accuracy and is for planning purposes only. The use of the system can become more sophisticated if additional money is invested in it.

Mr. Edgar explained the use of the System by the Water System Committee including the Ordinance map and storage tank site evaluation. The Ordinance map is a tool that can be used to begin to forecast future demand. Vacant, underutilized properties can be identified to see how they will impact the water system if they connect.

The Board posed questions regarding how quickly a request utilizing the System can be processed at this time and potential future uses of the System.

Asphalt Paving Update

The Town advertised for Asphalt Paving Bids and an apparent low bidder has been identified. The bid amounts, tonnage estimates, and pricing needs to be matched to the Department of Public Works Road Project Summary, which was reviewed during the past six weeks and revised to accommodate the 2007-2008 winter season. Director of Administrative Services Brenda Vittner broke down the Road Project Summary, including the general ledger descriptions, updated budget amounts, amounts reduced from the budget, and the new budget, based on the revised Road Project Summary. There appears to be sufficient funding to complete the remaining projects. The Road Projects will be monitored to be sure that the aggregate amount is not overspent. Ms. Vittner's recommendation is to award the asphalt paving bid in the amount of \$302,876.25 to GMI Asphalt.

Dialogue ensued regarding increases in the cost of base products used in paving. The contract locks in the per ton cost for handwork, machine work, and curbing. Estimates for a particular project can change once the work begins. The Board directed Ms. Vittner to issue the contract to GMI Asphalt.

Batchelder Hill Road

The bid amounts for the Batchelder Hill Road project are substantially higher than anticipated. In accordance with the Town Meeting minutes, the project went out to bid with the intention of connecting both ends of the pavement. The bid pricing is not within budgetary amounts to out-source the project completely. Brenda Vittner recommends that all bids be rejected, the bidders be notified of the rejection, and the Town Meeting minutes be reviewed to determine the best course of action. The project should be reviewed to determine if it can be completed with in-house cooperation.

Mike Faller explained that at the time of Town Meeting, he was hoping to use Town resources to complete certain aspects of the project. At the direction of the Board, the entire project went out to bid on a contracted basis. Dialogue ensued regarding how tonnage was estimated, and how footage estimates were estimated for work to be completed by the Town. Selectman Flanders expressed concerns that not all costs were considered when estimating the cost to the Town for performing work. Mr. Faller suggested breaking the project into phases. The Board was in agreement that phasing the project was not what was represented at Town Meeting. It was the consensus of the Board to reject the bids, notify the bidders, and encumber the funds. The Town should be allowed to vote based on the new circumstances.

Water & Sewer Superintendent

Selectman Lovett will serve as the Board representative on the panel assisting in making the final decision on hiring a Water & Sewer Department Superintendent.

Motorcycle Week

Selectman Worsman requested an updated summary of revenue and expenses for Motorcycle Week.

ADJOURNMENT:

Selectman Worsman motioned to adjourn the workshop at 7:50 p.m. Seconded by Selectman Palm. 5-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Carol M. Granfield, Town Manager

Peter F. Brothers, Chairman

Karin Landry, Recording Clerk

Miller C. Lovett, Vice Chairman

Robert C. Flanders

Charles G. Palm

Colette Worsman