

SELECTMENS' WORKSHOP
Minutes of 10/06/08
4:00 p.m.

Selectmen:

Peter F. Brothers, Chairman
Miller C. Lovett, Vice Chairman
(Absent with Notice) Robert C. Flanders
Charles G. Palm
Colette Worsman

Co-Interim Town Managers:

John C. Edgar
Brenda L. Vittner

Recording Clerk:

Karin Landry

Call to Order: Chairman Peter Brothers called the meeting to order at 4:00 p.m. He introduced the Board, Co-Interim Town Managers, and the Recording Clerk. Selectman Flanders was absent with notice.

W 08-41 Management Team Project Summary Update

The Board was provided with a Project List dated September 25, 2008. Department heads were in attendance to present the Project List for each Department and answer questions posed by the Board.

Administrative Services

Director of Administrative Service Brenda Vittner overviewed the Project List for the Department:

- GASB 45 – OPEB (Postemployment Benefits). The Department is beginning to gather information at this time. The Town must comply with this requirement by the end of 2008.
- Website Accessibility. IT Specialist Eric Ferland is working the redesign and improvements to the website. The project is scheduled for completion in 2009.
- WI-FI Access Cost/Benefits Analysis. Eric Ferland is conducting a cost benefits analysis for WI-FI access that would make Town resources such as GIS data available at the Community Center. Web access is currently available at the Community Center. The project completion date is to be determined.
- Timekeeping System. The Department is investigating the implementation of a web-based timekeeping system by the first of the year. The system will avoid duplication of work by feeding directly into the payroll system.

Assessing

Town Assessor Jim Commerford overviewed the Project List for the Department.

- Revaluation Contract with Vision Appraisal. There are ten cases that have been appealed to the Board of Tax and Land Appeals. Six of the appeals are boat slips at Grouse Point. The hearings should be scheduled sometime in 2009.
- Organize all Old Maps and Plans and Determine Legal Retention Required. The Department is organizing all old maps into a more usable format. There are no plans for putting them on the web. The Chair suggested investigating alternatives for storing the maps on a long-term basis. This is an ongoing project.
- Review physically disabled exemption recipients. The blind, elderly, and physically disabled exemptions, and the veteran's credit, must be reviewed every five years. There are 12 physically disabled exemptions that are scheduled for review. The project completion date is April 2009.
- Review of properties in the managed forest and unproductive categories of current use. A review of unproductive categories of current use was performed last year. Letters will be sent to owners of property in managed forests to be sure they are in compliance with pertinent rules and regulations. The project is scheduled to be completed in September 2009.
- Successfully complete 2008 Department of Revenue Administration (DRA) Re-Certification Process. This is the biggest project in 2008. It may include updating assessments. The DRA reviewed exemptions/credits and current use for compliance. They have performed a field data check on a sampling of properties. Each category of property will be evaluated to determine whether it falls within the required range of 90% to 110%, as set forth by the DRA. The final statistics are anticipated in February. If necessary, updates will be made to assessments. The project completion date is December 2008.
- Begin Year 2 of a rolling inspection program. The purpose of the program is to make sure the information on the tax cards is correct. The rolling inspection of 20% of Town properties includes a physical, on site inspection. Year 2 is nearly complete, and it is anticipated that year 3 will begin in November of 2008.

Community Development

Director of Community Development John Edgar overviewed the Project List for the Department.

- Create Village Pedestrian Greenway Committee / Plan New Hampshire and Greater Meredith Program. The Committee was reestablished by the Board of Selectmen in spring of 2007. The Committee meets regularly to inventory, interview, map, and make site investigations. There is no target date for the Committee's recommendations.
- Waukewan Watershed Pilot Project Grant. The Department is exploring a shoreline restoration/storm water best management practices demonstration project. New Hampshire Lakes Association is coordinating with Inter-Lakes High School to form a student club with an educational component that will lead to a construction project in summer 2009. There are no updates since the recent workshop held to affirm the project direction. The Board will be kept apprised of updates to the project. The project is scheduled for completion in the summer of 2009.

- Lake Winnepesaukee Watershed Study – Meredith (Meredith Bay) Gilford (Saunders Bay), Laconia (Paugus Bay) subgroup. The information that will be compiled will be in a format that is usable to all the communities involved in the study. A more specific plan for Meredith Bay will be developed from the project. The project completion date for the regional plan is May 2010.
- Road Standards. An initial draft has been received from Brown Engineering. Mr. Edgar wishes to have further dialogue with Mike Faller before getting back to the consultants. The Board will be apprised of the status of the project as it moves forward. The project completion date is 2008.
- Meredith Bay Water Quality. Tributary and in-lake sampling began in May 2008 and will continue for 18 months. Dialogue ensued regarding a comprehensive plan to address water quality in Meredith Bay and sources of funding for the project. The project completion date is fall of 2009.
- Junkyard Licensing Initiative. The law sets forth a local licensing process. Recent changes in the law require that owners must certify that they comply with best management practices specific to junkyards as set forth by the Department of Environmental Services. Code Enforcement Officer Bill Edney inspected the salvage yard on Philbrook Ave. and has made his recommendations. The Board will be kept updated on the project. The project completion date is 2008.

Conservation Committee

A representative of the Conservation Committee was not in attendance. John Edgar reported on the following:

- Acquire Fee or Development Rights to Conserve Significant Prime Wetlands in Eastern Portion of Town. The Page Pond project is in progress. The project completion date is unknown.
- Natural Resources Inventory Phase II of 10 High Co-Occurrences. A consultant was engaged to GPS wetland boundaries for prime wetlands where permission has been granted from the landowner. A draft report has been delayed because the consultant became involved with another project. It is hoped that the project will be completed later this year. It was originally due in November of last year.

Executive

John Edgar reported on behalf of the Executive Department.

- Evaluation of Town Property. Evaluation completed. If the Town puts out a bid for affordable housing on a parcel at the corner of Westbury and Neil Shore Road, it must be placed on the Town Warrant for authorization to sell. The project completion date is to be determined.
- Water System Committee. The Chair of the Water System Committee has asked that their report to the Board be pushed back to October 20. The project completion date is 2008.

- Water Expansion – Gerrity Property. Legal eminent domain work continues while KV Partners reviews other alternatives proposed by Gerrity. The matter is on hold, pending the outcome of the work of the Water System Committee. The project completion date is 2008.
- Route 3 & 25 Study DOT Project 10430. Public meetings have been held. As a result of public input, alternatives are being identified for further investigation.

Fire Department

Selectman Palm reported on behalf of the Fire Department.

- New Expansion of Downtown Fire Station/Evaluation of Site for Expansion. Much of the site work has been completed. The foundation is progressing on schedule and the project is still within the original budget. The apparatus is targeted to move into the new section by the end of December. Refurbishing of the older section will begin at that time. The project completion date is spring 2009.

Parks & Recreation

Vint Choiniere reported on behalf of the Department.

- Master Plan for Facility Improvements. Assess existing conditions of all recreation facilities. Existing conditions have been documented through photos. Recommendations will be made for a 15-20 year period. This is a large task that has not been undertaken in the past. The Department will coordinate recommendations for improvements to Child's Park with the Department of Transportation's plan for the intersection. Mr. Choiniere hopes to make a formal recommendation by spring 2009. The project completion date is fall of 2009.
- Program Registration Fee Study. Evaluate current fee structure and determine more formalized method for developing fees for all Department services. The project completion date is November 2008.
- Facility Signage Program. There is no uniformity to the signage at the Parks & Recreation facilities. Although the project is not critical, it is a useful project that can be completed at the volunteer level. The project completion date is November 2009.
- Facilitate eventual trail upgrade in Swasey Park. The Department is working with the Village Pathway Committee on the project. Recommendations will be brought before the Acting Co-Town Managers. The project completion date is to be determined.
- Offering Parks & Recreation Department Services Online. The Department wishes to have the capability to process registration forms online. IT Specialist Eric Ferland is working towards getting the capability up and running. The Department would eventually like to be able to accept online payments; however, doing so is a more complex process. The project completion date is 2009.
- Prescott Park Parking Lot Expansion Project. The project will increase the parking capacity at Prescott Park and greatly improve drainage. The project is awaiting amended wetland permit approval from DES. If approval is granted at the hearing scheduled for

October, 15, the project will go out to bid this fall. Funds from the Department ETF will be utilized for the project. The project completion date is November 2008.

Police Department

Lieutenant Keith True presented the project list on behalf of the Department.

- Internal Policy Update – Research Existing Internal Policies of Department. The Department is continuing with the review and update of its policies. The project is approximately 50% complete at this time. It is anticipated that it will be completed around January. The project completion date is June 2009.
- Shep Brown Parking Lot/Island Stickers. There is a shortage of parking for the 331 island properties in Meredith during peak summer weekends and holidays. The Chief is investigating the sticker process in neighboring communities. The project completion date is ongoing.

Public Works

Superintendent Mike Faller presented the project list for the Department.

- Shep Brown's Municipal Parking Discussion for Possible Expansion. The expansion was voted in at Town Meeting. Boat launch fees collected at Shep Brown's apply to this improvement. The joint project with Shep Brown's has been placed on hold. The project will move forward if a need is identified. The project completion date is to be determined.
- Shep Brown Bathrooms. Because of overuse of the existing facilities, Shep Brown's installed two porta potties on site. The plan for a small building housing bathrooms for the Town can be utilized in the future if the Town wishes to move forward. The onsite septic system was designed with the Town bathrooms in mind. The project completion date is to be determined.
- SW Demo Trailer Replacement. A second solid waste trailer was purchased in 2008 for \$63,000. A rough quote of \$66,000 - \$67,000 has been obtained for the purchase of a third trailer in 2009. The project completion date is 2009.
- Overlay and Chip Seal for 2008. This item has been removed from the 2008 budget due to the severe winter season. The Department hopes to reschedule the item for 2009. The project completion date is 2009.
- Complete Inventory of Town Docks. The downtown docks were expanded in 2000-2001. The Cattle Landing docks are suffering from deterioration of the cribbing. The Department is investigating the benefits of replacing the Cattle Landing docks with concrete floating docks. The project is in progress and is scheduled for completion in fall 2008.
- Paint Town Hall Interior. The project was originally put on hold, but plans are now moving forward to complete the project this fall. The project completion date is to be determined.

- Build or Bid Out Congregational Church Parking Lot Construction Project. Selectman Palm is rekindling dialogue with the Church. The project is not budgeted and is currently on hold.
- Seal Public Works Highway Garage Roof. Some sections of the project are completed. The project is ongoing, weather permitting. The project completion date is 2008.
- Build Out Chase Road. Chase Road was paved last week. The drainage manholes need to be raised, and the curbing installed. The scheduled completion date is fall 2008.
- Batchelder Hill Road Project & Review Bids. The bids that came in last spring were much higher than anticipated. Work that was scheduled to be done over the summer was not completed due to skyrocketing paving prices. It is hoped that FEMA funds for the recent flood events can be utilized for the project. The scheduled completion date is winter of 2009.
- Road Standards Review. The project will be worked on with the Community Development Director over the next couple weeks. The project is scheduled for completion in fall of 2008.
- NIMSCAST Assessment and Review. A self-assessment survey for coordinating police, fire, education, public works, and emergency management has been submitted to the New Hampshire Office of Emergency Management. Completing the survey makes the Town eligible for grants. In order to participate, certain staff must undergo training and receive certificates. The project is ongoing.

Water & Sewer

Due to time constraints, the project list for the Water & Sewer Department will be presented by Superintendent Brian Carroll at the next workshop.

ADJOURNMENT:

Selectman Palm motioned to adjourn the workshop at 5:30 p.m. Seconded by Selectman Lovett. 4-0-0. All in favor. Motion passed.

Respectfully submitted,

John C. Edgar, Co-Interim Town Mgr.

Peter F. Brothers, Chairman

Brenda L. Vittner, Co-Interim Town Mgr.

Miller C. Lovett, Vice Chairman

Karin Landry, Recording Clerk

Charles G. Palm

Colette Worsman