

BOARD OF SELECTMEN REGULAR MEETING
Minutes of 08-15-11
5:40 p.m.

Selectmen:

Colette Worsman, Chairman
Peter F. Brothers, Vice Chairman
Miller C. Lovett
Nathan J. Torr
Herbert R. Vadney

Town Manager:

Phillip L. Warren

Recording Clerk:

Karin Landry

Call to Order: Chair Colette Worsman called the meeting to order at 5:40 p.m. She introduced the Board, Town Manager, and the Recording Clerk, and made announcements pertaining to fire exits, listening assisted devices, the use of microphones, and cell phones.

ACCEPTANCE AND/OR CORRECTION OF MINUTES:

11 -42 Minutes of the August 1, 2011 Workshop.

Selectman Torr motioned to accept the August 1 Workshop Minutes as presented. Seconded by Selectman Brothers. 5-0. All in favor. Motion passed unanimously.

The minutes of the August 1, 2011 Board meeting will come before the Board for acceptance at its next meeting.

TOWN MANAGER'S REPORT:

- The Winnepesaukee River Basin Program (WRBP) has put the UV project out to bid. It is the goal of town staff, and hopefully staff from other communities, to actively participate in the construction management process. While the town does not agree with the timing of the project, participating in the process will ensure that it progresses in a meaningful fashion.
- The CIP subcommittee of the WRBP Advisory Board has voiced concerns about the timing and the cost of the metering project. At its most recent meeting, there was a very informal discussion regarding moving ahead with a study to assess whether the organization should be regionalized or otherwise managed. It was agreed that the matter is something that should be further pursued.
- The Town of Moultonboro is unable to staff the Red Hill fire tower at the level they projected at the beginning of the year, and is holding a meeting for the communities involved with the tower. Fire Chief Ken Jones will attend the meeting on behalf of the town. The town's yearly contribution to the operation of the tower is \$300. The Board will be updated on the matter once the meeting has taken place.
- The town's contribution for retirement has been returned to below the amount that was budgeted as of July 1. It has not been determined how the funds that have been paid in excess from about July 1 to August 5 will be recouped. It is the Town Manager's understanding that the legislature has proposed allowing the excess to be placed against future indebtedness. The amount to be recouped by the town is very small and is based on actuarial calculation and assumption.

- The forum on cyanobacteria that was held last Tuesday at the community center was well attended. The Town Manager thanked all participants and those who attended, and in particular Community Development Director John Edgar for putting the presentation together. The presentation covered topics such as what cyanobacteria looks like and what can be done to stop it. The meeting was recorded and will be aired on Lakes Region Public Access Television. The date and times will be announced on the channel guide.
- The Town will work with the New Hampshire Department of Fish & Game to eradicate geese in public areas. The spray on chemical that is a goose repellent has to be applied by a licensed pesticide applicator and can get expensive, and fencing is not a viable option because it has to be erected on all sides of an area frequented by geese. The strategy of using a border collie to frighten the geese away is being further investigated. In the meantime, the Town Manager urged the public not to feed the geese.
- The Town Manager's weekly message has an extensive mailing list and quick responses to items that have been posted have proven its effectiveness. At the suggestion of IT Specialist Eric Ferland, the town has established a Twitter account. While the Town Manager is extremely concerned with the limitations and problems with social media, Twitter is used by other state and federal agencies and is a good vehicle for distributing information quickly. Thus far, the use of Twitter has been efficient and effective.

VISITOR'S AND RESIDENT'S COMMENTS:

Resident Jim Hughes attended the workshop prior to the meeting and was particularly interested in the discussion regarding truck traffic on Waukewan Street. He recalls that an agreement was made many years ago that imposed restrictions on the size of delivery trucks utilizing that road, but does not recall the final outcome of the matter. There is a weight limit sign posted on Waukewan St. that is hard to see and seldom obeyed or enforced, and he believes that a police presence in the summer months would be valuable. The Town Manager informed Mr. Hughes that he recently had a discussion with Chief Morrow, and officers are performing directed patrol in that area because of speed complaints in the vicinity of Waukewan Beach. He will relay the message to Chief Morrow that directed patrols in the area should be continued.

SELECTMEN COMMENTS:

Selectman Torr reported that the Energy Committee has almost completed its work on the Energy Handbook. The book details the use of energy in the home, energy audits, and resources available.

Chair Worsman reported that a general discussion on the direction of the 2012 budget took place at the Workshop prior to this meeting. While the Board recognizes that 2012 will probably be similar to 2010 and 2011, capital expenditures have been significantly down and are going to need significant attention. During this budget process, the Board will be trying to focus on capital expenditure priorities.

NEW BUSINESS:

11-43 Cable TV Advisory Committee

The Town Manager provided with the Cable TV Advisory Committee charge and asked that the Board consider forming a Cable Advisory Committee to assist in the negotiations and management of the relationship between the Town and its cable provider or providers (as may be the case in the future). The committee will consist of five members: a representative from the

school department, business community, Chamber of Commerce, and three citizens at large who have an interest or experience in the subject matter or have experience in cable television policies and technologies. The committee will be staffed from the Town Manager's office, but may require support from various departments depending on the subject matter. Selectman Brothers suggested that once the committee is formed, it be allowed to provide feedback regarding the charge. The Board takes the negotiation of the cable franchise as a very important step in supporting the citizens and small businesses of the town because fast, reliable communication is critical. The Board wishes to support all citizens in getting the coverage they need prior to entering into a cable franchise agreement. There was general agreement among the Board that the formation of the committee is an excellent opportunity to draw on citizens with experience, background, and interest in the matter.

Selectman Brothers moved that the Board authorize the establishment of a Meredith based Cable Advisory Committee pursuant to the proposed Charge provided to the Board. Seconded by Selectman Torr. 5-0. All in favor. Motion passed unanimously.

11-44 Execute IMA for Franchise Agreement Consortium and Designate Representative

The goal of the Intermunicipal Agreement is to share ideas, strategies, and the cost of legal counsel for a cable franchise agreement with Metrocast among the municipalities of Alton, Belmont, Franklin, Gilford, Gilmanton, Laconia, Meredith, New Durham, Northfield, and Tilton. Under the Agreement, the municipalities can meet, attempt this common goal, and procure legal counsel, but cannot negotiate the Agreement or bind the towns. The Town Manager recommended that that Board execute the Intermunicipal Agreement as contained in their packets and appoint him as Meredith's representative for the consortium. The Town Manager is investigating whether the cost of shared counsel can be expended from the existing Franchise Agreement, and will not do so until an answer is confirmed in writing.

Selectman Vadney moved to approve the Intermunicipal Agreement for a cable franchise with Metrocast, and authorize and direct the Town Manager to be the representative to that committee. Seconded by Selectman Torr. 5-0. All in favor. Motion passed unanimously.

11-45 Execute Shared Counsel Agreement

The Town Manager recommended that the Board approve the Special Counsel Representative Agreement with Donahue, Tucker & Ciandella, PLLC, to assist the members of the consortium in the steps leading up to the negotiation of the cable franchise agreement with Metrocast. The cost of doing so is approximately \$900. If more communities join the consortium and approve the Agreement, or some communities do not approve the Agreement, the total cost per municipality will be adjusted accordingly.

Selectman Vadney motioned to authorize the execution of the Shared Counsel Representation Agreement. Seconded by Selectman Lovett. 5-0. All in favor. Motion passed unanimously.

11-46 Child's Park Site Work RFP

In 2010, work began on the Child's Park project using conceptual CIP level project estimates as a starting budget, with some non-specific assumptions regarding possible donations to assist the program. As the project evolved, it became evident that it needed to be managed using a project management format and workbook that has been recently developed. This project management format is a comprehensive tool which identifies all facets of a project, from concept to

completion. It was also evident that firm, procurement level estimates were not identified for the total project, including level of donations. Once the project management workbook and format was employed, meetings with staff occurred to establish said procurement level estimates for all items in the project, including the amount and level of donations being made to the project. After that analysis was complete, the remaining items for the project were procured – specifically the site work for the parking lot, fencing, and basketball court resurfacing. Upon bid results, a schedule of revenue and expenditure was completed, employing all construction level estimates, including level of donation, both in kind (labor) and direct donation. The project budget is complex, and includes various sources of funding and donations including present operating budget funding, and will require funding in 2012 for the completion of the fencing and the basketball court resurfacing. Knowing that this project has been a priority for a period of time, the Town Manager's office, with the participation of staff, assembled a budget with the goal of ensuring that the project will proceed in the manner that was envisioned at the conceptual level, and will provide for a quality, year-round facility at the location which has been lacking one for a number of years. It should be noted that, contained within the total project budget of \$184,237, are \$59,860 in donations from the Friends of Park and Recreation, Meredith Rotary, Lou Kahn and various other people. Said donations are both in cash and in-kind donations of labor and other services. Furthermore, the installation of the playground will be mainly completed by volunteer labor.

The Town Manager stressed that concept CIP level estimates and bid procurement level estimates are two different things, and that bid procurement estimates will be identified on all projects from this point forward. A project workbook and bid procurement levels are being utilized for this project. The Town Manager detailed revenue and expenditures through August 10, 2011. Proposed expenditures for 2011 are for site work, water line, parking lot, materials and labor for the toilet building, playground, and installation of trees. The proposed expenditures for 2012 include fencing and basketball court resurfacing. A strategy of using non-recurring funds for non-recurring purposes will be employed for the project. Economies gained in the Parks & Recreation budget, and expansions of the town water line are consistent with that strategy. Using that strategy, the total amount to be expended includes \$11,500 from Parks & Recreation, \$7,500 from the Rotary, \$30,000 from Lou Kahn, and in kind donations of \$10,860, for a total expenditure of \$184,237.50. If the use of a reserve for sidewalk work in the Meredith Center Area of approximately \$5,000 is approved, and the use of the parking lot ETF in the amount of \$12,734 is approved, all work with the exception of the basketball court resurfacing can be completed this year. \$3,342 will be encumbered for resurfacing the basketball court in 2012, once the temperatures allow for the work to be completed.

Chair Worsman inquired about the costs of operation and maintenance once the project is complete. The Town Manager explained that the cost of mowing will be about the same and possibly lower, and the costs for providing electricity to the buildings has not been determined at this time. The Greater Meredith Program will provide and install the trees, but once the trees have passed their warranty period, it will become the town's responsibility to maintain them. Chair Worsman asked that the Town Manager provide the exact costs for vendors as the project progresses. The Town Manager's goal is to provide the Board with a comprehensive list of items at the conclusion of the project.

The Chair acknowledged the Board's appreciation of the significant contributions from the community, community business owners, GMP, and Lou Kahn in memory of his wife Barbara Smythe.

The Town Manager thanked Holly Teatreault for spearheading the project on the triangle in Meredith Center. Holly and a group of volunteers completed the project with the exception of placing the plaque over the weekend.

The Town Manager strongly endorsed the use of parking ETF reserves in the amount of \$12,734 and the Meredith Center sidewalk reserve in the amount of \$5,000 so the project can be completed this year. He thanked the project management team, which includes John Edgar, Bill Edney, Vint Choiniere, Mike Faller, Brenda Vittner, and Dan Leonard. The Town Manager asked the Board to authorize the project to proceed as detailed in the budget and to authorize the expenditure of the reserve for improvements in Meredith Center and the parking ETF to fund the project. If approved, a hearing will be held in the future for the acceptance of money and in kind work.

Selectman Lovett moved to accept the Town Manger's budget for the capital improvement project at Child's Park, authorize the withdrawal of \$12,734 from the parking lot ETF, and authorize the expenditure of the reserve for the Meredith Center improvements, otherwise known as sidewalk reserve, of \$5,000. Seconded by Selectman Torr. 5-0. All in favor. Motion passed unanimously.

In closing, the Board thanked the project management team and Town Manager for their efforts in making the project a reality.

The Chair announced that the Board will move into a non-public meeting pursuant to RSA 91-A: 3, II (a), following a short break.

ADJOURNAMENT:

Selectman Brothers moved to adjourn the meeting at 6:35 p.m. Seconded by Selectman Torr. 5-0. All in favor. Motion passed unanimously.

Respectfully submitted,

Phillip L. Warren, Town Manager

Colette Worsman, Chairman

Peter F. Brothers, Vice Chairman

Miller C. Lovett

Nathan J. Torr

Herbert R. Vadney