



Board of Selectmen Agenda

Monday, January 7, 2019

6:00 P.M.

Raymond High School Media Center

Meeting Called to Order:

Pledge of Allegiance:

Moment of Silence: Leanne Ryan-McGaffigan, Robert Young, John Flynn, Daniel Leger

Public Comment:

AGENDA ITEMS:

1. Continued Discussion and Decision Regarding Tax-Deeded Property including on Fremont Road
2. BOS Assignment of Warrant Articles
3. Expenditure/Revenue Reports
4. Water Grant
5. Annual Report
 - Board of Selectmen Report
 - Costs and Content

APPROVAL OF MINUTES:

Board of Selectmen Minutes of December 10, 2018

OTHER BUSINESS/BOARD ANNOUNCEMENTS:

- December 10, 2018 Non-Public Session – on December 10, 2018 the Board voted unanimously to enter into a non-public session under **RSA 91-a:3 II (a) PERSONNEL**. The Board voted in this session to seal the minutes for two years; December 10, 2020. No further business was conducted, the Board came out of non-public session only to adjourn the meeting.
- Next Meeting of the Board of Selectmen will be on January 28, 2019

CITIZEN QUESTION/ANSWER COMMENTS:

TOWN MANAGER'S REPORT:

BOARD OF SELECTMEN'S REPORT:

NON-PUBLIC RSA 91-a:3 II (a) PERSONNEL

NON-PUBLIC RSA 91-a:3 II (d) PROPERTY

ADJOURNMENT:

Posted: January 4, 2018, Old Fire Station, Town Office, Town's website. **Note:** Board of Selectmen Meetings are broadcast live on Channel 22. If you need audio or visual assistance, please contact the Selectmen's Office 72 hours prior to the meeting at 603-895-7007.

2019 Town Warrant Articles ~ Deliberative - February 9, 2019

Warrant Article #	Warrant Title	Assignment
Article 1	Elected Officials	
Article 2	Zoning Amendment	
Article 3	Zoning Amendment	
Article 4	Zoning Amendment	
Article 5	Zoning Amendment	
Article 6	Zoning Amendment	
Article 7	Operating Budget/Default Budget	
Article 8	Collective Bargaining Agreement	
Article 9	Collective Bargaining Agreement	
Article 10	Establish Contingency Fund	
Article 11	Solid Waste/Pay As You Throw Subsidy	
Article 12	Fund 18	
Article 13	Establish Tax Deeded Properties Capital Reserve Fund	
Article 14	Elderly Exemption	
Article 15	Capital Improvements	
Article 16	Capital Reserve Funds (Water Revenues)	
Article 17	Purchase of One Public Works Vehicle	
Article 18	Purchase of One PW Heavy Equip. Vehicle	
Article 19	Road Reconstruction Projects	
Article 20	Shim and Overlay Special Revenue Fund	
Article 21	Vacation and Sick Non-Union Expendable Trust Fund	
Article 22	Vacation and Sick Union Expendable Trust Fund	

Warrant Article #	Warrant Title	Assignment
Article 23	Mosquito Control	
Article 24	Scholarship Fund	
Article 25	4 th of July 2019 Community Event	
Article 26	Full-Time Firefighter	
Article 27	Social Service Agency - HAVEN	
Article 28	Social Service Agency – American Red Cross	
Article 29	Social Service Agency Area Homecare & Family Services	
Article 30	Social Service Agency- CASA	
Article 31	Social Service Agency – Child Advocacy Ctr.	
Article 32	Child and Family Services (Waypoint)	
Article 33	Social Service Agency – Lamprey Health Care	
Article 34	Social Service Agency – Retired Senior Volunteer Program	
Article 35	Social Service Agency – Richie McFarland Children’s Center	
Article 36	Social Service Agency – Southern New Hampshire/Rockingham Comm Action	
Article 37	Social Service Agency – Children’s Chamber Fund	
Article 38	Social Service Agency – Rockingham Meals on Wheels	
Article 39	Social Service Agency – Seacoast Mental Health	
Article 40	Conversion of Street Lights to LED	
Article 41	Citizen Petition	
Article 42	Citizen Petition	

General Fund

12/28/2018

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Department	Budget	Encumbered/ Adjustments	Expended	Encumbrance Balance	% Expended	% Over/Under	\$ Over/Under
4915- Capital Reserves	355,500		355,500		100.00%	0.00%	-
8001 - Town Clerk/Tax Collector	188,903	4,200	187,981	3,949	99.39%	-1.32%	(2,541)
8002 - Town Office	496,364	83,372	555,923	7,150	97.13%	0.95%	5,514
8003 - Elections & Registrations	27,915		18,317		65.62%	34.38%	9,598
8004 - Cemetery	39,644	1,076	24,254	1,076	62.21%	37.79%	15,390
8005 - General Government Buildings	258,514	103,581	315,484	13,460	90.84%	7.23%	26,188
8006 - Assessing	82,705		81,436	107	98.60%	-0.52%	(429)
8007 - Planning	146,198		146,810	17	100.43%	-2.35%	(3,440)
8008 - Legal	44,151	11,000	68,830	3,000	130.24%	-32.17%	(17,740)
8009 - Regional Association	18,000		18,792		104.40%	-4.40%	(792)
8010 - Ethics Committee	300		2		0.68%	99.32%	298
8014 - Budget Committee	200		182		90.91%	9.10%	18
8015 - Police	1,797,416	(21,960)	1,821,646	16,255	103.52%	-5.44%	(96,589)
8016 - Fire	451,664	4,121	386,054	453	84.80%	13.28%	60,513
8017 - Emergency Management	6,325		1,746		27.60%	70.48%	4,458
8018 - Building Inspector	73,531		73,525		99.99%	-1.92%	(6)
8019 - Dispatch	446,101		410,029		91.91%	6.16%	27,493
8021 - Hydrant Maintenance	156,442		153,676		98.23%	-0.15%	(242)
8024 - Highway	696,637	44,875	673,006	7,891	91.83%	6.25%	46,355
8025 - Street Lighting	24,500		23,185		94.63%	3.45%	844
8026 - DPW Administration	164,063	3,750	141,332	3,750	86.45%	11.62%	19,504
8027 - Highway - Fleet	148,604	4,960	126,235	24,633	98.24%	-0.17%	(257)
8031 - Solid Waste	337,525		240,069		71.13%	26.95%	90,965
8038 - Ambulance	39,300		39,298		99.99%	0.01%	2
8040 - Economic Development	1,000		576		57.59%	40.49%	405
8044 - Welfare	55,891		70,005		125.25%	-27.18%	(15,189)
8049 - Library	238,281		218,077		91.52%	6.56%	15,622
8050 - Recreation	289,795		276,748		95.50%	2.58%	7,474
8051 - Patriotic Purposes	6,261		632		10.10%	89.90%	5,629
8052 - Conservation Commission	1,250		927		74.15%	23.92%	299
8053 - Town Fair	5,334		4,068		76.26%	23.74%	1,266
8058 - Park Maintenance	171,397	7,928	138,652	3,138	79.07%	19.01%	34,087
8080 - Insurance	1,191,506	(6,100)	1,097,592		92.59%	7.41%	87,814
9100 - Warrant Articles	752,064		650,413	63,554	94.93%	5.07%	38,097
Total General Fund	8,713,281		8,321,004	148,432			359,205

Water Fund

02 - 8076 - Water SRF	847,438	34,045	555,397	29,210	66.32%	31.76%	279,925
							33.03%

Updated 1/2/2019

	2013	2014	2015	2016	2017	2018 YTD
<u>Taxes</u>						
Land Use Tax		9,585	18,745	19,348	8,292	29,250
Yield Tax	10,380	10,002	10,002	10,002	10,002	8,245
Payment in Lieu of Taxes	10,002	1,800	2,617	1,111	2,904	10,002
Excavation tax	2,318	8,120	9,082	6,000	-	4,314
Other Taxes	7,118	258,535	182,806	175,556	178,094	187,202
Interest & Penalties on delinquent taxes	254,496					
<u>Licenses, Permits & Fees</u>						
Business Licenses & Permits	2,040	1,890	1,680	1,425	2,730	3,645
Motor Vehicle Permits	1,611,321	1,741,276	1,856,893	1,973,851	2,014,452	2,169,310
Building Permits	26,967	28,177	27,060	68,293	73,171	124,134
Other Licenses, Permits & Fees	11,422	22,748	24,794	21,496	19,844	21,044
<u>State Revenue</u>						
Meals & Rooms Tax Distribution	454,340	492,233	491,902	530,384	530,009	528,081
<u>Other Revenue</u>						
Income from Departments	123,597	254,373	139,208	107,795	122,045	372,976
Interest on Investments	611	3,556	11,653	30,340	76,852	138,255
Other Miscellaneous	93,494	-	15,537	34,865	16,867	(40,153)
Water charges for services	732,783	1,205,040	923,400	924,936	908,265	707,521
	\$ 3,340,889	\$ 4,037,335	\$ 3,715,379	\$ 3,905,402	\$ 3,963,527	\$ 4,263,826
<u>Property Taxes</u>						
Property Taxes	19,705,997	20,124,654	21,022,501	21,574,258	22,094,843	24,314,283
Abatements of Taxes	-5,122	-667	-29	-66	-29,013	-6,918
Property Taxes for County	-1,725,999	0	-874,654	-909,840	-933,267	-962,713
Property Taxes for Schools	-11,483,812	0	-12,679,251	-13,196,655	-13,644,144	-15,412,433
Taxes due to statewide property tax	-1,977,746	0	-1,947,468	-1,957,535	-2,017,664	-2,032,764
Unpaid Tax Abatements & Unreliable	-78,527	0	0	0	0	0
	\$ 4,434,792	\$ 20,123,987	\$ 5,521,099	\$ 5,510,162	\$ 5,470,756	\$ 5,899,455

Town of Raymond
Board of Selectmen Draft Minutes
Monday, December 10, 2018
6:00 PM
Raymond High School Media Center

Meeting Called to Order at High School by: Chair, Selectman Barnes; 6:00 p.m.

Board of Selectmen in Attendance:

Jack Barnes
Scott Campbell
George Plante
Wayne Welch

Town of Raymond Staff:

Joseph Hsley – Town Manager
Ernie Creveling, Community Development Director

Board of Selectmen Excused: Selectman Bemis

Pledge of Allegiance: The Pledge of Allegiance was recited.

Moment of Silence: n/a

Decision on Tax Deeded Properties for Sealed Bid:

Mr. Creveling brought information forward for the Board to review on December 3, 2018. The Board has had time to review the materials, and the recommendations from the Conservation Commission. One of the items that Mr. Creveling researched was the Hollywood Avenue parcel; the largest of those lots was part of the Cassier Forest Property conveyance; that does not mean that it is part of the Cassier Forest conservation easement, but it does mean that it cannot be sold as a tax deeded property. If it was considered to be sold, it would have to be done through the RSA 41:14A process (two public hearings and the proper number of signatures to be put forth on the ballot). He recommended taking this property off the table, however the other three lots that would be available and the conservation commissions recommendations were to hold on to those parcels. Selectman Campbell made the recommendation to move forward with the Hollywood Ave parcel (three total/Hollywood) as presented, seconded by Selectman Plante, MOTION CARRIED 4-0-0. For clarity, the sealed bid approved properties will be 7 Hollywood Ave., 11 Mary Ave., Scotland Drive, * (see below) Fremont Rd., and 1 Bertha Ave.

Public Comment:

Mr. Garnham came forward as a member of the Conservation Commission regarding the Fremont Road property be kept by the town as a recreation area use Mr. Creveling mentioned that there are monitoring wells on this parcel for the transfer station. Mr. Garnham stated that the conservation commission members visited this parcel and see great potential; it has trails and a small pond that could be used as a skating pond. It has right of way access from Route 107. He stated that there is a development on the opposite side that would utilize it for recreation purposes. **Based on a motion by Selectman Barnes, the Board agreed to table the Fremont Road parcel to the next Board meeting until they have a chance to visit the parcel, seconded by Selectman Plante, MOTION CARRIED 4-0-0.*

Recommendation to State of New Hampshire for Health Officer:

Mr. Creveling stated that since our former building inspector had departed, the town does not currently have a health officer. By law, a resident of the town must be appointed. Mr. Creveling is asking the Board if they would approve Mr. Jonathan Wood to be our interim Health Officer until the Building Inspector/Health officer position, currently being advertised, is filled. Mr. Wood has volunteered to fill the position again as he has done in the past. There would be no cost to the town except if he had to represent in court proceedings, then his fee would be \$50.00/hr., but the likelihood of that happening is slim. We handle these issues internally. Selectman Welch made a

52 motion to accept Jonathan Wood as the interim Health Officer recommended by Ernie, seconded by Selectman
53 Plante, MOTION CARRIED 4-0-0.

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55 **Approval of Minutes:**

56 A motion was made by Selectman Plante to accept the minutes of November 19, 2018 as submitted and written,
57 Selectman Welch, MOTION CARRIED 4-0-0. A motion was made by Selectman Barnes to amend the December
58 3, 2018, added President George W. Bush in the moment of silence section. Duly noted and agreed. Seconded by
59 Selectman Campbell, MOTION CARRIED 4-0-0.

60
61 **Other Business:**

62 Selectman Barnes made a statement regarding the non-public session conducted on Monday, December 3 under
63 RSA 91-A:3, II (c) Reputation. The Board voted to seal the minutes for two years, December 3, 2020. No further
64 business was conducted, and the Board came out of nonpublic only to adjourn. Next Meeting for the Board of
65 Selectman is January 7, 2019 at 6:00 p.m.

66
67 **Citizen's Questions/Comments:**

68 None.

69
70 **Board Correspondence Sent/Received:**

71 Ms. Matthews sent in some correspondence. She was invited to the Town Manager's office to discuss and that did
72 not happen. She was not present at the meeting, so the correspondence was read and noted, but not read publicly.
73 There were three letters of merit for three police officers, Lt. Shevlin, Sergeant Pomcroy, and Officer Sarah Drake.

74
75 **Town Manager Report:**

76 Mr. Ilsley reported that he had the final revenue projections; the non-property tax revenue is anticipated at 2.4%
77 increase over last year to around 4M dollars. Property taxes are expected at 4% around 96% collected. The final
78 unexpended fund projections for the 2018 budget looks like we will have \$631,791 through the end of the year this
79 was accomplished through our spending protocols. As stated, we said we would come back with recommendations
80 on how to mitigate long-term tax liability. The recommendation is that out of the \$631,791 we use \$311,750 to
81 cover the cost of the warrant articles for the purchase of the one truck in DPW and the one truck heavy equipment
82 vehicles. By moving these costs to cover these costs, we will take a \$0.033 tax rate impact and cut it to nothing. No
83 tax impacts. These changes will be presented to the budget committee after the Board of Selectmen vote to accept
84 this evening. **Mr. Ilsley read the warrant article – purchase of 1 truck in DPW. Selectman Barnes made a
85 motion to accept the amended language to this warrant article, seconded by Selectman Welch, MOTION
86 CARRIED 4-0-0. Mr. Ilsley read the next WA for the purchase of 1 truck heavy equipment vehicle.
87 Selectman Barnes made a motion to accept the amended language to this warrant article as stated; seconded
88 by Selectman Welch, MOTION CARRIED 4-0-0.**

89 **Mr. Ilsley introduced an added warrant article pertaining to conversion of street lights to Light Emitting
90 Diodes (LED). He read the warrant article as it will be stated on the ballot. Again, these funds will come
91 from the unassigned fund balance (\$631,791) utilize (\$53,000). This will be a savings to approximately 40-
92 60% in utility bills. No tax impact to the taxpayer. The town will keep looking for more possible incentives
93 regarding utilities and will continue to reduce these lines in the 2020 budget. Selectman Plante made a
94 motion to accept the LED warrant article to place on the ballot as written and stated, seconded by Selectman
95 Campbell, MOTION CARRIED 4-0-0.**

96
97 Mr. Ilsley presented to the Board a proposal to allow the Town Offices to closed on December 20, 2018 from 12
98 noon until 1:30 in order for all employees to attend the holiday luncheon at Torrent Hall. Board members are all
99 welcome as well. He also asked if he could have the authority to close the tax office on December 24th (Christmas
100 Eve) at 12 noon and also on December 31, 2018 (New Year's Eve) at noon. There were no objections, MOTION
101 CARRIED.

102
103 Mr. Ilsley gave an update on the plowing contract. He met with the contractor and went through the discussion
104 points that he brought forward to the town. The contract does not need to be adjusted; one of the questions was

105 about the blades, no requirement to make any changes. The other piece was the amount of workman's comp.;
106 because he is the owner/user he is not required to have workman's comp. The clause was set into the contract to
107 cover the town liabilities and because he is the owner, there is no liability to the town. He asked the Board to accept
108 that piece of the contract. The Board agreed. He also commented on the Wreaths across America ceremony on the
109 common. He thanked everyone for their participation.
110

111 **Board of Selectmen Report:**

112 Selectman Campbell, no comments, Selectman Welch, attended the Budget Committee meeting, the Hearing is
113 tomorrow night for the School and Town; Selectman Plante commented that the Legion held a vigil for Pearl
114 Harbor day, December 7th thanked the Raymond Police Department. He thanked the participants for the Festival of
115 Trees; also attended the Tree Lighting on the Common. Police collected toys for tots and thanked everyone that
116 came and donated. On December 22 is the Annual Legion Christmas Party at 8:00AM and it is open to the public;
117 all are welcome to come down. Selectman Barnes commented on the Union negotiations are underway.
118

119 **Non-Public Session RSA 91-A:3, II (a) Personnel:**

120 Selectman Barnes made a motion to enter into nonpublic under RSA 91-A:3, II (a) Personnel, seconded by
121 Selectman Plante. The Board was polled, Campbell, Y; Bemis, Y; Welch, Y; Plante, Y; Barnes, Y. We will not be
122 conducting any other business.
123

124 Adjournment: 6:43 p.m.
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126
127

128 Minutes Recorded By:

129

130 Deborah Intonti, Executive Assistant to the
131 Board of Selectmen and Town Manager
132
133

These minutes are in draft form and therefore
a subject to change.