



Memorandum

To: Board of Selectmen
CC: Stephanie Fogg
From: Paul Branscombe
Date: February 5, 2016
Re: Town Administrator`s Report

The month of January was very hectic in the Selectmen`s office in general, mostly in regards to Budget preparation. There were several staff members working on various aspects of the 2016 Proposed Budget and Deliberative Session in general; attending Budget Committee meetings and preparing multiple documents and figures related to the proposed budget, anticipated revenues and warrant articles on a daily basis.

There were some significant items to report for the month; we experienced an audit by the New Hampshire Retirement System (NHRS); the Selectmen adopted a Fund Balance Policy; the Joint Loss Management Committee (JLMC) conducted a review of procedures at the Transfer Station; the Selectman interviewed candidates for the Finance Officer position and considered alternative proposals for Health Insurance coverage and the Town Administrator brought forward a suggestion for energy efficiency rebate programs offered by New Hampshire Electric Coop (NHEC).

The on-site audit by NHRS took only a morning to review certain selected files however the follow-up questions stemming from the review took a considerable amount of time out of the daily responsibilities of the Financial Officer.

For the first time the Selectmen adopted a Fund Balance Policy at their meeting on January 11th. The Board will maintain 10% to 15% of regular general fund operating expenditures as an unassigned fund balance following the established guidelines by the NH Government Finance Officers Association.

The JLMC toured the Town`s Recycling Facility and made some recommendations to the Selectmen on a number of Housekeeping items.

Our Finance Officer, Marie Mora will be leaving the Town`s employment on March 18th and the Selectmen have been interviewing potential candidates. Hopefully a replacement will be found before Marie`s departure.

The Selectmen have been looking at alternative Health Insurance arrangements to save on employee benefit costs and the Town Administrator has brought forward a new entity for the Board to consider. A meeting with representatives will take place very shortly.

The Selectmen have approved the Town Administrator's request to have representatives from NHEC conduct a review of Town buildings to see if there are opportunities for any consideration being given to rebate programs being offered for energy efficiencies in some of our Municipal Buildings.

Our newly appointed Welfare Director, Suzi McCormack obtained the Selectmen's approval to reduce the threshold for the allowance of monthly car payments from \$400 to \$200 to bring this general assistance allowance in line with County allowances.

The assessing department reviewed & updated the Town Owned Property Inventory for review in preparation of any possible town auction warrant article for the 2016 ballot. There were only two properties that would qualify but it was decided not to put either forth in a warrant article at this time. Our 911 Coordinator has submitted a lengthy list of addresses that do not currently have buildings onsite after their annual field review. After reviewing the list & making any changes with notices to owners with incorrect numbering that were included and after conferring Building/ Zoning and the Assessor, we have expressed a desire to keep any house numbers we already have. 911 sites having numbering at vacant lots as a safety issue & will be removing these numbers from their maps. We are now determining the best procedure to ensure these properties do not miss 911 updating should they be developed. The Assessor continues his research and preparations for assessing the extensive list of new builds, property alterations and boundary line adjustments etc. that have been processed through the Town since April 1, 2015. This is in order to update assessments for the 2016 tax billing cycle. He has begun field research, this process will continue through the next several months. We are looking forward to completing a data merge between the Avitar assessing software and the Munismart Selectmen's Office software that various employees have been trying to resolve for the past few years. Our Assessing Administrator has been assisting with preparations and scheduling for the upcoming Federal Primary and Town elections along with working on Revaluation figures for the Capital Improvements Program and will be processing Veteran's credits, Disability & Elderly Exemptions and abatement requests over the next month.

Fire Chief Hempel reported that Department activity for the month of January included 38 calls for service. Last year during the same period the Fire Department saw 46 calls. The 2015 increase was attributed to storm related responses. Calls included several motor vehicle accidents resulting from the weather. Units responded to cover Tilton to provide coverage during several multiple alarm fires. 9A1 was involved in a minor accident during response to an MVA in hazardous conditions. While taking evasive action to avoid vehicles stacked up on Gardner's Corner, 9A1 spun around and ended up on the shoulder on the opposite side of the road. Both occupants of A1 were uninjured. A1 received some minor cosmetic damage that will be repaired. The EMPG grant project is underway. The delivery and placement of the generator has occurred and the Chief is awaiting final installation at the Iron Works station.

Training during the month included a classroom discussion of Strategies and Tactics as they apply to first arriving units and Medical training. Enhanced Management Services have taken over the ambulance billing for our community. The expectation with the addition of this agency is a greater yield on our Fire Department revenues. Their management tools for collection now enable our customers to make online payments. Repairs for the month of January included, rear brakes for Car 1, Alignment and 4 Wheel drive sensor repair for A1, as well as solenoid replacement for air ride in A1. An air pack was sent out for repairs. Final budget preparations were completed and presented to Budget committee. Chief Hempel attended NH Association of Fire Chiefs meeting at the Fire Academy. The meeting revolved around pending legislation regarding substance abuse and NFPA Codes. A presentation was made by Senator Kelly Ayotte. Applications are now being accepted for the three freshman student positions that will be available this year.

Chief Currier reported that the Gilmanton Police Department answered the following calls for January 2016. 199 Calls for Service; 72 Motor Vehicle Stops; 9 Motor Vehicle Collisions; 7 Incident Investigations and 7 Arrests.

The Road Agent reported that the first part of the month saw a great deal of activity with snow and ice removal however warmer weather towards the end of the month allowed for the accumulation of salt and sand for future use.

The Planning Department held four public hearings:

- One for a Subdivision continuation
- A Conditional Use Permit for a new business
- A Zoning Ordinance change to the Floodplain Ordinance
- A Petition warrant article for Bio-solids

The Planning Administrator also worked on the assimilation of data for the Capital Improvement Program and processed paperwork for the Conservation Commission.

Respectfully Submitted.

February 5, 2016

February 5, 2016