

Monday, May 23, 2022



Board of Selectmen Minutes

In attendance: Steve Smith (Chair), Dianne Craig (Selectman), Derek Tremblay (Selectman), Alicea Bursey, Bea Jillette & Judy Martz

Meeting called to order by Steve Smith at 6:30PM

Pledge of Allegiance was recited.

Consent Agenda:

- Dianne motioned to accept consent agenda, Derek seconded. Motion passed all in favor.

Review Minutes:

- Derek motioned to table minutes, Dianne seconded. Motion passed all in favor.

Appointments:

Bea Jillette

- Bea had asked to attend, but was not here for appointment. Dianne believed Bea wanted to request the Historical Society have a key to the grange. Dianne motioned to have a key made for the Goshen Historical Society. Steve seconded. Motion passed all in favor.

Judy Martz & Alicea Bursey - Zoning Board

- Judy and Alicea spoke about the Zoning Board looking for a new project. They would create a committee together to look into better practices at the Transfer Station. They were interested in looking around at other towns to see what they do and start a fact finding mission regarding Transfer Stations.
- Alicea asked how the Selectmen would want to proceed. Steve said he feels the ZBA committee would come to the BOS whenever they have things they would like to update on.
- Dianne said Michelle Roy might be a good resource for the ZBA Committee.

- Steve said that it was apparent this year that residents want to keep the Transfer Station. The Board of Selectmen all support the ZBA's intent.

Alicea Bursey - Planning Board

- Alicea yield to Derek on Planning Board update, including the Planning Board holding off on buying a new computer, Alan Greenhalgh - merger / lot line adjustment application, and Hersey Pit letter update. Alicea added additional updates

Public Comments:

- None given

Communications:

- Administrative Assistant - Cindy is not in attendance
- Board of Selectmen - Steve had a resident reach out to see if the Cemetery will be mowed before Memorial Day & status of flags for Memorial Day. Steve reached out to Chris Moen who said they will be mowed, and Alicia Baker said her husband and she will be putting up the flags this week.

Old Business

FEMA Update:

- Dianne said there was no meeting, but there will be one tomorrow (May 24)

Painting Of Town Buildings Update:

- Dianne said she knows there is rot on the side of the building that needs to be replace. The painting crew is working on both the Library and Town Hall. Derek said the project is moving forward. Steve said he is impressed at the job they are doing so far. Dianne said they will not be putting the plastic shutters back on, as some are broken. We would need to buy new ones, instead of putting non matching shutters back on.
- Steve's aunt asked if the flower boxes back up. Dianne said she thinks they will be.
- The paint crew said once this is done, the buildings should be repainted every 7-10 years, and that will save the town money over time.

Highway Dept - One Ton Update:

- Steve said Kevin says the 1 Ton is out of commission for at least the end of June, it needs to be rebuilt. It's a 2008 with 106,000 miles on it. Kevin is using his personal truck right now to lug stuff. Dianne asked if this is an insurance issue and if Kevin is charging the town to use his personal vehicle.
- The BOS discussed the possibility of buying a new 1 Ton, there is money in the Capitol Reserve Fund.

Bea Jillette

- Bea Jillette came in a little late, but we got her right on. Bea officially asked for a key to the Grange's back door for the Historical Society. Steve told her we had already voted to have one made for her.
- She also asked about putting the Historical Society on the town website. Steve said if they had a website, we could put a link on the town site easy. Bea said they do not have a website, just Facebook page. Steve said, on his own and not as his role as Selectman, he would build them a webpage for free. He will reach out to Bea to work on this privately.
- We discussed where the Historical Society keeps their stuff in the Grange and Town Hall

SAU 102 Lease:

- Gail Paludi requested a possible joint BOS and School Board meeting on June 20th
- The Board discussed having a joint meeting with the School Board. Alicea explained how joint meetings worked. Based on Alicea's explanation,
- Derek is favor of having the School Board attend a BOS meeting, since it is Town property and the BOS is in charge of the building. He requests that we have simple language and not a complicated lease. Dianne agrees the agreement needs to be simple, just expenses like heat, electricity, that are shared. The SAU will handle their own phone cost. The Board discussed charging the SAU \$1 rent and bill the SAU each month for their share of the expenses.
- Steve says it is important for both the Town and School to be able to justify how much this costs both governmental agencies. Derek said the accuracies is critical,

this needs to be a shared cost. Dianne thinks it would be hard to track exactly how much utilities each actually uses. Derek would like to go into the joint meeting being open to learning what the School Board thinks.

- Steve suggested we do a one year lease, and reassess what to do in the future after we get one year in the books.
- We discussed if the Town needs insurance. We need to reach out to our town lawyer to see if we need one.
- Steve will contact Gail requesting the School Board to attend on June 27th. Derek said if we do not do a lease, it would be a memo of understanding.

Grange Update:

- Dianne explained the painting project inside, furniture has been donated for the Police Dept and is coming soon. She believes move in should be set for July 1.

Joe Description for Administrative Assistant & Road Agent

- The BOS discussed descriptions for both positions and came up with a workable job description. Descriptions are attached.
- Steve will get the descriptions to Cindy to post both jobs.

New Business:

GOFFER Grant

- Steve talked about the qualifications to get this grant. The Town does not appear to have any qualifying purchases.

GOFFER Reporting

- Cindy is working with Sandy on filling out paperwork for the Feds

Culvert funding

- Kevin is working on a list of culverts that need to be replaced, that could be in flooded areas. This is a free replacement system with the State. Applications are due the beginning of July.

Road Complaint on Rand Pond

- The executor of estate of a property on Rand Pond Road had texted Dianne and Steve complaining about leafs on the property after the Highway Dept graded the road.
- Steve went out two days and raked the lawn for the executor of estate and met with the executor on Sunday and Kevin on Monday. Kevin will clean up the leaves after he is done grading.
- Steve said this person did not want to talk with the Road Agent.

Mt Sunapee Advisory

- Derek forwarded an email from them as an FYI regarding their 5 year master plan.
- Alicea requested the email be forwarded to the Planning Board.

Adjournment:

Derek motioned to adjourn, Dianne seconded. Motion passed, all in favor.

Meeting adjourned at 8:57 PM

Respectively submitted by Steven Smith

JOB TITLE: ADMINISTRATIVE ASSISTANT TO THE SELECT BOARD

EMPLOYMENT STATUS: Full-Time, 30 - 35 hours a week

PAY RANGE: \$18-\$21 per hour

SCHEDULE: Monday - Thursday

WORK LOCATION: Goshen Town Hall

JOB SUMMARY:

- Serves the Select Board and other office staff as necessary, performing a wide range of complex administrative support duties, assisting in coordinating the administrative functions of the Town Office, interpreting, communicating and insuring implementation of the Select Board's directives.

SUPERVISION RECEIVED:

- This position receives general supervision and policy direction from the Board of Selectmen

ESSENTIAL DUTIES

- Performs all administrative duties for the Select Board including preparing meeting agendas, Board members meeting packets and attending Board meetings
- Serves as a liaison for all Department Heads and municipal boards
- Assists other Boards and Department Heads, as needed
- Maintains the Select Board Office filing systems
- Oversees the Select Board Office correspondence, as advised by the Board
- Organizes and records the Select Board public and non-public minutes
- Manages key control for the public and staff
- Manages the Town Calendar and the Staff and Selectmen Calendar
- Maintains the Policy Binder and assists with drafting or editing Town policies, as needed

- In charge of compiling and overseeing the production of the annual Town Report
- Office contact for updates of regulatory reports, ie: CIP, Hazard Mitigation Plan
- Acts as the administrator of the Town Website and Facebook page
- Responsible for creating Town applications and forms, as needed
- Oversees the accuracy of the Tax Maps (paper and digital) by working with the mapping provider to review for errors and to provide changes and updates
- Responsible for recording Current Use Applications with the Sullivan County Registry of Deeds
- Manages the processing and tracking of exemptions, credits, abatements, and refunds
- Assists the Selectmen and the Tax Collector with the Tax Deeding process
- Creates and tracks property tax payment plans, as needed with Town Clerk's office
- Responsible for the preparation of the semi-annual Tax Warrants
- Oversees all timber and excavation intents and billings
- Manages and tracks all Board appointments
- Maintains accurate Current Use land records and monitors for changes
- Manages the Town's Property and Liability Insurance
- Maintains the Town's Risk Management Program
- Creates and/or posts Requests for Proposals / Quotes
- Backs up data on the server daily and maintains the backup offsite
- Coordinates building maintenance and repairs with applicable contractors, as advised by the Board
- Maintains and orders office supplies for the Town Office and other departments, as needed
- Negotiates office contracts with applicable businesses or contractors for such items as copiers/printers, office cleaning, office supplies, as advised by the Board
- Serves as legal contact as directed by the Board

- Answers the phone and provides information or directs call to proper person, provides messages if person is unavailable
- Accepts applications and payments for fees; remits payments to the Treasurer along with a log of those payments, and applications to proper department
- Maintains the supply of various applications/forms used in Town activities
- Opening / closing duties of Town Office during scheduled business hours
- Retrieves mail from the Post Office and takes mail at end of day
- Assists Assessor with information for reassessment for properties; provides assessing information, directions and sales information to appraisers, realtors, banks and taxpayers upon request. Change sales of properties to new owners in the accessing software.
- Processes accounts payable, prepare checks for Selectmen's approval. Processes accounts receivable billings; receives funds not paid to Tax Collector and Town Clerk; invoices fines and payments in lieu of taxes and other bills; prepares deposit and report to Treasurer.
- And other essential duties as assigned by the Board of Selectmen

PREFERRED QUALIFICATIONS:

- High school diploma or equivalent with documented training in computer, secretarial and clerical skills
- Strong organizational and general office skills, with attention to detail
- Ability to work independently but in coordination with other personnel
- Knowledge of office computer systems, QuickBooks, Microsoft Office, Google Workspace, and information systems applications
- Strong communication skills, both written and verbal
- Strong customer service skills for interaction with the public
- Thorough knowledge of local government in New Hampshire

JOB TITLE: ROAD AGENT

EMPLOYMENT STATUS: Full-Time Appointed (RSA 231:64)

PAY RANGE: \$21 - \$23 per hour

SCHEDULE: 40 hours per week

JOB SUMMARY:

- This position is responsible for the supervision and management of the highway department. (RSA 231:62 and 63)

SUPERVISION RECEIVED:

- This position receives general supervision and policy direction from the Board of Selectmen (RSA 231:62 and 65), exercises a considerable degree of independent judgment and is evaluated by the Board of Selectmen based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED:

- This position provides direct supervision to employees in the highway department.

ESSENTIAL DUTIES (based on RSA 231:62):

- Establishes department goals, objectives, policies, regulations and procedures based upon the needs of the town and the department, in consultation with the Board of Selectmen. Supervises and directs department personnel and outside contractors, either directly or through subordinate supervisors.
- Coordinates and supervises the construction, reconstruction and maintenance of town streets, highways, bridges, sidewalks, storm sewers, culverts, drainage systems and pavements markings, consistent with funding allocated in the approved budget.
- Reviews and evaluates department operations and effectiveness and takes necessary steps to improve operations.

- Prepares and administers the department budget, maintains records and documentation of projects and expenditures and analyzes operational costs.
- Makes recommendations for equipment, facilities, budgets, training, inspections, licenses, permits and other activities requiring emergency preparedness related to the activities of the department.
- Oversees the department's training program, ensuring that all training activities are consistent with department goals and objectives.
- Maintains facilities and equipment at a level consistent with funding allocated in the approved budget.
- Researches, drafts and implements bid specifications for vehicles and equipment, building repairs, salt/sand, road paving, line striping and hydrocarbons (gas, diesel, home heating oil, propane).
- Manages the EPA mandated Storm-Water Program including report writing, project planning and force accounts/contracted work.
- Hires, disciplines and resolves conflicts with employees.
- Resolves routine and major customer service complaints.
- Assists the Administrative Assistant with FEMA reimbursement.
- Assists the general public in understanding department procedures, regulations and services.
- Exercises considerable judgment, initiative and resourcefulness in reviewing the work performed by department employees and private contractors, organizing work to be performed under varying conditions, devising new methods, modifying procedures to meet new conditions and making major decisions without supervision.
- Operate trucks and heavy equipment and perform routine mechanical repairs.
- Coordinates emergency response to ice and snow storms, flooding conditions, wind storm damage and other emergency conditions affecting the safe and expeditious flow of traffic on town roads and streets.
- Compiles periodic reports for the Selectmen concerning the operations of the department.

- Writes grant applications for department projects and administers approved grants on behalf of the town.
- Gives the Selectmen weekly expenditure statements and receives money from the treasurer only on the order of the Selectmen (RSA 231:66).
- Works harmoniously with elected and appointed officials, employees, the public, public agencies and private organizations.
- Responsible for Department email for communication and bid solicitation.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of modern public works administration and methods, including year-round highway maintenance.
- Knowledge of town policies and procedures, ordinances and state and federal statutes.
- Knowledge of construction and engineering principles, concepts and methods.
- Knowledge of public works construction, materials and equipment.
- Knowledge of town geography, streets and zoned areas.
- Knowledge of the standards by which the quality of public works service is evaluated.
- Knowledge of light and heavy equipment application and operation, building and grounds maintenance and repair procedures.
- Knowledge of budget preparation and fiscal management.
- Knowledge of management and personnel administration.
- Skill in managing multiple and concurrent projects.
- Skill in management, leadership and supervision.
- Skill in planning, organizing, analyzing, decision making and problem solving.
- Skill in reading and understanding plans, maps, charts and surveys.
- Skill in the use of office equipment, such as computer and calculator, relevant software such as word processing, data base programs, spreadsheets and G.I.S. programs.
- Skill in oral and written communication.