



Monday, March 27, 2023

Board of Selectmen Minutes

In attendance: Dianne Craig (Selectmen), Derek Tremblay (Selectmen), Alicea Bursey (Selectmen), Shae Simino, Melissa Salinardi

CALL TO ORDER

The Board called the meeting to order at 6:32pm.

PLEDGE OF ALLEGIANCE

ELECTION OF CHAIR/VICE-CHAIR

Derek Tremblay mentioned that he wouldn't mind stepping into the Chair position if needed. Alicea Bursey mentioned that she did not want to be considered as this would be her first year as a selectman and she would like to spend time learning the position. Dianne Craig mentioned that she was fine with taking the position if the other members agreed.

Alicea Bursey motioned to approve Dianne Craig as Chair of the Board of Selectmen. Derek Tremblay seconded the motion. All were in favor-yes; motion carried (3-0).

The Board discussed electing a vice-chair for when the chair was not available. All members agreed that it was a good practice.

Alicea Bursey motioned to approve Derek Tremblay as Vice-Chair of the Board of Selectmen. Dianne Craig seconded the motion. All were in favor-yes; motion carried (3-0).

HOUSEKEEPING ITEMS:

- **Introduction to New Member:** Dianne Craig welcomed new member Alicea Bursey. Derek Tremblay and Dianne explained different Board procedures including weekly reoccurring tasks, meeting preparation and general handling of email correspondence.
- **Appointment of Officers:** The Board signed the appointment of officer paperwork for all elected members voted in during the Town election on March 14, 2023.

Derek Tremblay asked if the Board wanted to reelect Board of Selectmen representatives to the Budget Committee and Planning Board.

Derek Tremblay motioned to approve Dianne Craig as the Selectmen representative to the Budget Committee. Alicea Bursey seconded the motion. All were in favor-yes; motion carried (3-0).

Alicea Bursey motioned to approve Derek Tremblay as the Selectmen representative to the Planning Board. Dianne Craig seconded the motion. Discussion was had. Alicea offered to

remain as an alternate representative to the Planning Board if Derek was unable to attend a meeting. The Board agreed and Alicea amended her motion.

Alicea Bursey motioned to approve Derek Tremblay as the Selectmen representative to the Planning Board with Alicea Bursey as an alternate as needed. Dianne Craig seconded the motion. All were in favor-yes; motion carried (3-0).

The Board discussed the possibility of having a Selectmen representative on the School Board. However, no action was made as the Board would like to look into the RSAs and consider this item further.

Derek Tremblay suggested appointing a selectmen as a public relations representative to monitor the Facebook page and Town website.

Dianne Craig motioned to approve Alicea Bursey to review, post, and edit (as needed), the Town website and Town Facebook page. Derek Tremblay seconded the motion. All were in favor-yes; motion carried (3-0).

Alicea Bursey mentioned that she would be happy to monitor these platforms as long as posts that were made by the Board could be reviewed by everyone before being posted. The Board agreed that all public notices would be brought before the Board prior to being posted.

Alicea also mentioned that she spoke with Brandon Stocker, the Emergency Management coordinator, and he had suggested a position for a Selectmen representative as the Emergency Management deputy. She added that she is interested in the position. Dianne Craig was unsure if the Board had the ability to appoint someone to this position. The Board will speak with Mr. Stocker and gather more information before finalizing their decision.

Dianne Craig moved to have the Road Agent share his report before further discussion was had.

APPOINTMENTS

Shae Simino (Road Agent)

- **Highway Maintaince:** Shae remarked that he has been working on maintaining the roads by fixing potholes and occasionally dealing with downed trees. He meniotned that he has someone coming on Friday of this week for a free pothole filling demonstration. He added that he is monitoring the muddy areas of the roads and will add stone if necessary.
- He mentioned that he has an engineer that will be coming to look at Lempster Coach Bridge for an estimate of the scope of work.
- He stated that the Highway crew will be participating in the MSHA gravel certification at no charge to the Town through a local course.
- **Truck Maintainence:** Shae mentioned that one of the plow trucks has a small oil leak and it may need to be fixed. Alicea Bursey asked if he was containing the spill properly. Shae responded that the truck is only leaking when being used and that the oil is not leaking when the truck is off. Alicea added that Shae might want to consider adding a new truck to his wish list for capital improvements as the Planning Board will be reviewing department requests this year.

- **FEMA:** Dianne Craig gave a report and stated that money for Merrigan's corner would be coming back to the Town and she believes that the work for the area can be done in-house. She continued by saying that FEMA is still in mitigation over Lempster Coach bridge and that they have asked the Town to have engineers come up with an H & H study and scope of work for the project. She mentioned that several engineering companies have been contacted and we are waiting for responses. She added that the abutments on Ball Park bridge were damaged prior to the storm which means that FEMA will only fix the bridge to what it was at the time of the storm. She stated that the State has red listed Ball Park bridge in the top fifteen bridges and that there may be funds available through the State but no response has been received yet. In the meantime, FEMA has agreed to do the refacing so it would be possible for now. She concluded by saying that Brickyard bridge is still being assessed and will be discussed during the meeting set for tomorrow (Tuesday, March 28th).

The Road Agent's report was complete and the Board continued with business.

- **Stewardships:** The Board discussed the three stewardships that are monitored by the Board of Selectmen (Library Discovery Park, Grange Hall and Rand Pond Beach). Derek Tremblay asked if the Board wanted to divide the responsibility of maintaining the stewardships or monitor them together as a whole board. He suggested reviewing and maintaining them together as a Board. Dianne and Alicea agreed. Alicea mentioned that after speaking with Steve Smith she was under the impression that the Library Discovery Park project was contingent on the upkeep of the Rand Pond Beach. Derek mentioned that he would like to see more information on these stewardships. The Board agreed to further research these items.

APPROVAL OF MINUTES

Dianne Craig mentioned that she was concerned with stating certain non-present employees names in the minutes. There was some discussion as to whether changes could be made without the presence of the previous selectmen who made the original comments. Derek Tremblay added that he has more concern with the stated non-present residents and wondered if the minutes should be altered to protect the residents reputation. It was noted that going forward, the Board may not want to include personal names if the individual was not present or invited to the meeting. Alicea Bursey suggested reaching out to the Town's right-to-know resource and see what they recommend.

Derek Tremblay motioned to table the approval of the March 13, 2023 minutes until a future meeting. Alicea Bursey seconded the motion. All were in favor. Alicea Bursey abstained.

Melissa will reach out to inquire whether the Board should strike the name of an individual who is not present during a meeting from the minutes. Alicea suggested creating a policy for further minute taking. Derek was interested in finding out how other Town's record their minutes. The Board will revisit this after additional information is received.

PUBLIC COMMENTS

None

COMMUNICATIONS

Administrative Assistant

- **Sale of Town Owned Property:** No new updates.

- **Change in Land Use:** No new updates.
- **Office Rug:** No new updates.
- **Documents to Sign:** A few applications for Tax Credits/Exemptions were presented and Dianne Craig mentioned that she would like to see if all the proper paperwork was received before signing. She added that she will work with Melissa to double check the applications and then bring it back to the Board for approval.

Intent to excavate forms were received, some were approved and one was denied. Melissa will follow up with the documentation needed for the unsigned intent to excavate. The Board also reviewed the MS 232 form however, did not sign at this time. Melissa will double-check all numbers on the form and resubmit it to the Board for approval.

- **Library Grant:** Melissa explained that the first large invoice for the Library Discovery Park project has been received. She added that she is working with the library trustees to follow the correct guide that the grant has requested and mentioned that she believes that once the Town pays the invoice, the reimbursement from the grant may not be received immediately. Dianne Craig mentioned that she would like to know whether the Town would be reimbursed once the investment has been made or whether it would take a while, she also added that it would be beneficial to know what the grant stipulated for minimum spending before reimbursement. Melissa will follow up with the library trustees.
- **Hazard Mitigation Assistance:** The Board received an email with an opportunity to apply for hazard mitigation assistance. Dianne Craig mentioned that in the email it noted that there may be funds available for generators and culverts and she suggested that the Town apply for these items. It was mentioned that the Grange building and Fire Department do not currently have generators. Dianne also suggested that Shae look at the application for culvert assistance.

NEW BUSINESS

Alicea Bursey mentioned that she has a few things to add to the agenda for future meetings and wondered what the correct way of introducing those items would be. Dianne Craig mentioned that she could email them to either Melissa or herself and they will get added to the agenda for the next meeting.

Board of Selectmen

None

OLD BUSINESS

Handbook: This item was tabled until a future meeting.

STANDING ITEMS

Monthly Budget Review – last meeting of the month – summary from the secretary.
 Veterans Monument Repair
 Flag Poles at Cemetery
 Planning Board Update
 Other Items

Alicea Bursey motioned to adjourn. Derek Tremblay seconded the motion. All were in favor-yes; motion carried (3-0).

The meeting adjourned at 8:23 p.m.

The next regular meeting of the Board of Selectmen is scheduled **April 10, 2023 at 6:30 p.m.**

Respectfully submitted by Melissa Salinardi