



Monday, August 7, 2023

Board of Selectmen Minutes – Final Approved

In attendance: Dianne Craig (Selectmen), Derek Tremblay (Selectmen), Alicea Bursey (Selectmen), Cindy Williams, Jim Carrick, Susan Carrick, Chris Moen, Sherri Moen, Shae Simino, Melissa Salinardi

CALL TO ORDER

The Board called the meeting to order at 6:31pm.

PLEDGE OF ALLEGIANCE

ROAD AGENT UPDATE

- **Highway Assistant Position:** Shae Simino reported that there have been three interviews conducted so far. He mentioned that he will be working on calling references and having follow-up interviews.
- **Diesel Spill:** Shae reported that the diesel spills has been completely cleaned up by the individual and the state will be reviewing the area to make sure no more actions need to be taken. No further actions are needed from the Town.
- **Road Maintenance:** Shae mentioned that the highway crew will be working on more ditching during the next few days.
- **Transfer Station:** Shae mentioned that an employee at the Transfer Station may be taking time off on Wednesday, Aug. 9th, and that he will contact Mr. Dennis Giannotti, to see if he is willing to fill in for the day.

APPOINTMENTS:

- **Emergency Management Director Position – Chris Moen:** Derek Tremblay explained that Brandon Stocker gave his official resignation and added that Mr. Stocker suggested that Mr. Moen was interested in filling the Emergency Management Director position.

Dianne Craig asked Mr. Moen why he was interested in the position. Mr. Moen expressed that he is interested in helping the Town as much as possible. He shared that he was never been in this position person, however, is willing to learn and brings his own experience and connections to aid him in the role. Dianne mentioned that Mr. Moen should have a copy of the Hazardous Mitigation plan and the LEOP as soon as it is completed. The secretary will work on getting a copy of the Hazardous Mitigation to Mr. Moen.

The Board explained that the position is for the remainder of Mr. Stockers term which was originally three years and that when the term is up, the Board will vote again to fill the position.

Alicea Bursey motioned to accept Chris Moen for the remainder of the term (18 months) as Emergency Management Director effective August 11, 2023. Derek Tremblay seconded the motion. All were in favor; motion carried (3-0).

The Board welcomed Mr. Moen and thanked him for his service to the Town.

- **Telephones – Jim and Susan Carrick:** Mr. & Mrs. Carrick expressed their frustrations with the lack of service at their residency at 593 Washington Road. Mr. Carrick shared that they have currently been without a land-line phone since Friday, August 4th. Mr. Carrick added that this have been a regular problem and gave another example of a time when the service was interrupted for six days straight. Mr. Carrick further explained that they have already been in contact with Consolidated Communications and have not received a favorable response or an estimated time-frame for a fix to the problem. The Carrick's are concerned for the not only their own health and safety needs but for others who may need their assistance in this well-known, no service area. Mr. Carrick asked the Board if they would be willing to investigate not only their concern but other residents concern and see if there is a solution for better phone service.

Dianne Craig mentioned that the copper lines have been a problem in the past and that the phone company will not fix the copper lines as they are switching to more updated systems. Alicea Bursey stated that she would be willing to reach out to her contacts at Consolidated Communications and see if any more can be done. She asked if the Carrick's would be willing to switch to a fiber system which would allow for a land line to be added to the account. The Carrick's stated that they did not necessarily need the internet access. Alicea will reach out to Consolidated and give an update at the next meeting. Dianne Craig also mentioned that she believes the state may need to get involved to rewire the area. The Board will revisit this topic at a later meeting.

Mr. and Mrs. Carrick left the meeting at 7:01 p.m.

- **Deed Review – Cindy Williams:**

Cindy Williams requested to go into non-public session under RSA 91-A:3, II (c).

Alicea Bursey motioned to go into Non-Public Session under RSA 91-A:3, II (c), "matters which, if discussed in public would adversely affect the reputation of any person, other than a member of this board.... This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant." Dianne Craig seconded the motion. All were in favor-yes; motion carried (3-0).

The Board invited Cindy Williams to join the non-public session.

The Board entered non-public session at 7:03p.m.

A tax issue was discussed.

Alicea Bursey motioned to come out of the Non-Public Session at 7:47 p.m. Derek Tremblay seconded the motion. All were in favor; motion carried (3-0).

Alicea Bursey motioned to seal the minutes indefinitely as it would adversely affect the reputation of any person other than a member of this board and it would render a proposed action ineffective. Derek Tremblay seconded the motion. All were in favor; motion carried (3-0).

- **Non-Public Session:**

Dianne Craig requested to go into non-public session under RSA 91-A:3, II (c).

Dianne Craig motioned to go into Non-Public Session under RSA 91-A:3, II (c), “matters which, if discussed in public would adversely affect the reputation of any person, other than a member of this board, unless such person requests an open meeting.” Alicea Bursey seconded the motion. All were in favor-yes; motion carried (3-0).

The Board entered non-public session at 7:28p.m.

A concern was discussed.

Alicea Bursey motioned to come out of the Non-Public Session at 7:37 p.m. Derek Tremblay seconded the motion. All were in favor; motion carried (3-0).

Alicea Bursey motioned to seal the minutes indefinitely as it would adversely affect the reputation of any person other than a member of this board and it would render a proposed action ineffective. Derek Tremblay seconded the motion. All were in favor; motion carried (3-0).

APPROVAL OF MINUTES

- **Minutes of July 24th:** One grammatical change was made to the July 24th meeting minutes.

Alicea Bursey motioned to accept the minutes of July 24, 2023 ‘as amended’. Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 2-0. Dianne Craig abstained.

PUBLIC COMMENTS

None

ADMINISTRATIVE ASSISTANT UPDATE

- **Cybersecurity:** Melissa reported that she is working on setting up an appointment for the free CISA assessment review and she will update the Board when more information is available.
- **Former Employee Compensation:** Melissa reported that she began looking into the former employees’ records for earned vacation and time off, however, she found the data to be inconclusive and inconsistent. She further explained that no spreadsheet was found and that in order to acquire the data, a more time-sensitive approach would be needed. She shared that she was able to go back four years and mark some of the inconsistencies during certain weekly paystubs but did not have a chance to look in the archives for weekly time sheets. She asked the Board how they would like her to proceed with this task. The Board agreed that they did not want the secretary to spend any more time searching for information that may not be recorded and decided to invite the former employee to the next regular Board meeting on August 28th to discuss this matter further.
- **Blood Drive:** Melissa mentioned that the Red Cross reached out to her to inquire whether they could use the Town Hall on Monday, September 25th, to hold a blood drive. She added that she has reached out to Ryan Hall and Samantha Bond to see if the Fire Department is interested in co-hosting this event. The Board agreed that they were fine if the Red Cross wanted to host the event in the Town Hall as long as the Fire Department

was able to assist with the event. Melissa will continue communicating with the Fire Department and the Red Cross on this matter.

- **Dry Hydrant Installment:** Melissa shared that Ryan Hall presented a project to install a dry hydrant on the Anderson Pit bridge. She presented the Board with the estimated cost per Mr. Hall and explained that Mr. Hall would like this project to be funded through the Water Supply Capital Reserve Fund which he believes has over \$10,000. The Board asked Melissa to speak with Barbara Paronto to determine if the CRF that is mentioned can be used for this type of project and asked her to obtain written permission to use the property from Mr. Shaun Carroll, Jr.
- **Revenue Update (MS-434):** Melissa shared that she is working on revising the MS-434 which is the estimated revenues that needs to be submitted before September 1st. She will update the Board when the figures are finalized.

NEW BUSINESS

- **Bond Discussion:** The Board discussed the timeline for a bond. Alicea Burse mentioned that the Town is behind the process for acquiring a bond for the next year but could start the process for paperwork submission for the following year. The Board will revisit this topic in the Fall.

BOARD OF SELECTMEN

- **FEMA:** Dianne Craig mentioned that there was no meeting last week and that a meeting is scheduled for Tuesday, August 8th. She added that FEMA has submitted a quote for additional money for Lempster Coach Bridge, Class V, however, she had not accepted the funds yet as she is waiting to hear back from the engineer. She had no further updates.

OLD BUSINESS

- **Handbook:** This item is tabled until the next meeting.
- **Meeting Schedule:** The Board will discuss upcoming meeting dates at the next meeting.
- **Planning Board Update:** Derek Tremblay provided the Planning Board update and explained that the Board is still reviewing the erosion issue at the Pheasant Runn Road development. He mentioned that the Planning Board was scheduled to do an on-site visit to Mr. Bell's property, however, after reviewing a new mylar that was presented by Mr. Bell and listening to Bruce Nadeau's, Building Inspector, report they decided to wait on the site visit. At this time, there seems to be two issues, one is the wash out of a road that is located on an undeveloped property in the Pheasant Runn development onto Mr. Bell's property which the Planning Board has determined to be a civil matter between property owners. The second issue is regarding the construction of the Pheasant Runn Road and whether the road was built according to the original proposed plan. The Planning Board is currently determining whether the second issue is a Planning Board issue and is further investigating the issue. Derek added that he was tasked to look for a box of older documents relating to the original sale of the property. He did locate the documents and will bring them before the Planning Board during the next meeting.

The Board discussed some of their concerns regarding the lack of follow-up on building permits and other projects. The Board believes that there is a lot going on with this property and is concerned if the Town continues to get involved.

STANDING ITEMS

- Monthly Budget Review – last meeting of every month (summary given from the secretary).
- Veterans Monument Repair
- Flag Poles at Cemetery
- Planning Board Update
- Professional Development (Ongoing)
- MOU Review (five-year review)
- Code Enforcement Position
- Other Items

Alicea Burse motioned to adjourn. *Derek Tremblay* seconded the motion. All were in favor-yes; motion carried, 3-0.

The meeting adjourned at 8:44 p.m.

The next Board meeting will be a work session on **Monday, August 21, 2023 at 6:30 p.m.**

The next regular meeting of the Board of Selectmen is scheduled for **August 28, 2023 at 6:30 p.m.**

Respectfully submitted by Melissa Salinardi