



Monday, September 11, 2023

Board of Selectmen Minutes – Final Approved

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

CALL TO ORDER

The Board called the meeting to order at 6:30pm.

PLEDGE OF ALLEGIANCE

APPOINTMENTS:

- **Resident Telephone Update – Jim and Susan Carrick:** Mr. & Mrs. Carrick joined the meeting to hear an update regarding their lack of service at their residency at 593 Washington Road. The Carrick's shared that they are currently without a land-line again. Mr. Carrick stated that over the last six weeks, the connection has been lost for several days at least three times.

The Board discussed the condition of the copper lines in the area. Mr. Carrick again expressed his concerns and stated that the problem has been ongoing and he believes that it is also widespread. There was some discussion on different options of service for the Carrick's and the Board agreed to follow-up with another letter to Consolidated Communications to see if there were any updates on their end. Alicea Bursey drafted the email and if no response is received, the Board may pursue a legislative approach.

Mr. and Mrs. Carrick left the meeting at 6:52 p.m.

ROAD AGENT UPDATE

- **Road Maintenance Update:** Shae reported that the highway department fixed a three foot culvert on Province Road last week. He stated that prior maintenance of the culvert had not fixed the problem and the best solution was to change the culvert completely. Shae continued and stated that he is currently ditching on Province Road, closer to Old Province Road area. Shae also mentioned that next week he is planning to continue work on the Center Road Bridge.
- **Highway Assistant Position:** Shae updated the Board that the interested candidate for the Highway Assistant position was no longer available. The Board discussed updating the job description and reposting the job. Alicea Bursey mentioned that she would like language added to the job posting such as, requirements for CDL, a six month clean record, language supporting the CDL training, etc. There was some discussion regarding Shae's current CDL training and licensing. Some discussion was had regarding the license differences and Alicea Bursey asked if the winter work would be affected with the current employees license statuses. Shae answered by saying that a Class A is important for moving equipment and no winter work or plowing would be affected. The Board agreed to update the job description and repost the job as soon as possible.

Shae mentioned that he spoke with a previously interviewed applicant regarding the position and the applicant was interested in the position if a per diem position was available. The Board discussed a per diem assistant road agent position. Shae also mentioned that he spoke with Joel Lussier asking if he would be willing to stay in his position longer. Joel Lussier submitted a letter to the Board regarding an extension of his position.

- **Highway Assistant Position Continued: Non-Public Session**

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

Alicea Bursey motioned to go into Non-Public Session under RSA 91-A:3, II (a), “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.” Derek Tremblay seconded the motion. All were in favor-yes; motion carried (3-0).

The Board invited Shae Simino to join the non-public session.

The Board entered non-public session at 7:08 p.m.

An employee compensation matter was discussed.

Derek Tremblay motioned to come out of the Non-Public Session at 7:20 p.m. Alicea Bursey seconded the motion. All were in favor; motion carried (3-0).

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

APPOINTMENTS:

- **Employee Compensation – Board Discussion:**

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

Alicea Bursey motioned to go into Non-Public Session under RSA 91-A:3, II (a), “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.” Dianne Craig seconded the motion. All were in favor-yes; motion carried (3-0).

The Board entered non-public session at 7:22 p.m.

An employee compensation matter was discussed.

Alicea Bursey motioned to come out of the Non-Public Session at 7:49 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 August 28th:

Alicea Bursey motioned to accept the minutes of August 28, 2023 ‘as is’. Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 3-0.

PUBLIC COMMENTS

None

ADMINISTRATIVE ASSISTANT UPDATE

- **State Report Update:** Melissa reported that the state reports have been signed and submitted to the Department of Revenue with no further concerns.
- **Email Correspondence with Resident:** Melissa asked how the Board would like her to respond to an email correspondence regarding a property concern. Alicea Bursey read aloud the letter and the Board provided a response to be sent to the resident. No further actions were made at this time.
- **Capital Improvement Plan:** Melissa shared an email that was sent from the Planning Board regarding the Capital Improvement Plan. The Board discussed potential CIP projects. There was some discussion regarding the Town Hall roof and pest control in the Town buildings. The Board asked the secretary to do further research to determine the best approach.
- **Back-up for Administrative Position:** The Board discussed some ideas to fill the secretary position when time-off is taken or for emergency situations. Having an additional person who could fill in as well as having remote access to the computer were two items mentioned. The Board will research this topic further. No actions were made.

NEW BUSINESS

None

BOARD OF SELECTMEN

- **FEMA:** No new updates. A meeting with FEMA is in place for tomorrow, Tuesday, September 12th.

OLD BUSINESS

- **Handbook:** The Board decided during the August 21st working session that they would make changes to the policy, specifically to include that “vacation time is based on earned time”. The Board will make the changes to the policy during the next working session.
- **Planning Board Update:** Derek Tremblay provided an update, stating that the Planning Board is focusing on Capital Improvement Plans and will be meeting with Department heads to discuss potential improvements. He mentioned that the Planning Board continues to monitor the civil issue at the Pheasant Runn Road development and has decided to go ahead and draft a letter to the contractor of the road regarding some road

construction concerns. He added that the Planning Board is also preparing for a public hearing for the renewal of the Anderson Pit excavation permit and for their annual pit inspections.

STANDING ITEMS

- Monthly Budget Review – last meeting of every month (summary given from the secretary).
- Veterans Monument Repair: Dianne Craig updated the Board that she spoke with the Historical Society regarding the moving of the plaques on the veteran’s monument to the retaining wall behind the library. The Historical Society thinks it is a good idea but mentioned that some repairs and changes to the plaques would need to be addressed. Dianne mentioned that maybe additional plaques with the corrections could be added to the wall. The Board will continue to monitor this project and work with the Library to move forward if possible.
- Flag Poles at Cemetery
- Planning Board Update
- Professional Development (Ongoing)
- MOU Review (five-year review)
- Code Enforcement Position
- Other Items

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

The meeting adjourned at 8:25 p.m.

The next meeting of the Board of Selectmen will be a working session on **September 18, 2023 at 6:30 p.m.**

The next regular meeting of the Board of Selectmen is scheduled for **September 25, 2023 at 6:30 p.m.**

Respectfully submitted by Melissa Salinardi