

Monday, May 13, 2024



## Board of Selectmen Minutes

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**Board Members Present:** Dianne Craig (Chair, Selectmen); Derek Tremblay (Vice-Chair, Selectmen); Alicea Bursey (Selectmen)

**Guest (s):** Recording Secretary Melissa Salinardi; Chris Moen; Sherri Moen; Road Agent Shae Simino (arrived at 6:51p.m.)

### CALL TO ORDER

Chair Craig called the meeting to order at 6:31 pm.

### PLEDGE OF ALLEGIANCE

### PUBLIC HEARING

Chair Craig called the Public Hearing to order.

Chair Craig explained that the Board was motioning to ratify all actions and votes taken by the Board of Selectmen during meetings held on the following dates. She added that reason of non-compliance is stated with each date. Alicea Bursey read the meeting dates and reasons for ratification.

*Alicea Bursey motioned to ratify all actions and votes taken by the Board of Selectmen during meetings held on the following dates and for the following reasons;*

*January 15, 2024 – Meeting started earlier than posted time; December 18, 2023 – Meeting started earlier than posted time; November 13, 2023 – Meeting started earlier than posted time; August 28, 2023 – Meeting started earlier than posted time; August 3, 2023 – Non-Public meeting not posted; July 27, 2023 – Non-Public meeting not posted; July 27, 2023 – Non-Public meeting not posted; August 22, 2022 – Meeting started earlier than posted time; August 2, 2022 – Meeting was not posted; July 25, 2022 – Meeting started earlier than posted time; July 18, 2022 – Non-Public meeting not posted; July 14, 2022 – Non-Public meeting not posted; July 8, 2022 – Non-Public meeting not posted; June 28, 2022 – Non-Public meeting not posted; June 21, 2022 – Non-Public meeting not posted; January 24, 2022 – No time recorded on Minutes; October 11, 2021 – Meeting was not posted. Derek Tremblay seconded the motion.*

Chair Craig opened to floor for further discussion. No comments were made from the Board or the public.

***VOTE: Roll call vote, Alicea Bursey-yes; Dianne Craig-yes; Derek Tremblay-yes; motion carried, 3-0.***

Alicea Bursey stated that the motion will be added to all ratified meeting minutes and repost on the Town's website.

Chair Craig ended the public hearing and the Board continued regular meeting business.



Monday, August 28, 2023

## **Board of Selectmen Minutes – FINAL APPROVED**

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In attendance: Dianne Craig (Selectmen), Derek Tremblay (Selectmen), Alicea Bursey (Selectmen), Sandra Sonnichsen, Bonnie Belden, Cindy Williams, Chris Smith, Mark Stadtmiller, Barbara Paronto, Shae Simino, Melissa Salinardi, Mary Hudson, Bill Canning

### **CALL TO ORDER**

The Board called the meeting to order at 6:25pm.

### **PLEDGE OF ALLEGIANCE**

### **ROAD AGENT UPDATE**

- **Truck Grant:** Sandra Sonnichsen spoke about the Clean Fleet Grant requirements and whether she should continue the grant application based on the following financial figures. The estimated cost of the new truck including a sander, and wing would be about \$210,000. The grant states a 80/20 financial split, therefore, the remaining burden to the Town would be roughly \$40,000. The Board discussed the Capital Reserve Funds and whether there was enough money in the reserve to cover some of the cost. The Board agreed that they would like to see the reserve up to 40% in order to cover the expense. Shae stated that he believes there is enough money in the reserve and Dianne Craig added that if additional money is added to the reserve in the upcoming year then there should be enough to cover the cost. Dianne Craig asked Sandra Sonnichsen to continue with the grant application process. Ms. Sonnichsen added that the application must be submitted by the end of October, however, she would like to get it submitted in September.

There was some discussion regarding electric trucks and whether they would be an option for the Town. Shae mentioned that he had done some research and the problem with electric is that they do not have the power to climb hills which would not make then a viable choice for the Town. Shae also mentioned that he did not include the possible income of scrapping the old truck, which would have to be done according to grant stipulations, but that income could be added towards the expense of the new truck. Dianne Craig thanked Sandra Sonnichsen for finding the grant and working with Shae to get the application submitted. The Board had no further questions or concerns.

- **Highway Assistant Position:** Shae reported that one applicant had stepped out of the running for the position, however, he had decided to hire Mr. Joseph Hebert for the highway assistant position. The Board will discuss the offer letter during a non-public session after Shae has finished his report.
- **Culvert Maintenance:** The Board addressed a previous culvert replacement and discussed how culvert maintenance should be handled going forward. A culvert installation agreement was drafted previously by Shae and the Board thought that further discussion needed to be had. Alicea Bursey quoted the driveway regulations and suggested that the agreement reference the driveway regulations. She added that the Planning Board would also need to update the regulations to reference the culvert agreement. Dianne Craig mentioned that she thought that a cost of labor and equipment used should be included to the agreement. Derek Tremblay asked if many residents would take advantage of this type of maintenance and agreement. Shae responded by

saying that the installation of a culvert would be at the discretion of the Highway Department and would have to meet certain criteria. There was some discussion about changing the ordinance, however, Shae stated that each culvert may be at a different depth making it difficult to have the same regulations for each one. Derek Tremblay asked what caused Shae to make the agreement. Shae stated that he knows of other towns that have similar agreements and it seemed like it was a good idea he also added that it may be a slightly cheaper option for some residents that qualify. Dianne Craig asked how many culverts were causing problems. Shae responded that he believes Cross Road is fine but that there might be a few on Center Road that need to be addressed. Dianne added that she believes the Board would like to continue revising the form before any other culverts are installed. The Board will revisit this topic further.

- **Brickyard Bridge:** Dianne Craig reported that FEMA denied funding for Brickyard bridge. She asked if the Board wanted to go forward with the appeal process. She stated that she believes that it would be good to go forward with the appeal and the Board agreed. Dianne stated that the bridge has not been inspected and is not on the list of DOT bridges which may be an issue. She has asked Shae to do some research and he found that in 1993 there was a debate amongst the residents regarding the change of the bridge to a Class VI bridge. The bridge seemed to be changed at that time, however, was never changed back to a Class V bridge. Dianne Craig mentioned that this will have to be investigated more as she believes there is more information from the 1996 Town meeting minutes. Alicea Bursey thought that some residents wanted the bridge to remain a Class V, however, it has been uncared for beyond the 5-year period. Alicea added that the decking has always been an issue and asked if there were any photos from before the storm. Dianne mentioned that some of the neighbors may have a few pictures and also that she believes that pursuing a neighbor for a written statement about the IBeams being on their property might be beneficial to the appeal. Further research will be done on this matter.

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

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

*Alicea Bursey motioned to go into Non-Public Session under RSA 91-A:3, II (b), “the hiring of any person as a public employee.” 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 7:00 p.m.

A contract matter was discussed.

*Derek Tremblay motioned to come out of the Non-Public Session at 7:23 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:**

- **Deed Process – Cindy Williams:**

Cindy Williams 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.... 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.” Alicea Bursey 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 7:27p.m.

A tax issue was discussed.

***Derek Tremblay motioned to come out of the Non-Public Session at 7:47 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).***

- **Employee Compensation – Chris Smith:**

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

***Dianne Craig 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 Chris Smith to join the non-public session.*

The Board entered non-public session at 7:49p.m.

An employee compensation matter was discussed.

***Alicea Bursey motioned to come out of the Non-Public Session at 7:54 p.m. Dianne Craig 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. Dianne Craig seconded the motion. All were in favor; motion carried (3-0).***

- **Library Update – Bonnie Belden:**

Bonnie Belden shared the BABAA waiver with the Board. She explained that the waiver is needed to be able to purchase a slide that is not built in the United States. She did not believe that the waiver needed Board signatures but will bring it back before the Board if they are needed.

Bonnie requested permission for the Library to use Gunnison Lake area for their 10k event happening on Saturday, September 9th. The cost of the race is roughly \$800 and Bonnie reported that the Library has received above that in donations. She added that Steve Smith will be emceeding the event until 11 a.m. She is hopeful for a good turnout.

Bonnie mentioned that the Library Trustees have acquired two additional grants to assist with the Discovery Park. The Ecology Grant for \$5,000 was accepted at a public meeting by the Library Trustees and a grant from Eversource for \$1,500 was also accepted. She added that Eversource representative, Conner Jennings, also took time to walk the Discovery Park area and is willing to send a team of Eversource employees to volunteer their time and help clean-up the area. The clean-up is scheduled for October 12th from 9-12 p.m. Bonnie stated that with the additional grants, the matching funds have been brought to \$55,000. She added that Wanda Hanson, Library Trustee, has done some research as to whether the Discovery Park project would qualify for a GoFundMe account. After research, it was discovered that the Library does qualify to start a GoFundMe for the expenses of the project and the Library is moving forward in their fundraising.

Dianne Craig mentioned that the Town has not received the matching grant money back from previous expenses. Bonnie stated that she has reached out several times but has not gotten a reply. Dianne asked if it would be beneficial for the BOS secretary to reach out as well. Bonnie will send the information to Melissa.

Bonnie discussed the veterans monument and mentioned that she spoke with the Road Agent and he thought that the retaining wall that will be placed near the Library courtyard would be a good spot to move the brass plaques that are currently on the crumbling monument. She believes that having a veterans wall would be a good idea. The Board agreed with the idea. Dianne Craig mentioned that the Board would like to check with the historical society first. The Board will revisit this topic.

- **Tax Extension – Mark Stadtmiller**

Mark Stadtmiller approached the Board asking for a tax extension. He stated that he has most of the money ready to pay, however, needs more time to pay the remaining amount due. Cindy Williams explained that the total amount due was \$1,940.68. Dianne Craig asked Mr. Stadtmiller what he was able to pay. Mr. Stadtmiller responded that he could pay \$1,100 by September 5th and the remaining \$840.68 he would be able to pay by October 5th. The Board agreed to sign the extension with the understanding that Mr. Stadtmiller would pay the totals based on the signed agreement and will be held to the agreements policy for unpaid taxes. The Deed Waiver was signed by the Board and Mark Stadtmiller. Cindy Williams offered to come into work on October 5th, which is a Friday, to collect Mr. Stadtmillers payment.

Mr. Stadtmiller reported as he was leaving the meeting that he was having the camper moved off his neighbor's property tomorrow (August 29th) and Cindy Williams asked him to confirm the move of his camper with her once it was done. The Board did not comment on this information.

## **APPROVAL OF MINUTES**

- **Minutes of August 7th:**

*Alicea Burse motioned to accept the minutes of August 7, 2023 'as is'. Dianne Craig seconded the motion. All were in favor-yes; motion carried, 3-0.*

- **Minutes of August 21st:**

*Dianne Craig motioned to accept the minutes of August 21, 2023 ‘as is’. Alicea Bursey seconded the motion. All were in favor-yes; motion carried, 2-0. Derek Tremblay abstained.*

## **PUBLIC COMMENTS**

None

## **ADMINISTRATIVE ASSISTANT UPDATE**

- **Meeting Schedule:** The Board discussed the upcoming dates for the Board of Selectmen meetings. Dianne Craig mentioned that she will not be available during the beginning part of November. Alicea Bursey and Derek Tremblay both agreed that they will be present. The schedule is as follows:
  - September 11<sup>th</sup> at 6:30pm – Regular Meeting
  - September 18<sup>th</sup> at 6:30pm – Working Session
  - September 25<sup>th</sup> at 6:30pm – Regular Meeting (will be held at Grange Hall)
  - October 23<sup>rd</sup> at 6:30pm – Regular Meeting
  - November 13<sup>th</sup> at 6:30pm – Regular Meeting
  - November 27<sup>th</sup> at 6:30pm – Regular Meeting
  - December 4<sup>th</sup> at 6:30pm – Working Session
  - December 11<sup>th</sup> at 6:30pm – Regular Meeting
  - December 18<sup>th</sup> at 6:30pm – Working Session
- **Cybersecurity:** Melissa reported that she has made an appointment for the CISA assessment on October 18<sup>th</sup>. A representative will be present on that day to review the Town’s security measures. She added that she has contacted Certified Computer Solutions to make them aware of the assessment and they have agreed to be available if needed.
- **Dry Hydrant Installment:** Melissa updated that an easement for the installation of the dry hydrant on the entrance of the Anderson Pit has been registered with the Registry of Deeds and the Fire Department has been made aware that the installation can begin at their discretion.
- **MOU – Revised:** The School Board reviewed the Board of Selectmen’s request to revise the MOU agreement and agreed to the Selectmen’s revisions. The Board signed the new revised MOU.
- **State Report Updates:** Melissa updated that she has submitted the MS 434 (estimated revenues) to the Department of Revenue and that she is waiting for the MS 1 to be finalized by the assessing company. The MS 1 must be submitted before September 1<sup>st</sup>, however, an extension has been acquired and can be submitted by the beginning of the following week.
- **IRS Payment:** Melissa explained that a missing payment for Employee Federal taxes was unpaid due to a confusion with the quarterly dates and a misunderstanding of when those payments are processed by the IRS. She requested permission to pay the missing payment and further added that a penalty fee was assessed to the payment, however, she is working on filing a request for an abatement for the penalties and fees assessed. The Board provided written permission for the payment to be paid.
- **Budget Review:** The Board reviewed the budget expenses. The main concern that was addressed was the legal fee line, which is over budget. Dianne Craig mentioned that there is money in the Capital Reserve Fund for legal fees and the Board can decide to transfer funds later in the year if necessary.

- **Attorney Update:** Based on the non-public session on August 21<sup>st</sup>, the Board advised the secretary to inform legal counsel that they have decided to not take any further action on the property matter that has been being discussed.
- **Employee Hours:** Alicea Bursey asked the secretary if her current schedule of working hours was adequate. She mentioned that if needed, the Board could have a discussion to adjust the schedule. Melissa responded that right now she is satisfied with the current schedule.

Alicea Bursey also mentioned that the Department of Labor Laws require all employees to take a thirty-minute unpaid lunch. However, the Board has determined an alternate plan for the employees to work the thirty-minutes if they desire. She added that the employee will need to gain permission from a supervisor to allow them to work the thirty-minute lunch. The Board discussed how this would be tracked and decided that the employees would include whether they took the unpaid lunch or a working lunch on their time cards each day. Then the time-cards would be reviewed and signed by the Board.

## NEW BUSINESS

None

## BOARD OF SELECTMEN

- **FEMA:** Dianne Craig stated that there is a meeting tomorrow with FEMA. The Board further discussed Brickyard bridge and the next steps that would have to be taken. There was some discussion on whether the bridge was now considered a Class VI bridge. Dianne mentioned that she believes it would be a good idea to go through the appeal process with FEMA but that the classification of the bridge might need to be presented during a Town meeting.

## OLD BUSINESS

- **Handbook:** The Board decided during the August 21<sup>st</sup> 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.
- **Telephone Update:** Alicea Bursey mentioned that she reached out to Consolidated Communications but that she has not heard back from any one yet. She will continue to follow-up and then communicate her findings to the Carrick’s.
- **Planning Board Update:** No update.
- **Department Communication:** The Board discussed connecting with the department heads to discuss the needs of the individual to be able to complete the tasks that are assigned to them. They would like to invite department heads for discussion at a later time. The Board will further explore this topic during another meeting.

## 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

*Dianne Craig motioned to adjourn. Alicea Bursey seconded the motion. All were in favor-yes; motion carried, 3-0.*

The meeting adjourned at 9:14 p.m.

The next regular meeting of the Board of Selectmen is scheduled for **September 11, 2023 at 6:30 p.m.**

Respectfully submitted by Melissa Salinardi