

Monday, December 2, 2024



## Board of Selectmen Minutes – FINAL APPROVED

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

**Guest (s):** Alicea Bursey (left at 7:15pm); Road Agent Shae Simino (left at 8:42pm); Recording Secretary Melissa Salinardi

### CONSENT AGENDA

The Board signed and reviewed the consent agenda.

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

### ROAD AGENT REPORT

- **General Update:** Shae Simino reported that the Highway Department switched back to their winter hours of working five days instead of four. He added that the winter hours will remain in effect until mud season is over.

Shae stated that the Highway Department has been busy working on the vehicles and getting ready for more inclement weather. He stated that the last storm over Thanksgiving went well with only a few minor hiccups.

Shae stated that the Transfer Station will be CLOSED for Christmas Day and New Years Day (both Wednesday operating days). Dianne Craig asked if the Transfer Station workers were interested in opening a different day to account for the missed days. Shae will speak with the employees and determine if the Transfer Station will be open a different day.

- **New Truck:** Shae reported that ATG has confirmed that the new truck is ready for delivery. He hopes to have the new truck at the Highway Garage by December 3<sup>rd</sup> or 4<sup>th</sup>.
- **Highway Budget & Transfer Station Salary Discussion:**  
Dianne Craig requested to go into a non-public session to discuss proposed salaries.

*Dianne Craig motioned to go into Non-Public Session under RSA 91-A:3, II (a), “the dismissal, promotion, compensation or disciplining an employee, or the investigation of any charges against him/her,” and (c) Matters that, if discussed in public, would adversely affect the reputation of someone other than a member of the public body. However, if that person requests it, the meeting must be public. Such matters include any application for assistance or tax abatement, or waiver of fees or fines based on poverty or inability to pay.” Derek Tremblay seconded the motion. Roll call vote: Derek Tremblay-yes; Dianne Craig-yes; 2-0.*

The Board entered non-public session at 6:40 p.m.

The Board invited Shae Simino into the non-public session.

The Board discussed the Highway Department and Transfer Station employee's proposed salaries.

*Derek Tremblay motioned to come out of the Non-Public Session at 7:03 p.m. Dianne Craig seconded the motion. Roll call vote: Derek Tremblay-yes; Dianne Craig-yes; 2-0.*

- **Budget Review:**

The Board reviewed the Highway operating budget and asked Shae Simino to explain the changes that were made. Shae went through his operating budget line by line. The overall Highway operating budget increase went from roughly 19% down to 13%. Derek Tremblay asked if Shae could continue to consider bringing his budget down to an even 10% increase. Dianne Craig mentioned that if the calcium chloride product expense was removed and added as a warrant article it would help bring the overall operating budget down. She added that explaining to the Budget Committee and the Town that items would be needed to help with dust control as a one-time purchase might be a better way to accomplish this goal.

Dianne Craig also made suggestions to lower the gravel, workshops and training, equipment rental, and winter sand lines. Shae explained that he was trying to create a buffer in his budget so that he didn't have to use the Capital Reserve Funds which he intends to save for larger projects. He added that if a larger equipment rental is needed, he wanted to have back up money in the budget to account for the need. Dianne Craig stated that you cannot always plan for emergency situations and that the Capital Reserve Fund could be used if needed. Derek Tremblay stated that the Capital Reserve Funds are the buffer and should be used as one. Dianne Craig stated that it will be difficult to save large amounts in the Capital Reserve Funds especially if the operating costs continue to increase and departments do not use the CRF for the intended use. Derek Tremblay stated that he was in support of increasing the Capital Reserve Funds; however, he would like to see the operating cost of the department be more accurate to the actual yearly spending.

The Board continued discussion. Derek Tremblay stated that he was in favor of the gravel increase. Dianne Craig stated that she was not in favor of the gravel increase if both the operating budget and the Capital Reserve Fund were increasing.

The Board was in favor of increasing the bridge maintenance Capital Reserve Fund amount to include money for the Ball Park Bridge repair. Shae mentioned that Mummery Bridge may also need to be repaired in the near future. The Board agreed that putting money into the CRF and planning for future bridge repair projects was necessary.

Dianne Craig had questions regarding the Transfer Station rental cannisters and Shae's warrant article to add new cannisters. She asked if the renting cost of the cannisters was more expensive than purchasing new cannisters. Shae will research used cannisters and compare costs to determine the best option.

The Board asked Shae to continue to update his budget and resubmit before the December 9, 2024 meeting. The Board noted that the Budget Committee Chair, Barbara Paronto, will be present at the December 9<sup>th</sup> meeting to discuss the proposed budget.

## **APPOINTMENTS**

None

## **APPROVAL OF MINUTES**

- **Review of Regular Meeting Minutes (November 25, 2024):**

*Dianne Craig motioned to approve both the Non-Public Session and the Regular Meeting Minutes of November 25, 2024 “as is”. Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 2-0.*

#### **PUBLIC COMMENTS:**

None

#### **ADMINISTRATIVE ASSISTANT UPDATES**

- **NHDOT:** Melissa Salinardi stated that the Board would need to make a motion to approve the Chair of the Board of Selectmen as the authorized person to sign all documents pertaining to the Ball Park Bridge State Aid Program through NH DOT.

*Derek Tremblay motioned to approve any Chair of the Board of Selectmen the authority to sign all documents pertaining to the Ball Park Bridge State Aid Program through NH Department of Transportation. Dianne Craig seconded the motion. All were in favor-yes; motion carried, 2-0.*

Dianne Craig, as the current Chair of the Board of Selectmen, has authority to sign all documents pertaining to the Ball Park Bridge State Aid Program through NH DOT until her term expires in March 2025.

#### **NEW BUSINESS**

- **Website Design:** Derek Tremblay stated that he reached out to the website design committee chair, Doug Frost, to see if there is a need to include a line in the budget for website design expenses. Dianne Craig wondered if a warrant article could be established for this type of project. The Board will ask the Budget Committee Chair for further guidance.
- **Employee Files:** Dianne Craig stated that she had asked Melissa to go through the employee files and it was noted that Shae Simino had not signed the personnel policy. The Board agreed that all employees should sign the employee handbook. Shae was given a copy of the policy.
- **Lempster Coach Bridge Project:** Dianne Craig stated that the Lempster Coach Bridge, Class V, work is being postponed until after mud season. She added that she spoke with Dave Eckman from Eckman Engineering and with Pine Hill Construction and they have agreed to this change. An addendum will be added to the contract by Eckman Engineering. Dianne Craig asked Shae if a tentative deadline of June 30, 2025 would be enough time for the Highway Department to be able to fix the road for Pine Hill to continue the construction. Shae responded that that deadline would be enough time. A letter will be sent out to the abutters on Lempster Coach Road updating them with the new information.

#### **OLD BUSINESS**

- **Handbook:** The Board will continue to work on finalizing the handbook. Derek Tremblay stated that he would like to see this revisited on the January 6, 2025 meeting. This item will be added to the agenda for that meeting.
- **Utility Update:** The Board discussed looking into other security companies and determining if there is a better option for the Town. Derek Tremblay recommended a company to consider. The Board will follow-up on this item during an upcoming meeting.
- **FEMA:** No new updates were given.

**STANDING ITEMS & OTHER BUSINESS** (Some standing items may not have been discussed during the current meeting).

- **Monthly Budget Review**
- **Veterans Monument Repair**
- **Planning Board Update:** No new information was presented.
- **Brickyard Road Bridge**
- **Abandoned Property**

**OTHER BUSINESS:**

- **Holiday Pay:** Shae Simino stated that he had concerns regarding the personnel policy and the way the holiday pay was calculated for the recent Thanksgiving holiday. Derek Tremblay read from the policy and stated that in his understanding of the policy, the holiday pay was correctly calculated. Shae did not agree that the policy was interpreted correctly and felt that the Highway Department was incorrectly paid. He added that he felt that the Highway Department should be compensated for the regular hours of the holiday in addition to the time and a half pay for the hours worked on the holiday. Derek Tremblay and Dianne Craig did not agree that this was the interpretation of the policy. Derek Tremblay stated that he would not mind revisiting the policy to reconsider changing the way the Highway Department is paid for work on the holiday; however, at this time, the policy does not read in the way that Shae thought.

Shae stated that if the pay was only time and a half, then it would not be worth it for him to work on the holiday. Dianne Craig stated that, unfortunately, the job he was hired for requires work on the holiday based on the job description. She added that the personnel policy needs to be signed regardless of whether an employee agrees with everything in the policy. Derek Tremblay agreed that the personnel policy should be signed by employees and stated that if an employee does not sign a Town personnel policy, then that individual has a bigger decision to make.

The Board re-read the policy aloud and also discussed vacation, sick and personal time. Shae mentioned that there were other sections in the personnel policy that he did not agree with. The Board again stated that an employee does not necessarily have to agree with the policy; however, in order to work for the Town, the employee would have to sign the policy. Shae Simino expressed frustration with the current policy and again stated that he did not feel like the policy was being interpreted correctly. Shae Simino signed the policy during the meeting.

Derek Tremblay and Dianne Craig both agreed to revisit the personnel policy during the January 6<sup>th</sup> meeting. Both members were open to changing policy to accommodate the Highway Department's working schedule.

No other business was discussed at this time.

***Derek Tremblay motioned to adjourn. Dianne Craig seconded the motion. All were in favor-yes; motion carried, 2-0.***

*Shae Simino left the meeting at 8:42 p.m.*

The Board determined to go back into session at 8:44 p.m.

**NON-PUBLIC SESSION**

Dianne Craig suggested that the Board discuss additional employee compensation in a non-public session.

***Dianne Craig motioned to go into Non-Public Session under RSA 91-A:3, II (a), “the dismissal, promotion, compensation or disciplining an employee, or the investigation of any charges against him/her.” Derek Tremblay seconded the motion. Roll call vote: Derek Tremblay-yes; Dianne Craig-yes; 2-0.***

The Board entered non-public session at 8:44 p.m.

The Board invited Melissa Salinardi into the non-public session.

The Board discussed an employee compensation matter.

***Dianne Craig motioned to come out of the Non-Public Session at 8:50 p.m. Derek Tremblay seconded the motion. Roll call vote: Derek Tremblay-yes; Dianne Craig-yes; 2-0.***

The Board determined to adjust the compensation for the Highway Department to account for the hours worked on the Thanksgiving holiday.

***Derek Tremblay motioned to adjourn. Dianne Craig seconded the motion. All were in favor-yes; motion carried, 2-0.***

The meeting adjourned at 8:51 p.m.

Respectfully submitted by Melissa Salinardi