

Monday, November 25, 2024

Board of Selectmen Minutes – FINAL APPROVED



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

Guest (s): Anna White (UVLSRPC); Road Agent Shae Simino (arrived at 6:27pm); 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 6:01 pm.

PLEDGE OF ALLEGIANCE

NEW BUSINESS

• Budget Review & BOS Appointment:

Dianne Craig motioned to go into Non-Public Session under RSA 91-A:3, II (j), “consideration of confidential or financial information that is exempt from public disclosure under RSA 91-A:5” and RSA 91-A:3, II (c), “matters which, if discussed to public, would likely affect adversely the reputation of any person, other than a member of the Board.” Derek Tremblay seconded the motion. Roll call vote: Derek Tremblay; Dianne Craig-yes; 2-0.

The Board entered non-public session at 6:04 p.m.

The Board invited Melissa Salinardi into the Non-Public Session.

The Board conducted a preliminary review of the 2025 proposed budgets along with salaries that have not yet been approved and submitted to the Budget Committee. The Board will continue to review the budgets and speak with department heads regarding their individual budget requests.

The Board discussed the BOS candidates that applied for the Board of Selectmen position and determined which candidate would best serve the position.

Derek Tremblay motioned to come out of the Non-Public Session at 6:39 p.m. Dianne Craig seconded the motion. Roll call vote: Derek Tremblay; Dianne Craig-yes; 2-0.

Dianne Craig motioned to seal the minutes indefinitely as items discussed contained financial confidential information and because 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. Roll call vote: Derek Tremblay; Dianne Craig-yes; 2-0.

APPOINTMENTS

• Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC):

Anna White from UVLSRPC presented the following objections for the Thriving Communities Program:

- Objective 1: Increase the capacity of culvert infrastructure to increase resilience. This will include; assessing existing infrastructure, identifying three priority vulnerable areas, increasing municipal capacity in grant application process, increasing communication between the State and FEMA, and increasing education for property owners on culvert maintenance and drainage.
- Objective 2: Understand and create alternative accessibility, adaption, and mitigation strategies to flooding and landslides in vulnerable areas with a cross-sector approach. This will include; community engagement, implementing Hazard Mitigation Plan Strategies, creating a long-term maintenance plan for emergency service buildings, and exploring alternative transportation options.

Ms. White asked if the Board thought that providing incentives for community participation would be beneficial. The Board did not think the best practice was to provide monetary incentives but rather surveys or material for the residents to provide feedback.

Ms. White shared that a presentation of the program will take place on January 17, 2025 and she invited the Board members to attend for more information. The Board thanked her for providing updated information and had no further questions or concerns.

• **BOS Appointment Continued:**

Dianne Craig stated that the Board would like to offer the interim Board of Selectmen position to Sebastian Zyzdorf, effective January 1, 2025.

Dianne Craig motioned to approve Sebastian Zyzdorf as the interim Board of Selectmen member until March 2025, effective January 1, 2025. Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 2-0.

Melissa Salinardi will reach out to all other candidates and let them know the position has been filled.

ROAD AGENT REPORT

- **General Update:** Shae Simino reported that he has received the burn permit for the Transfer Station and will be taking care of the brush pile as soon as the weather changes. He added that he will open brush drop-off to the public as soon as the current pile is taken care of.

He mentioned that the Highway Department has been preparing the vehicles for the upcoming weather changes. He is monitoring the upcoming storms and will handle them accordingly.

- **Lempster Coach Bridge Project:** Shae stated that he has been monitoring the work being done on Lempster Coach Bridge, Class VI. He added that after reviewing the recent progress report from Eckman Engineering, he had some concerns and questions. Dianne Craig will reach out to Eckman Engineering for further clarification on questions.

The Board also discussed the possibility of Pine Hill Construction moving onto the Class V bridge. Abutter notifications will be sent out to inform residents that work will begin on the other bridge soon.

- **New Truck:** Shae reported that the new Highway truck is hopefully scheduled to arrive next week. Dianne Craig asked him to get further clarification on the payment schedule for budgeting purposes.
- **Highway Budget:** Derek Tremblay stated that the Board reviewed Shae’s proposed budgets for the Highway administration and operations. He stated that the Board did not feel the large increase would not be accepted by the budget committee. He suggested that Shae decrease his budget to reflect a more gradual increase of no more than 10%. The board asked Shae to rework his budget and resubmit it for the December 2nd meeting.

APPROVAL OF MINUTES

- **Review of Regular Meeting Minutes (October 28, 2024):**

Derek Tremblay motioned to approve both the Non-Public Session and the Regular Meeting Minutes of October 28, 2024 “as is”. Dianne Craig seconded the motion. All were in favor-yes; motion carried, 2-0.

- **Review of Election Day Meeting Minutes (November 5, 2024):**

Derek Tremblay motioned to approve the Election Day Meeting Minutes of November 5, 2024 “as is”. Dianne Craig seconded the motion. All were in favor-yes; motion carried, 2-0.

PUBLIC COMMENTS:

Chair Craig invited Anna White to speak. Anna White asked the Board if there was an updated Hazard Mitigation Plan. The Board will send Ms. White the updated plan.

ADMINISTRATIVE ASSISTANT UPDATES

- **Building Inspector Report:** Dianne Craig asked about tracking new building projects around Town. The Board will discuss this during a future meeting.

Melissa Salinardi shared the suggested changes to the Building Permit fee schedule as suggested by the Building Inspector. The Board did not have any questions or concerns.

Dianne Craig motioned to accept the Building Permit fees as proposed by the Building Inspector, Bruce Nadeau, effective, November 25, 2024. Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 2-0.

NEW BUSINESS

No additional new business was discussed.

OLD BUSINESS

- **NHDES Red Listed Bridge:** Dianne Craig stated that NHDES conducted an on-site inspection of the Ball Park Road bridge. She stated that the Board will have to acquire three estimates for the project. She mentioned that there is no deadline for the project which allows time for funding to be raised. She added that the state will fund 80% and the other 20% will be the responsibility of the Town. Once the engineer is determined and the project has begun, monthly meetings with NHDES will be required. The Board agreed to continue moving forward with this project during the upcoming year.
- **Hazardous Building:** Demolition progress has begun on the hazardous building on Mill Village Road and the Board will continue to monitor the progress.

- **Handbook:** The Board will continue to work on finalizing the handbook.
- **Utility Update:** No update at this time.
- **Culverts:** Shae Simino mentioned that the Highway Department has begun cataloging all the culverts. Dianne Craig thanked him for his efforts. She stated that having this information is extremely helpful especially for FEMA projects.

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

- **Monthly Budget Review:** The Board reviewed a monthly budget report and had no questions or concerns. The Board will invite the Budget Committee chair to the December 9th meeting to discuss the 2025 proposed budget.
- **Veterans Monument Repair**
- **Planning Board Update:** Melissa Salinardi provided the Planning Board update and stated that the postcards for the Master Plan survey have all been sent out and the Planning Board is monitoring the results. She also remarked that the Ball Park subdivision has officially concluded.
- **Brickyard Road Bridge**
- **Abandoned Property**

OTHER BUSINESS:

- **Meeting Schedule:** The Board discussed the upcoming meeting schedule.

Dianne Craig motioned to cancel the December 23, 2024 meeting. Derek Tremblay seconded the motion. All were in favor-yes; motion carried, 2-0.

The December meetings will be held on December 2nd and 9th at 6:30 pm. The January meetings will be held on January 6th and 27th at 6:30 pm. The Board will welcome new interim member, Sebastian Zyzdorf at the January 6, 2025 meeting.

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

The meeting adjourned at 7:45 p.m.

Respectfully submitted by Melissa Salinardi