



Monday, January 6, 2025

Board of Selectmen Minutes – FINAL APPROVED

Board Members Present: Dianne Craig (Chair, Selectmen); Derek Tremblay, (Vice-Chair, Selectmen); Sebastian Zyzdorf (New Interim Member)

Guest (s): Michael Tremblay; Road Agent Shae Simino; Recording Secretary Melissa Salinardi

CONSENT AGENDA

The Board signed and reviewed the consent agenda.

CALL TO ORDER

Chair Dianne Craig called the meeting to order at 6:35 pm.

APPOINTMENT OF NEW MEMBER

Dianne Craig motioned to appoint Sebastian Zyzdorf as the interim Board of Selectmen member until the March 2025 town election. Derek Tremblay seconded the motion. All were in favor; motion carried, 2-0.

APPOINTMENTS

None

ROAD AGENT

- **General Update:** Shae Simino reported that he is looking into options for disposing of the old truck according to the grant specifications. The old truck needs to be decommissioned within 90 days of receiving the new truck, which has occurred. He asked the Board if they were interested in having him sell the scrap metal of the truck. The Board agreed to sell the scraps of the truck if a buyer was interested.
- **Highway Budget:** Derek Tremblay commended Shae for decreasing his budget to the 10% increase that the Board has asked of him. Shae mentioned that he was able to move numbers around and will rely on the Gravel Capital Reserve Fund to keep his operating gravel budget low.

The Board asked if a warrant article would have to be added for the purchase of new Transfer Station cannisters. Shae stated that a warrant article would have to be added. Dianne Craig will discuss the wording with the Budget Committee.

BUDGET REVIEW

The Board reviewed the proposed 2025 operating budget, capital reserve funds, and warrant articles. The following motions were made to approve each section of the budget.

Operating Budget:

Derek Tremblay motioned to approve the 2025 proposed Executive Budget of \$73,952. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Election & Registration Budget of \$43,451. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Financial Administration Budget of \$67,416. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Revaluation Budget of \$8,500. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Legal Budget of \$8,000. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Personnel Administration Budget of \$57,014. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Planning & Zoning Board Budget of \$5,320. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed General Government Building Budget of \$38,100. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Cemetery Budget of \$8,500. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Insurance Budget of \$154,623. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Dues & Regional Expense Budget of \$1,323. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Police Budget of \$71,410. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Ambulance Budget of \$51,570. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Fire Budget of \$63,400. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Building Inspector Budget of \$19,220. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Emergency Management Budget of \$1,000. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Forestry Budget of \$3,400. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Highway Administration Budget of \$132,520. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Highway Operations Budget of \$150,100. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Street Lighting Budget of \$750. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Transfer Station Administration Budget of \$25,688. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Transfer Station Operations Budget of \$54,415. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Sewage Disposal Budget of \$1,215. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Health & Pest Control Budget of \$2,300. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Health Agencies Budget of \$8,549. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Welfare Budget of \$8,250. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Historical Society Budget of \$300. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Library Budget of \$51,604. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Patriotic Purposes Budget of \$1,600. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Conservation Commission Budget of \$750. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned to approve the 2025 proposed Debt Service Budget of \$500. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Capital Reserve Funds:

Derek Tremblay motioned to approve the 2025 proposed the Capital Improvement Funds of \$240,600. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Warrant Articles:

Derek Tremblay motioned approve the 2025 proposed Plow/Dump Truck Lease warrant article. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

Derek Tremblay motioned approve the 2025 proposed Offset Transfer Station warrant article. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

The Board discussed amending other warrant articles and decided to review the other proposed warrant articles at the next meeting.

APPROVAL OF MINUTES

• Review of Regular Meeting Minutes (December 16, 2024):

Derek Tremblay motioned to approve the Regular Meeting Minutes of December 16, 2024 “as is”. Dianne Craig seconded the motion. All were in favor-yes; motion carried, 2-0. Sebastian Zyzdorf abstained.

PUBLIC COMMENTS:

None

ADMINISTRATIVE ASSISTANT UPDATES

- **Utility Update:** Melissa Salinardi mentioned that a representative from Tesco security came to the Town to do a preliminary inspection of the current fire alarm and security system. The representative will provide the Board with a bid as soon as possible.
- **2025 Assessing Contract:** The Board reviewed the 2025 assessing contract and agreed to resign the one-year contract with Commerford Neider Perkins.

NEW BUSINESS

Derek Tremblay mentioned that the website design/technology team will be meeting on Thursday, January 9th at 3 p.m. to discuss a potential grant with the representatives of the Overwatch Foundation.

OLD BUSINESS

• Handbook (Policy Review)

The Board reviewed the changes that were suggested by a member of the Primex team. Derek Tremblay stated that there were no suggested changes that were worth disagreeing with and no changes that altered any of the policies. Dianne Craig and Sebastian Zyzdorf agreed.

Dianne Craig reminded the Board that employee performance reviews should be done before proposed budgets are finalized and suggested that they be annually done around October or November. She added that performance reviews for the upcoming year should be done before the March Annual Town Meeting. She asked the present employees to submit their performance reviews within the next few weeks.

The Board discussed the holiday pay portion of the employee handbook and further clarification was given by the Board. No changes were made to the policy.

Dianne Craig thought that a more defined work schedule for the Highway Department should be stated in the handbook. She suggested a 6month and 6month split between five 8-hour days and four 10-hour days. Derek Tremblay stated that he thinks it is best to leave it up to the Road Agents discretion. No changes to the policy.

Derek Tremblay motioned to accept the amendments made by Primex to the employee handbook “as is”. Sebastian Zyzdorf seconded the motion. All were in favor; motion carried, 3-0.

The Board considers the handbook complete and will provide the employees with an updated copy for them to review and sign.

- **FEMA:** Chair Craig explained that additional funds in the amount of \$404.79 were received from FEMA for the July 9-17th, 2023 Severe Storm and Flooding, grant project DR 4740. The Board accepted these funds under RSA 31:95-b.

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

- **Monthly Budget Review:** A budget report was reviewed while discussing the budget, see above notes.
- **Veterans Monument Repair**
- **Planning Board Update:** Derek Tremblay provided a Planning Board report stating that proposed regulation changes from the Zoning Board may be presented to the Planning Board during a future meeting. He added that the second Planning Board meeting in January has been cancelled.
- **Brickyard Road Bridge**
- **Abandoned Property**

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

The meeting adjourned at 8:02 p.m.

Respectfully submitted by Melissa Salinardi.