



Board of Selectmen's Meeting

Rindge Town Office

Date: April 16th, 2025

MEETING MINUTES

Present: Chairman, Bob Hamilton, Vice Chair, Tom Coneys, Selectboard Member, Larry Cleveland, Executive Secretary, Victoria Stenersen, and members of the public.

The meeting opened at 6:00 p.m. with the Pledge of Allegiance led by Bob.

Selectmen's Announcements: Bob announced there is a Press Release posted to the website about the Town Administrator's resignation and congratulated Lori Rautiola on her new job with the Town of Swanzey. Tom Coneys announced there is an Earth Day Festival at Cathedral of the Pines on Saturday, April 26th, from 10:00 am to 4:00 pm, if anyone would like to go. Pat Martin, Farrar Road, announced that the Rindge Chamber of Commerce will be passing out bags to collect trash on Saturday, April 19th. On Saturday, April 26th, from 8:00 am to 12:00 pm, the Women's Club will be collecting the bags, and people will win a raffle ticket for each filled bag they turn in, towards two \$50 bills for adults and two \$50 bills for kids.

Payroll: Bob motioned to accept the Payroll for 04.17.2025. Tom seconded the motion, it passed 3-0.

Accounts Payable: Bob motioned to accept the Accounts Payable for 04.17.2025. Larry seconded the motion, it passed 2-0-1.

Minutes: Bob motioned to accept the two sets of minutes from 04.11.2025. Larry seconded the motion, it passed 3-0.

Citizen's Forum: Bob opened the forum at 6:05 p.m. by reading the rules of the forum and closed the forum at 6:06 p.m. Pat Martin, Farrar Road, thanked the Board for continuing to support the live streaming. She added that she is sad that Lori Rautiola is leaving, as part of the Energy Commission, she was great to work with.

New Business:

Town Administrator Plan for Hiring: Bob stated that the Board needs to decide how to conduct the job search for a town administrator, effective after April 25th, 2025. In the past, it was done by a citizen committee, the Board, or a combination of both. If they decide to go with those options, the Town is then responsible for the language of advertising. Another option is to use an outside recruiter, like MRI or Rethink Local, to conduct the job search, and they would provide a temporary fill-in Town Administrator. Someone also volunteered as a temporary fill-in for 20 hours a week. Bob added that they will also have to create a job description.

Tom stated that MRI is somewhat expensive, but he thinks the Town needs a clean, open set of eyes to fill in temporarily to evaluate what is going on and what we need for improvement. Bob stated that he will get the contact information for Alex at Rethink Local and give it to the Board, and suggested speaking with the local towns that used them. Tom suggested advertising on NHMA and other locations as soon as possible. Bob asked Victoria to find the last advertisement used for the Town Administrator position.

Larry stated that they need to discuss whether it will continue to be a full-time position or change it to a part-time position. He added that, in the past, they have had a part-time Town Administrator. Tom stated that he thinks they need a full-time position. Bob added that they should create a list of reasons why or why not for each option. Bob then opened the

discussion for public comment.

Pat Martin, Farrar Road, stated that when the Town Administrator position was changed to part-time, it was because the person in that position did not want to work full-time, so they shifted responsibilities and hours to the Finance Director at the time. She added that she thinks it should stay a full-time position for the size of the town. Roberta Oeser, Main Street, stated that she agrees that with a town this size, she does think the town needs a full-time administrator, but they will not require a full-time finance director.

Duncan Stewart, Forristall Road, asked if they could offer a four-day-a-week position because they could pay less. Tom stated that the Town Administrator and Finance Director often come into the office or work remotely on Fridays. He added that it is a competitive market, and multiple towns are looking for Town Administrators. Tom stated he will reach out to MRI to find out the cost and availability and update them next week. Bob stated that he will reach out to Rethink and asked Larry to reach out to Swanzey. Larry asked Roberta how many hours a week are considered full-time. Roberta answered that 30 hours a week is considered full-time for insurance purposes.

Roniele Hamilton, East Monomonac Road, asked if the board has someone in mind for a temporary town administrator or if they are taking nominations. She recommended Roberta Oeser. Bob answered that Roberta had volunteered to help.

Karl Pruter, Jowders Cove, stated that the Town Administrator was largely involved in the budget process and thought it went very well.

Phil Motta, Jericho Road, stated he would not want to rush the search and advertisement until they assess and establish the breakdown of roles between the finance director and the town administrator. Tom commented that the Finance office covers human resources, budgeting, payroll, and other duties, and they should be planning for the long term. Larry agreed with Phil that they need to agree on the hours, title, and job description. Roberta stated that the Town Administrator's job description included responsibilities for town buildings, human resources, the budget, and a few assessing duties. Town buildings went to the DPW, and human resources and the budget went to the Finance Department. Bob stated that Rethink Local and MRI would know the job descriptions of some Town Administrators in the New England area. The board recapped what they would do before the next meeting.

George Carmichael, Farrar Road, suggested that the board motion to appoint Roberta Oeser as interim Town Administrator. Roberta answered that the board should discuss it first. Bob added that Lori will be in and out next week to finish up ARPA reporting and the things the Board requested.

Adjournment: The meeting adjourned at 6:38 p.m.

Respectfully submitted,

Victoria Stenersen

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Executive Secretary