



## Board of Selectmen's Meeting

Rindge Town Office

Date: May 28<sup>th</sup>, 2025

### MEETING MINUTES

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

The meeting opened at 3:38 p.m. with the Pledge of Allegiance led by Bob.

**Credit Card User Authorization:** Bob motioned to allow Roberta Oeser as the primary signator for M&T Bank and to allow Victoria Stenersen to be placed as a secondary signator with a \$2,000 limit. Larry seconded, and it passed 3-0.

**Fire Chief Job Description – Review and Recommendations:** Roberta stated that what needs to be added to the description is the responsibility of an ADA coordinator. There was an internal memorandum to the Board of Selectmen from Fire Chief Rick Donovan recommending hiring a full-time Firefighter/EMT. Bob stated that the Fire Chief and Emergency Management Director responsibilities stay in the position and push away some of the responsibilities of the Building Department, so it is not as hands-on. He also recommended keeping the chain of command for emergencies to remain the same.

Bob added that the building department should still be under the fire department because the building code and fire code are under the direction of the Fire Marshall's Office. Tom recommended separating the two as it is more cost-effective and efficient for the Fire Department to focus strictly on emergency services and only fire safety inspections. He broke down the financial analysis for his suggestion. He continued that the Fire Chief would remain Full-Time while still taking out all building department duties. If this were implemented, they would then have a part-time Building Inspector/Code Enforcement Officer and a part-time building secretary. Within the Fire Department, Tom recommended having one other full-time Fire Fighter and the rest of the positions be per diem. Bob did not entirely disagree with removing the responsibilities of building inspector from the Fire Chief, but would like the Fire Department to keep oversight over the building inspector. Tom stated that the Building Department should be under the oversight of the Selectmen/Town Administrator. There was a discussion about the health insurance plans. Roberta stated that the Building Inspector could be contracted out if construction is slow in the town. Larry asked what the qualifications of a Building Inspector are. They need to know the state codes. Tom recommended that the Fire Chief be only in charge of Public and Life Safety, and to scratch all building inspector, building inspection, and building department language from the description. Tom stated that he will type up the job description and send it to the board and Roberta for review.

**Adjournment:** The meeting adjourned at 4:50 p.m.

Respectfully submitted,

*Victoria Stenersen*

Victoria Stenersen  
Executive Secretary