



## **Board of Selectmen's Meeting**

**Rindge Town Office**

**Date: June 11<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 was opened by the chair at 5:04 p.m with the Pledge of Allegiance.

#### **New Business:**

Approval of Intent to Cut: Map 1 Lot 5 & 5-1 and Map 5 Lot 9-5-2: Bob motioned to approve the Intent to Cuts for Map 1 Lot 5 & 5-1 off of Robbins Road and Map 5 Lot 9-5-2 off of Bean Hill/Able Road. Seconded by Larry and passed 3-0.

Bob stated that it was brought to his attention that Tom yelled at one of the employees today. He feels that this needed to be addressed and was an inappropriate action. Tom stated he did apologize and was caught off guard by something. Bob motioned to bring all employee complaints regarding this Selectboard member to our Town Council for advice and direction on how to address them. Seconded by Larry and passed 3-0.

#### **Old Business:**

Fire Chief Job Description: Roberta stated that there is a duties list they have been working on and a separate job description, which includes a duties list. They conflict with each other, and they will need to go through it. Fire Chief, Rick Donovan, stated that the original job description was done through a town-wide study about 8 years ago.

There was a discussion about whether the Fire Chief is under the supervision of the Town Administrator, which is the language under number two. In number three, Bob changed the language in the second sentence to state "subject to Town Policy and the approval of the Board of Selectmen." Bob also stated that because the building code and fire code are under the Fire Marshall, he would like to keep the responsibility for the Building and Fire Inspector under the direction of the Fire Department and overseen by the Fire Chief. There was a brief discussion about a bill that is in the State Legislature regarding building inspections.

Tom added "at a level necessary for adequate response" to number nine after the words "maintains facilities and equipment," and to number twenty, add the word "response" after "fire." He also recommended the title to be Rindge Director of Fire and Life Safety. Bob answered that the title Rindge Fire Chief Job Description is fine because Director of Public and Life Safety is within the scope of duties, but is not needed in the title.

They decided to have the language in number two to state "under the supervision of the Board of Selectmen and in consultation with the Town Administrator" in the first sentence. And in the third sentence of number two, add the language "fire and life safety related" after "authority to issue." There was clarification on number three. Rick gave the board the current job description. Rick interjected and said the Attorney General's office previously stated that call members are under the direction of the fire chief to hire, fire, discipline, etc., with the approval of the Board of Selectmen.

There was a discussion about including supervision of the Building Department under the Fire Chief's direction, and a full-time Firefighter/EMT/Building Secretary. Bob does not want the Building Inspector to report directly to the Board of

Selectmen. Tom proposed having it as a separate administrative function, as it is more cost-effective for the Town to have a part-time position instead of a full-time position with retirement. Bob added that the Town would lose an EMT. Larry answered that a full-time EMT/Firefighter/Building and Fire Code Position is possible with the income the Town receives from the permit fees. Rick added that the NFPA Standard 1710 states they need a minimum of four firefighters on a fire engine. The Fire Department has difficulty hiring per diem and on-call members to meet the minimum requirements. He added that our ambulance service does not meet our demands for calls and is not fully staffed so EMTs are needed in Rindge's Fire Department. Rick stated that many NH towns have moved their Building Department under the direction of the Fire Department. No decision was made on the Building Department.

There was a discussion about the building inspector's response time to calls when they are out inspecting buildings and homes, and the Fire Department's approval and inspections of certain systems. Roberta asked about thirteen. For number thirteen, it should state "Issues all fire safety permits (fire alarm, sprinkler, fireplace, chimney, heating equipment, wood stove, etc.) and underground storage tank registration forms."

Roberta asked about Rick's recommendations to add the responsibilities of grant management, the Hazard-Mitigation Plan, Local Emergency Operation Plan, attending JRMA and Town Gown Meetings, etc. Rick recommended keeping the Emergency Management Director position as one of the Fire Chief's job functions. Tom's draft only changes the list of essential functions and is not the entire job description.

Roberta stated that she would like to see someone in the Town Administrator position who cares for the Town and is passionate about serving the residents of the Town of Rindge. Bob added that it is the daily, weekly, monthly, quarterly, and annual tasks that the job requires.

At 6:12 p.m., Bob motioned to enter into a non-public session per RSA 91-A:3 II (b). Seconded by Tom. Passed by a roll call vote, Bob - aye, Tom - aye, Larry - aye.

The meeting returned to the public at 6:58 p.m. Bob motioned to seal the minutes from the non-public session until January 1<sup>st</sup>, 2026, as it may adversely affect the reputation of the people discussed. Second, by Tom. Passed by a roll call vote, Bob - aye, Tom - aye, Larry - aye.

Bob motioned to allow Rick to put out an advertisement for the vacant position in the fire department. Seconded by Larry, passed 2-0-0. Before the Board voted, Tom asked if they could wait until the Fire Chief Job Description had been confirmed, as the open position is dependent on the duties of the Fire Chief. Bob answered that the issue is that they would then have three positions open at the same time in one department.

**Adjournment:** The meeting adjourned at 7:02 p.m.

Respectfully submitted,

*Victoria Stenersen*

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Executive Secretary