



Board of Selectmen's Meeting

Rindge Town Office

Date: August 27th, 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 6:04 pm with the Pledge of Allegiance led by Bob.

Selectmen's Announcements: Larry announced that he and the Rindge Veterans Association (RVA) are actively working on the Colonel Rands Cemetery Plot located at the intersection of Rand Road and Robbins Road. There is now a clear path to the cemetery plot from the right-of-way. Last night, he was voted in as an honorary member of the RVA to work on the project. He would like to use a piece of equipment to remove the tree and some large stones and complete the project before the Town's 250th anniversary next year.

Payroll: Bob motioned to approve the payroll for 08.21.2025 & 08.28.2025. Seconded by Larry, it passed 2-0-0.

Accounts Payable: Bob motioned to approve the accounts payable for 08.21.2025 & 08.28.2025. Seconded by Larry, it passed 2-0-0.

Minutes: Bob motioned to approve the minutes from 08.13.2025 & 08.18.2025. Seconded by Tom, it passed 3-0.

Citizen's Forum: Bob opened the forum at 6:08 p.m. by reading the rules of the forum and closed the forum at 6:31 p.m. Pat Martin, Farrar Road, thanked the Board and especially Larry Cleveland for championing repairs and replacement of the Swap Shop roof. She asked the Board of Selectmen and the acting Town Administrator to allow Tom to do his job. She expressed her support for his efforts to educate himself and his ideas to implement purchasing systems and accounting practices. She also expressed the need for support of the public school system and all local schools.

Jo Verrecchia, Foliage Way, read a statement regarding the investigation the Attorney General's office will be conducting regarding the complaints against Tom Coneys. She read excerpts from emails she has recently sent to the Board and Town Administrator regarding her concerns with the Rindge Police Department's conduct, the trespassing charges made against her husband, and the recent permit given for the drawdown of VanDyke Dam. Bob asked Mrs. Verrecchia to stop twice as her statement exceeded the allotted time.

Anne Whitney, School Street, on behalf of "Working Together for Jaffrey-Rindge", has a letter for the Town of Rindge requesting to place signs around Rindge in commemoration of Conant High School being named the recipient of the 2025 New Hampshire High School of Excellence Award. See attached letter for the request. Bob stated that this will have to be investigated, as it is quite lengthy. He expressed concerns with the size of the banners and stated that placing lawn signs around town is allowed on private property but not on public property.

Debbie Qualey, Meadow View Road, asked Larry if he was talking about the cemetery off NH Route 119. He reiterated the location and stated the Colonel died in 1811, was in the Revolutionary War, and was a Selectman for 10 years in Rindge. Debbie asked for permission to put a small plaque on the fence that is being erected in front of the Hillside Cemetery, which states that the Rindge Women's Club supported this project. The Women's Club also provided funding for restoring

the town's scale, and they would like a small plaque there as well. Bob answered that she should speak with Mike Cloutier and the Cemetery Trustees about the plaque on the cemetery fence, and his opinion on installing a plaque at the town scale is no. Roberta explained that the town scale is dedicated to Peter Anderson, and there is a plaque there for him. In the past, P.O.O.R. also provided funding to restore the mechanism, and they do not have a plaque. Larry recommended that she contact the Chamber to have an announcement in their newspaper. Tom recommended putting an announcement on the Town website. Bob thanked the Women's Club for their support for those projects and for providing financial support for the darkening shades at the Meetinghouse.

Judy Unger Clark, Fitzgerald Road, acknowledged Pat Martin as the Town of Rindge Hometown Hero and thanked her for all the work she does for the Town. She compared the issues going on in the Town to the garden that is out front, filled with thistles, and stated the thistles need to be removed so there is harmony in this town. Bob congratulated Pat on her commendation.

Old Business:

Amendments to the Town Admin Job Description: Bob stated there were a few lines added to the Town Administrator position that were taken from the duties of the Finance Director. These include administering all benefits programs, processing enrollment status changes, termination paperwork, processing disability claims, monitoring compliance, ensuring confidentiality of information except for public notice requirements, and administering all Human Resources compliance requirements.

Tom expressed concern with the updated job description as it removes the supervisory responsibility the Town Administrator had over the Department Heads and differs from previous versions. He further stated that he is concerned that this is a departure from what the residents voted on to implement the 1997 MRI study. He asked for a copy of the signed job description and when it was last approved in the minutes. Roberta answered that the document she is working from was typed in 2016 by Katy Robbins, a previous town secretary. She added that the biggest change is putting the Human Resources duties back on the Town Administrator and stated that the residents voted for a Town Administrator and not a Town Manager.

Bob added that he is having the same problem with receiving versions of documents without signatures and undated. Larry agreed and suggested that each document should have a revision page at the end with dates and the revisions made. Tom reiterated his request for minutes that document the approval of the present version. Bob stated he does not agree with the job description that states that all the Department Heads report directly to the Town Administrator. He approves of the version that states the Town Administrator supervises Town Office employees and provides administrative direction to and acts as a liaison with the Department Heads under the control of the Board of Selectmen. This item was tabled until they determine when the current version was written and approved.

Appoint Committee Members for the Fire Chief Search: The board agreed that the number of people they previously decided on for the committee was too many, and they should have a maximum of 5. There was a discussion about who should be on the committee. Larry recommended they have Fire Chief Rick Donovan on the committee, as he knows the department very well. Tom stated that he would agree with him that the chief has experience, but he believes they need someone independent of the department. Bob added that Rick should be consulted during the process and asked if Rick would be willing to advise as called upon by the committee. Rick agreed.

Bob motioned to ask the following people to volunteer for the committee: Dale Smith, as the Rindge Resident, Jaffrey Fire Chief David Chamberlain, Kristine Nolan, as the FPU representative, Fire Marshall Toomey, or a representative from his office, and Troy Fire Chief Mark Huntoon. Seconded by Larry, passed 3-0.

Posting for Fire Chief Position: Roberta read the job advertisement for the Fire Chief Position. She added that she consulted with Rick Donovan on the advertisement, and it was from another NH Fire Department. Bob stated that the requirements

and standards may be too high for the position. Tom agreed. Larry asked Rick to weigh in. Rick stated that for the Fire Chief accreditation, it has been standard now for the past 15 years, and the advertisement is standard throughout New England. Experience differs per town, so they look at the number of calls, the type of calls, and the demographics of the town where the candidate has experience. Bob asked if the requirements are prerequisites or requisites that can be earned on the job. Rick answered that they could have the requirement to complete certain criteria with a deadline.

There was a discussion about the salary range. Roberta stated that the salary range listed is based on Laconia's advertisement from 2 years ago. Bob asked Rick if they could thin this down for advertising purposes. Rick and Roberta agreed to discuss changes. Bob stated that if the board approves a change, they will initial the document. Roberta stated that she found \$17,000 from the Town Office budget that she believes should be allocated for overlap for the Fire Chief, as it is money that will not be spent. The Board decided to wait on this. There was a discussion about where they post the ad and the NH State requirements.

New Business:

Special Events Permit for FPU Football Games and Beer Garden: Bob stated this has been approved by the Fire Department, Police Department, and the college was conferred with. Rick added that it is the same thing as in the past. Bob motioned to approve the special events permit for the 2025-2026 FPU football games and beer garden. Seconded by Tom, it passed 3-0.

Elderly Exemptions for: Map 6 Lot 49A-1, Map 2 Lot 10-5, Map 2 Lot 50-T-79, Map 10 Lot 4-1, Map 7 Lot 26-7, & Map 1 Lot 15: Bob stated that these elderly exemptions have been vetted, and all the paperwork submitted was reviewed. Bob motioned to accept the elderly exemptions for Map 6 Lot 49A-1, Map 2 Lot 10-5, Map 2 Lot 50-T-79, Map 10 Lot 4-1, Map 7 Lot 26-7, and Map 1 Lot 15. Seconded by Tom, it passed 3-0.

Abatement for Map 6 Lot 73-21: Bob motioned to approve the abatement for Map 6 Lot 73-21. Seconded by Tom, it passed 3-0.

Review Expenditure and Revenue Reports: Bob asked if everyone had the time to review them. He stated that they are just below the expenditure expected throughout the year.

Fund Transfers for Health Reimbursement Account: Bob stated that the issue they are having is the large number of deductibles for health insurance. Roberta stated that the amount budgeted for many years has been \$6,600 to go towards the payments. The town contributes \$1,500 of the \$3,000 deductible. They still save money on the insurance overall, but they were not prepared for the increase in the number of claims. The total that has been spent so far this year is \$15,900. The total that needs to be transferred to cover the expense is \$9,967. Tom asked to see the billing for the Health Reimbursement Account. Roberta stated she can print out the bills for Tom, as it does not have any identifying information. Bob motioned to transfer \$1,900 from the Executive Budget, \$6,300 from the Elections Budget, and \$1,767 from the Town Office Budget into the Health Reimbursement Account. Seconded by Larry, passed 3-0.

Legal Expenditures: Roberta explained that the lawsuit expense had been paid with the legal expenditures budget, \$6,616 has been expended from this line. Another bill has come in at \$11,630. They are doing fine on both legal accounts.

Perambulation of Town Borders per RSA 51:2: Bob stated that the Selectboard members or an appointed perambulator are required to walk along the borders between towns to make sure there are no encroachments. It was last completed in 2015 by Ben Germano. Ben placed GPS locations so the perambulation can now be done aerially with a drone. Larry expressed concerns about using a drone, as there are FAA requirements. Roberta stated that most borders are along roads, and Peter Halliday had volunteered to bike along the town borders on roadways. Larry also recommended putting the GPS coordinates in the phone or a Garmin watch to walk the borders. Bob stated he is looking to appoint an official perambulator.

Ad Posting for DPW CDL Driver: Bob motioned to allow Mike to advertise for the DPW CDL Driver position. Seconded by Larry, it passed 3-0.

Any Other Official Business:

Roberta stated that for the new website, when the contract was signed, there were only 5 users allowed overall for editing, and the Town needs a minimum of ten. Victoria stated the cost is \$100 per user per year to be added to the current contract of \$2,300 per year. The ten users she proposed are the Executive Secretary, the Town Administrator, the Town Clerk, one Planning Board representative, one Recreation Department employee, the Zoning Clerk, one Police Department employee, one Conservation Commission member, the Building Secretary or a Fire Department employee, and the Library Director. Roberta added that the Town Administrator account is not needed. The website maintenance line under the Technology budget was transferred to other line items, but \$3,100 was spent from that line when no money was in the budget. Roberta said there could be money within the Technology budget to be spent on this. Victoria said she will call the salesperson at Revize and request a new contract. She proposed requesting to waive the increase for the rest of this year. Tom asked when it is supposed to go live. Victoria answered that she would like to have the website go live by the end of September.

Bob read a statement that all three Selectboard members agreed to be read.

"The Selectboard has received complaints related to the Selectboard member, Tom Coneys. The Selectboard takes these complaints seriously. The Board recognizes each Selectboard member has a right to free speech and the authority to voice opinions regarding matters before the Board, including those which involve the prudent affairs of the Town. However, the Board does not condone any harassing or ~~any~~ other inappropriate behavior by any Selectboard member towards any employee."

Informational Items, Communications, & Updates:

No further updates were given.

Bob motioned to enter into a non-public session per RSA 91-A:3 II (b), seconded by Larry. Passed by a roll call vote, Bob – aye, Tom – aye, Larry – aye. The board entered into a non-public session at 8:02 pm and the meeting returned to the public at 8:22 p.m.

Roberta recommended that when they seal the minutes, they need to announce any decisions made during non-public sessions and record them in the public minutes so they can act upon them. Bob announced that during the non-public session, it was decided to offer conditional employment for the Town Administrator position. Bob motioned to seal the minutes from the non-public session until the position is filled because it would render a proposed action ineffective. Seconded by Larry, it passed by a roll call vote 3-0; Bob – aye, Tom – aye, Larry – aye.

Adjournment: The meeting adjourned at 8:24 p.m.

Respectfully submitted,

Victoria Stenersen

Victoria Stenersen
Executive Secretary