



**BOARD OF SELECTMEN  
MEETING MINUTES**

**Present:** Roberta Oeser, Chair, Bob Hamilton and Karl Pruter, Selectmen, Sara Gravell, Town Administrator, Laurie May, Finance Director, Lori Rautiola, Executive Secretary, Members of the Community

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

The meeting was called to order at the Meeting House with the Pledge of Allegiance on September 23, 2020 at 6:00 p.m.

**GENERAL BUSINESS**

**Selectmen's Announcements:** Roberta announced the Rec. Department will be hosting "Trunk or Treat" on October 23<sup>rd</sup> at the Rec Center from 6:30-8:00 p.m. The event will be held at the Rec. Center and will be for for NH residents ONLY and by reservation.

Citizen's Forum: Roni Hamilton asked if the meat raffle would be returning. Roberta responded they will be discussing the meat raffle tomorrow night and are hoping to bring it back by December. She added there would be a drawing for a \$500 gift certificate to Market Basket. Holy Koski announced the Farmer's market is tomorrow. She also noted the website seemed to be lacking some of the clubs that use to be under Town Information. Roberta mentioned the calendar on the website does list some of the events for clubs that are not town funded and there has been some issues with the website lately. Karl noted Lori and Sara are working on having some updates done to the website and working to implement a website that is more structured and easier for residents to navigate.

**Consent Agenda:** Approval of:

- Minutes 8/26/2020, 9/09/2020
- Payroll 9/17/2020, 9/24/2020
- Accounts payable 9/17/2020, 9/24/2020

Bob noted the payroll and AP dates should be changed to 9/17/2020 and 9/24/2020. Karl made a motion to approve the consent agenda as amended. Bob seconded the motion and it passed 3-0.

## Old Business:

Dale Farm Rd Name & Execute Road Agreement: Roberta stated the road names submitted by Mr. Vandyke for the re-naming of Dale Farm Road are family names which are not recommended. Roberta noted she was unaware that road names should go through the Historical Committee and suggested the road be named Knight Road because that was the name of the road in the past, according to town records. Karl questioned if the Road Committee gives any input and Roberta responded they do not, just the Select Board and the Historical Committee. Chief Donovan added the road names start with the Building Official to check for discrepancies with the State E-911 system. Roberta noted Mr. Vandyke's request was put in over a year ago. The discussion was tabled so the Historical Committee can review the road names.

Intent to Cut Map 9, Lot 18, 21: Roberta stated she had not heard from the Conservation Commission on any issues so the Board should move forward and sign off on the application.

Confirmatory Deed -26 Sunset Dr.: The confirmatory deed for 26 Sunset Drive has been completed. Bob made a motion to sign the deed. Karl seconded the motion and it passed 3-0.

Tax Deeding – Map 21 Lot 4: The Tax Collector has started the tax deeding process. Roberta noted there has been a payment plan set up for Map 21 Lot 4 and Tax Collector, Carol Donovan has asked the Board to sign the waiver. Bob made a motion to waive tax deeding on Map 21 Lot 4. Karl seconded the motion and it passed 3-0.

## PUBLIC HEARING

Roberta opened the hearing at 6:15 p.m. She stated the hearing was being held to accept unanticipated revenue in the amount of \$93,142.86. The revenue is associated with the Assistance to Fire Fighters Grant for the Jaws of Life tool and portable radios (AFG) in accordance with RSA 31:95-b and RSA 21-43-P. Chief Donovan explained the need for the new Jaws of Life tool.

Roberta stated on behalf of the Town of Rindge, we owe a huge amount of gratitude to Chief Donovan for the amount of time, hard work and dedication he has given the Town of Rindge. Chief Donovan has brought in close to one million dollars in revenue to the Town of Rindge, not including this amount stated above. The Board and residents applauded Chief Donovan.

Chief Donovan stated he could not accomplish any of the grants without his Assistant, Deb Douglas, adding it is a team effort and reiterated he would not be able to accomplish it without her.

Chief Donovan stated this grant is for \$102,919.00. The government share will be \$93,142.86 which will be used to replace the radios which are fourteen years old (28 radios in total) which allows for each seat in the truck to have a radio. The second item the funds will be used for is to replace the Jaws of Life. Chief Donovan explained the manufacturers are making cars more

compact, but with stronger metals, which make it extremely hard for our jaws to cut through. He recalled an accident a little over a year ago which took over an hour to cut through and release the person trapped inside, adding the Department had broken two sets of jaws in the process. Chief Donovan stressed the importance and need for the new tool to cut through the stronger materials.

There being no public comment, Roberta closed the public hearing at 6:25 p.m. Bob made a motion to accept the unanticipated revenue in the amount of \$93,142.86 associated with the Assistance to Fire Fighter's Grant in accordance with RSA 31:95-b and RSA 21-43-P. Karl seconded the motion and it passed 3-0.

### **New Business:**

Bi-weekly Pay Plan: Roberta stated the Board has been trying to convert to a bi-weekly pay plan to save money. After meeting with employees and hearing some of their concerns, the Board has decided to research having payroll done in house. Laurie May, Finance Director, had received three quotes, BMSI, Accufund and BS&A, adding it is hard to compare the three due to the fact that what they offer are very different. Some include modules for Accounts payable, Human Resource modules, payroll, different amounts of users, etc. She suggested offering a RFP to allow for a better comparison and to determine a solid cost analysis. Laurie touched on the efficiency factor as well, adding new software may allow for better time management which means more cost savings. Bob mentioned the reason the Board is looking into having it done in house instead of just switching to a Bi-weekly pay plan is that if there was an error in the payroll one week, the employee would have to wait two weeks before they see the correction in their paycheck. The Town is currently paying \$12,000 annually for payroll services through Paychex.

Recreation Donations: Sara reported Dan Bemis was looking for approval to accept donations and put the funds in the rec. revolving account for the "Nature Escape" at Tetreault Park. Roberta stated absolutely not, as there is no oversight on the rec revolving account and donations should be accepted the same way all donations have been received in the past, adding the donations have to be spent for that specific project. Karl and Bob agreed and Bob mentioned it is unanticipated revenue and the public should know when the Town receives a donation. The Board agreed not to allow the funds for the Nature Escape to be put into the rec revolving account.

Code Enforcement Complaints: Roberta noted the Board had sent a letter to town counsel and has not heard back on the Sportsman's Drive issue. It was noted the County Road issue has made significant progress and should be completed within the next couple days. Bob questioned if the Planning Board has heard from the owner of the Home Town Diner and Phoenix Smoke House restaurants. Roberta noted she did speak with them last week and they had planned on coming in. Bob reiterated the importance of the applicant seeking the Planning Board for a site plan review. Rick added the tent was permitted as a temporary permit and is valid for 90 days.

Roberta stated the Code Enforcement and Assessing Clerk position is still open and has had no applications for employment. She suggested separating the positions as they really have nothing to do with each other in hopes it would spark more interest in the position(s). There was a brief discussion on separating the job into two positions and creating a Code Enforcement Officer position with a stipend and an Assessing Secretary position with an hourly pay.

**Informational Items/Communications & Updates:** Sara stated updates for Consolidated Communications Inc. (CCI) were posted on the town's website and Facebook page showing maps and charts to the progress being made thus far. Karl reported the Tel Tech Committee met with Consolidated, adding the trunk lines are being completed now and CCI will notify people when they are ready to set up lines to the house. He added it would be tested on the Town buildings first. Once the area of work is complete, Consolidated will reach out to the residents to see if they would like service. As soon as Consolidated creates the link for residents to sign up, the link will be posted on the Town's website and Facebook page.

Roberta noted budget season was approaching fast and the Board would like to have the Department Heads complete their budgets and present them to the Board and Budget Advisory Committee by Thanksgiving. The Board will meet with Department Heads over a three week period prior to Thanksgiving. Sara will announce to the Department Heads at the meeting tomorrow.

Roberta mentioned Dan Bemis is in jeopardy of losing his vacation time because he thought it rolled over but according to the Town Policy it does not. Dan sought the Board and asked if he could roll over the 26 hours he had acquired. Bob stated he did not want Town employees missing out on time they earned because the employee misunderstood, adding employees should be notified ahead of time that his vacation time was expiring. Laurie noted there has been some issues with Paychex. Karl agreed with Bob. Laurie will make sure Dan is aware of what the policy states which is employees have six months from their hire date to carry over two weeks' vacation.

There was a five minute recess.

At 7:15 p.m. Bob made a motion to enter into non-public session under RSA 91: A II 3 (b). Karl seconded the motion. Roll call vote: Karl – yes, Bob – yes, Roberta – yes.

At 7:20 the meeting reconvened. Bob made a motion to seal the minutes as it could adversely affect someone's reputation. Karl seconded the motion and it passed unanimously.

Respectfully submitted,

Lori Rautiola