



BOARD OF SELECTMEN
MEETING MINUTES
March 31, 2021

CALL TO ORDER / PLEDGE OF ALLEGIANCE

The Chair, Karl Pruter, called the meeting to order via Zoom in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04 on March 31, 2021 at 6:00 p.m. Roll call vote: Karl Pruter, Chair, Bob Hamilton and Marybeth Quill, Selectmen
Also present: Sara Gravell, Town Administrator, Lori Rautiola, Executive Secretary, and Members of the Community

GENERAL BUSINESS

Selectmen's Announcements: Bob announced the Board had awarded the Boston Post Cane to the Bernice Martin, the oldest resident in Rindge. He thanked Bernice for her time at the small ceremony and congratulated her once again. Bob stated the Wellington Road Bridge is scheduled for construction between May 3rd through August 31st and could be shut down at any point between those dates.

Consent Agenda - Approval of:

- Minutes 3/17/2021
- Payroll 3/25/2021, 4/01/2021
- Accounts payable 3/25/2021, 4/01/2021
- Conservation Commission Appointment: Full members: Richard Mellor, Fred Rogers, Paul McPhie, Doreen Richards. Alternate members: Rob Rubendall, Deni Dickler

Al Lefebvre noted these term lengths are staggered, three year terms and Richard, Fred, Paul and Doreen. Rob and Deni are Alternate members. Bob made a motion to approve the consent agenda. Marybeth seconded the motion and it passed by roll call vote 3-0. Bob, Aye, Karl, Aye, Marybeth, Aye.

Citizens Forum: Al Lefebvre mentioned he had fiber installed and the install went fine; however, his phone was out of order for a week, adding he was unhappy with the poor communications and the amount of time it took them to resolve the issue. Holly Koski noted the designated Rindge phone number for fiber only issues is 1-888-299-9936.

Old Business:

Town Building Rentals: Bob noted Chief Donovan did not have any objections to holding meeting and public events at Town Buildings. Bob noted town boards and committees will have priority over public use. Marybeth and Bob both agreed to open the town buildings for public use. Rick mentioned the buildings are cleaned on a regular basis and they are being sanitized every Saturday. Bob made a motion to open the town buildings for the public to use. Marybeth seconded the motion and it passes by roll call vote 3-0.

Budget Recommendations: Karl noted the Board met today after nonpublic session to discuss 2021 budget shortage. Finance Director, Leslie Frank presented some budget recommendations which the Board approved at the meeting prior. Karl added the recommendations cover the shortage in the default and will cover the employee wage increases for this year, according to the Town's pay plan. The recommendations are as follows: The proposed budget totaled \$4,500,000 which was short \$69,653. The following adjustments were found: Town Clerk \$11,000, Elections and Reg \$5,100, Town Office (insurance) \$10,000, Technology \$4,000, Police (vacancy, Insurance) \$12,000, Welfare \$9,590.00, Library (retirement error in default budget) \$1,759, Return of Health Insurance Premium \$22,318 for a total of \$72,249.00. Bob noted there was some savings in the Department Heads budgets where they had lowered certain lines in their proposed budgets; however, the budget went to default so those amounts were higher.

BS&A Accounting Software: The Board would like to move forward with the purchase of new software for the Finance Department. Karl noted the new software would be a long term savings and will increase productivity in the Finance Department. The software was reviewed and recommended by the Town's prior Finance Director. Sara added it will eliminate any human error and things can be generated much more easily. Marybeth questioned where the funds will come from to pay for the package. Sara responded the funds would come from unanticipated revenues. Bob mentioned it should alleviate any confusion for invoicing. Bob asked if Leslie was in agreement with the new software and Sara stated she was. Bob also questioned if the unanticipated revenues would cover the cost and Sara stated it would. Bob made a motion to use \$38,430 from Unanticipated Revenues for the purchase of the BS&A software package. Karl seconded the motion and it passed by roll call vote 3-0. Karl, aye, Bob, aye, Marybeth, aye.

Selectmen's Meeting Format: Karl noted there are still some issues with Consolidated on the install of fiber to the Town buildings; however, he would like to conduct Selectmen's meetings in person/hybrid so people can still participate via Zoom. Karl noted the Board is seeking technology assistance. Phil Motta mentioned he would help out where needed. There was a brief discussion on the fiber in the town buildings. Bob noted he was ready to hold public meetings in person. Marybeth agreed to hold in person meetings, adding the hybrid model should still be used so residents can participate via Zoom as well.

New Business: The new septage agreement with Jaffrey had a small change in the contract. Bob explained it had no effect on the town and agreed with the contract. Bob made a motion to

allow Sara to sign on behalf of the Board and to renew the septage agreement with the Town of Jaffrey. Marybeth seconded the motion and it passed by roll call vote 3-0. Karl, aye, Marybeth, aye, Bob aye.

Garage roof: Karl stated the garage roof will be go out for bid. Karl explained the bid process. Bob noted Mike does receive quotes ahead of time before the cost is put before the voters. Bob noted to change the word “owner” and replace with “Town of Rindge has the right to refuse the bid”. Bob made a motion to allow Mike to move forward and advertise for the bidding for the garage roof. Marybeth seconded the motion and it passed by roll call vote 3-0. Karl, aye, Marybeth, aye, Bob aye.

Rindge Final Milestone Document for Consolidated Communications: Karl noted the next payment is around \$600,000 which will be reimbursed by Consolidated. This is the next step in the process and the contract should be signed. Bob noted the figure he had was \$629,688 to be exact. Marybeth questioned sending payment right away due to the complications with fiber at the Town Office. Karl inclined not to use it as leverage. Bob noted the Town has 60 days and the document is based on them installing the fiber to the poles not the buildings. There was a brief discussion on the document and signing off on by CCI project manager and the Town Project Manager, Mike Cloutier. Bob made a motion to allow Sara to sign the document when Sara feels comfortable with the timeframe. Karl seconded the motion and it passed by roll call vote 3-0. Karl, aye, Bob, aye, Marybeth, aye.

Informational Items & Communications & Updates: Sara mentioned the “go live” date for the Town’s new website will be April 8th.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Lori Rautiola