



**BOARD OF SELECTMEN
MEETING MINUTES
November 30, 2022**

Present: Bob Hamilton, Chairman, Marybeth Quill, Vice Chair, and Karl Pruter, Selectman, Lori Rautiola, Town Administrator, Laurie May, Finance Director

Bob opened the meeting at 5:30 p.m. at the Town Office.

Bob motioned to enter non-public session pursuant to RSA 01-A:3, II(a); employee review. Karl seconded the motion. The motion passed 3-0.

Bob re-opened the public meeting at 6:00 p.m with the Pledge of Allegiance.

Bob made a motion to seal the sessions of the non-public meeting pursuant to RSA: 91- A:3 II (a) as it could adversely affect the outcome. Marybeth seconded the motion and it passed 3-0.

Selectmen's Announcements: The new septic system has been installed in the town office building. Christmas Tree lighting will be Dec. 2nd 7pm and breakfast with Santa will be Dec. 3rd 8am – 10am. Senior Volunteer dinner will be on Dec. 8th at Recreation Center at 5pm.

Any other items before the Board: no new items were mentioned.

Citizen's Forum: Craig Clark speaking for the Tel-Tech Committee: wanted to make the Board aware that Chris Stewart from Colonial Insulation is having trouble with Consolidated in regard to their payments. He has a contracted amount to pay but Consolidated has billed him different amounts. They have been paying the contracted amount, but Consolidated is saying that they have an outstanding balance and it is nearing litigation. Chris (from Colonial Insulation) was hoping the Town could help out in some way. Craig just wanted to make the Board was aware of the situation and that Tel-Tech is taking no further action. Roni Hamilton spoke about the meat raffle on the first Saturday of every month, 1:30-5:00 in the afternoon, at the VFW. These raffles are run by P.O.O.R. The proceeds support the Fire Fighters, Veterans, etc.

Consent Agenda: Approval of:

- Minutes 11/02/22, 11/09/22 minutes & 11/16/22
- Payroll & Accounts payable 11/23/22 & 12/01/22 (due to Thanksgiving)

Marybeth pointed out that the “dates” portion on the 11/02/22 minutes did not look correct. In addition to that Bob said that Randy Burt submitted an Intent to Cut for Map11 Lot 1:5, 1:6, 1:8. Conservation Committee will be alerted if they haven’t been already. They can oversee the Intent to Cut and what it involves.

Karl made a motion to approve the consent agenda with the caveat that Lori will check out the dates on the 11/02/22 minutes for accuracy. MaryBeth seconded the motion. It was passed 3-0.

Old Business:

ARPA:

Preliminary pay for first responders: Lori explained it had been previously approved that all first responders could carry over vacation time into the following year ending in July 2022. Employees were going to lose vacation they couldn’t use due to the extra hours, and the shortage in staff. MaryBeth asked if it was carry-over or buy-out. Bob stated it was buy-out. Discussion ensued around 3 specific employees that were affected by this vacation/overtime issue. Laurie May reported the total number of hours as employee #1 – 319 hrs., #2 – 30 hrs., and #3 – 155.5 hrs. Bob said if the employees agree with the number of hours, they will be paid for the time. Bob said to hold off on the check for employee #2 until the litigation is completed.

Authorization for PD Taser purchase: Quote was discussed for \$24,339.36 for 8 Tasers, cartridges, maintenance, and warranty for five years. No new costs for five years per Rachel Malynowski. Discussion ensued regarding the current use of Tasers and future costs. Motion made by Karl to accept the quote from Axon for the Tasers. MaryBeth seconded the motion. The motion passed 3-0.

Update on Town Clerk Office renovation: Lori reported Boss Contractors and Hutter Construction came and discussed the renovations to the Town Clerk’s and Tax Collector’s Office. Rick Donovan was waiting for one more contractor to give a quote.

Update on building security: Monadnock Security came out and went through the town offices, library, and the Rec Center to give a quote for all the buildings. The library has a different company from Massachusetts and has had some issues. The goal is to utilize one company for security needs. Bob asked who would do the maintenance on the keyless system cards. Lori said the Town administrator would maintain that process. Lori stated Rick believes it would be covered under ARPA. A brief discussion took place.

Mini splits for the Town office: These would be for the Tax Collector and Town Clerk’s offices. Bob said that it had already been discussed and it was cost prohibitive. Lori asked if she should get quotes and Bob suggested to talk with Pat Martin about costs and previous effectiveness for the town office building.

Authorization for the Fire Department doors: Lori sent a quote via email to the selectman. They are looking at Keene Door for this. The current doors are not working properly. Motion made by Karl move forward and accept the estimate from Keene Door of \$11,462.00 for five commercial doors and openers. MaryBeth seconded the motion. The motion passed 3-0.

Laptop Purchases: Two laptops are to be purchased with ARPA funds. More information was needed. The discussion was tabled.

New Business:

Capital Improvement Plan: The Capital Improvement Committee presented the following to the Select Board. Bob questioned the amount of the truck that was recommended, adding the number was unrealistic. There was discussion on the numbers presented for the truck. Bob questioned Laurie if there were funds for the library furnace, she affirmed there was. Also requested is \$25,000 for a rebuild of the pump for the fire engine #1. A brief discussion was held. The brush truck was discussed as well. Bob suggested Rick and Mike sit down and figure out what they need for vehicles.

MaryBeth asked for a copy of the ARPA spreadsheet of requests and expenditures. Lori will get that from Rick and get to MaryBeth. Carpeting was discussed for the town offices, library, and rec center. Vehicle needs for all departments and a new septic system for the Meetinghouse were also discussed. Bob stated all those things can be paid by using ARPA funds. A discussion took place regarding a wash rack (building or room that you use a heated power washer to clean vehicles) for the highway department to help maintain the vehicles and wash salt etc. off.

Welfare Department: Mary Drew had provided handouts regarding funding availability and qualifications. MaryBeth asked if it is possible to find out if the requests and dollar amounts provided from the Welfare Dept. are state mandated. Lori will talk with Mary Drew on Monday, Dec. 5th.

Assessing: There were no bids for an assessing contractor. The post will need to be reposted.

Informational Items/Communications/Updates: Bob gave an update about Franklin Pierce sports team's successes and the FPU soccer team's NCAA Div. 2 Championship. The police and Fire Depts. will give them an escort (if available) upon the soccer teams return. There was a discussion about ensuring the whole board gets all the recommendations from everyone.

Phil Motta spoke on behalf of the ClerkWorks software for the Town Clerk that can save the Town money. He recommended the Board build this into the budget. He also requested if it was possible for Laurie May to have a laptop available to her during the Selectman meetings. Karl suggested purchasing a replacement laptop for the meetings in the conference room.

Phil requested a chart showing employees information for the Budget Advisory Committee meeting. Lori provided this to him. He also stated perhaps Laurie May needs another part-time

assistant. He recommended we look next year to take care of this issue. Lori and Laurie May are having discussions about moving some of the tasks back to the town administrator position.

Any other official business to come before the Board: There was no other business.

The Meeting adjourned at 7:45 pm.

Respectfully submitted,

Lori Rautiola
Town Administrator