



## 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 October 21, 2020 at 6:00 p.m.

### GENERAL BUSINESS

**Selectmen's Announcements:** Roberta stated Andrea LaVache was hired as the new Deputy Tax Collector pending a background check and bonding. Roberta announced Absentee Voting Day will be on Saturday October, 24 at the Rec Center from 9-1 p.m. Bob reminded residents of the continued drought and urged them to conserve on water usage.

**Citizen's Forum:** Deb Qualey asked if Rindge was only promoting the "Trunk or Treat" or if they will have normal trick or treat hours. Roberta responded the Town is not authorizing Trick or Treat due to Covid and she recommended people turn off their lights if they wish not to have kids showing up at their house as a precaution.

**Consent Agenda - Approval of:**

- Minutes 10/7/2020
- Payroll 10/15/2020, 10/22/2020
- Accounts Payable 10/15/2020, 10/22/2020

Karl made a motion to approve the consent agenda. Bob seconded the motion and it passed 3-0.

### Old Business:

Code Enforcement Complaints – Roberta reported the Board received a complaint from a resident on Thomas Road regarding a solar system that may be within the setback of the road. Roberta noted the owner did have an electrical permit through the Building Department but there has not been any inspections. Ron Osimo stated he went and measured the distance to the

structure and it is 53 feet from the stone wall. He also looked at the plans on file in the Building Department and they show the system to be at least 50 feet from the road. Roberta noted it should be a minimum of 50 feet from the right-of-way. Karl noted there seems to be a trailer on the property and questioned whether or not someone was living in it. He also noted there were unregistered cars as well as cars with Massachusetts plates in the yard often. Roberta added the trailers need to be permitted. Bob mentioned they can be parked there as long as no one is living in it, otherwise it would need a permit. Ron responded the owner's family from Massachusetts comes up to help him with harvesting. Roni Hamilton asked if the land was owned by one person. Roberta responded it was a subdivision before, however, the buildings are on the same parcel.

Sara will follow up with the attorney regarding the Sportsman's Drive complaint. Bob stated the Planning Board suggested another letter go out to the owner of the property regarding the Smoke House restaurant located at the Hometown Diner. The Planning Board was unclear if the letter had gone to the owner or just the tenant. Bob stated the letter was sent to the owner of the property as well as the tenant but there has been no response from the owner. Roberta noted the tent will be taken down at the end of October because the permit for the tent is good for ninety days.

Intent to cut- Map 8 Lot 27- Roberta stated the Conservation Commission reviewed the application and has no concerns. Bob made a motion to approve the Intent to cut for map 8 Lot 27. Karl seconded the motion and it passed 3-0.

BS&A Software proposal – Laurie May gave an update on the software for payroll she had been researching. She presented a new payment schedule for the contract. She reported she spoke with three other towns that use the software and they are all very happy with it. Some of their remarks were that it is was easy to use and the people are very helpful and great to work with. She continued stating the Town will not be forced to make upgrades over time. The company upgraded to a different platform in 2008 and is currently working on a cloud based platform; however, the Town will not be forced to make any upgrades. Roberta questioned when the transition could take place and Laurie noted there was not enough time to transition by December so it would be June 2021 before the transfer would take place.

Roberta noted there would be significant savings by the second year, adding, the Board could find \$6,500 in the budget for 2020 but the remainder would come from the 2021 budget. The Board agreed upon moving forward with the software.

Police Vacation: It was noted one of the officers has some vacation hours left over. Roberta suggested to allow Mr. Eneugess to carry the hours over. Members agreed. Bob suggested he use them as soon as possible.

#### **New Business:**

Sand Bid Proposal: Roberta announced DPW Director Mike Cloutier recommended to award C&C Trucking for the #20-01 Winter Sand Bid at \$15.00 per yard. Bob made a motion to award C&C Trucking the #20-01 Winter Sand Bid. Karl seconded the motion and it passed 3-0.

COLA: Members discussed the cost of living increase and noted there would be a 1.3% increase to the employee pay plan to cover the COLA. Bob stated the COLA increase is more generous than other options, Karl agreed. Roberta mentioned the Town's pay plan seems to be working well. Deb Qualey asked when the increase would take effect and Roberta responded effective April 1, 2021. Karl made a motion to add the 1.3% increase to the employee pay plan. Bob seconded the motion and it passed 3-0.

Contract Extension: The contract for the Prosecutor and Assistant Prosecutor lapsed as of April 1, 2020. The Board had a contract before them which would continue through March 1, 2022. Vint Bogus, Prosecutor and Michelle Szilinski, Assistant Prosecutor, had signed the contract. Bob made a motion to sign the contract extension. Karl seconded the motion and it passed 3-0.

Town Building Cleaning Job Description: Roberta noted a few changes to the job description to include: Town will supply cleaning supplies and the employee shall have a town credit card for those purchases. Karl noted there should be a checklist for each building that is checked off weekly. Bob added to have the checklist with tasks that should be checked off weekly bi weekly and monthly. Roberta agreed. It was noted the Library and Rec Center are budgeted separately.

Storage Container Approval: Roberta stated there was a need for a temporary storage unit to store the extra PPE due to Covid. Roberta made a motion to except the terms of the Emergency Management Performance Grant as presented in the amount of \$3,800.00 to purchase a storage container to store Personal Protective Equipment (PPE). Furthermore, the Board acknowledges that the total cost of this project will be \$7,600.00, in which the town will be responsible for a 50% match (\$3,800.00) and to authorize the Town Administrator, Sara Gravell to sign on behalf of the Town. Bob seconded the motion and it passed 3-0.

Informational Items/ Communications/Updates: Sara noted Consolidated Communications has the webpage up for Rindge residents to access and see the progress and signup for internet services. You can access the site through the town website under Town Information-Consolidated Communications. Or you can find the link on the Town of Rindge Facebook page.

It was noted revenues were good. Bob questioned the meals and rooms tax in relation to Covid. Laurie May responded she had reached out to the DRA but has not gotten a response at this time, however, NHMA reported the Governor was not going to change anything for this year.

It was mentioned the Tax Collector was in need of a laptop for the deputy tax collector. Karl noted we are long overdue for a new laptop for the Town Office and there is money in the budget to purchase one. Roberta agreed, stating the two being used now are extremely outdated. Karl made a motion to allow the purchase of a laptop for the town office. Bob seconded the motion and it passed 3-0.

There has been a building permit submitted by Sierra Dunne. Roberta noted there was a mistake with the recording of deeds for Lot 47-44. The lot was recorded as a non-buildable lot but when it was transferred, Sierra's deed did not state it was non buildable and has since built a new house. Roberta noted it would be a good idea for any other permits to be reviewed carefully by the Select Board and Building Inspector.

Roberta noted there was a tax deed before the Board to sign for a home in the Monadnock Trailer Park. Roberta suggested not signing until further investigation was conducted.

It was noted the assessing firm KRT had not completed the five year cyclical review nor did they complete the revaluation due to Covid. Roberta stated the tax bills will be going out late and the town will need to fill out a Tax Anticipation Note (TANS). Roberta noted property values went up and residents will be notified of the new assessment. Once the letters go out, there will be a two week period where the residents can make an appointment to discuss their assessments with KRT. Any adjustments that need to be made to the assessments will need to be entered into the system before the tax bills go out.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Lori Rautiola  
Executive Secretary