



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 7, 2020 at 6:00 p.m.

GENERAL BUSINESS

Selectmen's Announcements: The last day for the Farmer's Market is Thursday, October 8. Karl noted the RAMS club held a dedication ceremony at the Wellington Field. The third base dugout was completed in honor of Mr. Felix DeGrandepre. Local contractors contributed the materials, time and labor to build the dugout with the funds Mr. DeGrandepre had donated to the Rindge Athletic Men's Social Club (RAMS). The RAMS also donated time and labor. Bob announced the State is still in a moderate drought and encouraged residents to continue to conserve water. Bob also mentioned Rindge has received over \$147,000 in grant money and thanked Fire Chief Rick Donovan, Deb Douglas and Laurie May for all their efforts with the grants. Rindge was notified the Rotary Club had donated \$500 in Market Basket gift cards to the Welfare Department. Bob thanked them for their generous donations.

Citizen's Forum: Holly Koski questioned if there was a decision made on having the POOR meat raffle. Roberta responded there was a \$500 gift certificate to Market Basket that someone had won and they were hoping to start in January. Deb Qualey questioned what the status was of the Welfare budget and Roberta stated it was remarkably under budget at this time.

Consent Agenda - Approval of:

- Minutes 9/23/2020
- Payroll 10/1/2020, 10/08/2020
- Accounts payable 9/30/2020, 10/7/2020
- Special Events Permit: Trunk or Treat 10/23/2020

Roberta noted to change the payroll dates to 10/1 and 10/8. Karl made a motion to approve the consent agenda as amended. Bob seconded the motion and it passed 3-0.

Old Business:

CE Complaints: Roberta noted Town Counsel was looking into the Sportsman's Drive complaint. She noted she had driven by the Thayer Road site and there are several unregistered cars. Bob noted for Roberta to have police escort if she had to visit the site in person.

Revaluation Update: Roberta announced the assessing revaluation was still not complete, which according to the contract with KRT, should have been completed by September 1, 2020. The Board was informed KRT filed for an extension on the MS1 which is needed to set the tax rate. KRT had stated the conversion of assessing software from Vision to Avitar was not completed in time which is why the revaluation was incomplete. Roberta stated she disagreed with KRT and the conversion was completed on time. The DRA has denied an extension on the MS1. She added KRT did not meet the criteria in the contract and tax bills would be late going out. She also noted the Board may need to apply for a Tax Anticipation Note TANS. Bob mentioned the contract with KRT states a penalty will be applied if the work is not completed by September 1, 2020. The Board will meet with KRT and the Town attorney on Tuesday.

Assessing Format: Bob noted in order for a town to hire an assessing company, the company must be approved by the DRA. Roberta added the Board already adjusted the physical list and measures that are done every five years and the Town has a credit with KRT in the amount of \$59,000. Roberta continued stating she would like to ask for the money back at this time verses a credit on the account, adding if the Board changes the format of the assessing the Town can request an RFP for future assessing work.

BS&A Software Proposal: Finance Director Laurie May reported BS&A proposed a quote for the payroll portion to be \$16,717. The other two companies have not responded with a cost for just payroll. The BS&A software has the tool for vacation leave accrual and can run reports on that as well. Laurie stated she recommends BS&A. The cost of check stock would be significantly lower than it is currently. This software would also allow for employee's paystubs to be emailed rather than printing on check stock so there is saving there as well and the town will not get charged fees if there is ever a check that needs to be reissued, whereas Paychex charges extra for any adjustments. For the 2021 budget, Paychex quoted \$14,636.00 for their annual services, which increases yearly. If the BS&A software is purchased, it will be a one-time fee of \$16,717.00, with an annual fee around \$1,000.00. Laurie will look into the cost of future upgrades to this new software.

Deb Qualey questioned whether or not the Town was switching to a bi-weekly pay period. Roberta responded this research was conducted due to the fact the Board was looking into switching to a bi-weekly pay period, however, due to some employee feedback it was decided to look into doing the payroll in house. Jim Qualey asked if it would increase the workload on staff and Laurie noted it would not add much to the workload as she and the bookkeeper are doing everything else except printing the checks. Laurie added it would be a significant savings. After

two years the town would save about \$13,000. Cheryl questioned if the software would include automatic updates. Laurie will check into that.

New Business:

Intent to Cut – Map 8 Lot 27: Roberta noted the parcel is located off Bancroft Road and the Conservation Commission should take a look at the property due to the sensitive areas. The discussion was tabled.

Budget Schedule 2021: The Departments will be scheduled into three sessions and should be completed before Thanksgiving. This will give the Budget Advisory Committee ample time to look over the budgets. Bob noted the Deliberative Session snow date will be February 1, 2021 at 7 p.m.

Any other Business:

Roberta asked Laurie to find out roughly how much grant money will be left over from the GOFERR Grant and to find out what is not covered by FEMA.

Roberta stated it would be a good idea for Laurie to start the process for the Tax Anticipation Note TANS due to the KRT situation. It may not be needed, adding, the Board needs to authorize Laurie to at least start the application process. Bob made a motion to authorize Laurie May to start the process of the TANS application after Tuesday at 2 pm. Karl seconded the motion and it passed 3-0.

Roberta announced ATA Construction has submitted three road names for their project on East Monomonac Road. Rick had sent the request to the State but due to E911 purposes the first choice for a name was denied. Andell Avenue was the second choice. Karl made a motion to approve the name Andell Avenue. Bob seconded the motion and it passed 3-0.

Roberta noted Walter Young had requested a credit on his building permit which he filed for in 2018 in the amount of \$201.60, which the work had not commenced. Karl made a motion to approve the credit memo in the amount of \$201.60. Bob seconded the motion and it passed 3-0.

Informational Items: Sara announced Consolidated was moving along with the fiber install and has informed her they should have their website up and running by mid-October. She has been updating the website as well as the Town Facebook page with the most up to date information.

Respectfully submitted,

Lori Rautiola