



**Board of Selectmen
Meeting Minutes September 9, 2020**

The Chair opened the meeting at 5:30 p.m. Bob made a motion to enter nonpublic session pursuant to RSA 91A:3 (ii) d. Karl seconded the motion and it passed 3-0.

Roll call vote: Karl- Aye, Bob- Aye, Roberta-Aye. The Board entered into nonpublic at 5:31 p.m.

The Board returned to public at 5: 56 p.m.

Present: Roberta Oeser, Chair, Bob Hamilton and Karl Pruter, Selectmen, Sara Gravell, Town Administrator, 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 9, 2020 at 6:15 p.m.

Bob made a motion to seal the non-public minutes until September 30, 2020. Karl seconded the motion and it passed 3-0.

GENERAL BUSINESS

Selectmen's Announcements: Bob announced that the General Elections are on Nov.3rd 2020 at the Rindge Memorial School from 7:00 a.m. to 7:00 p.m. Roberta reported there was a good turnout for the Primary Election.

Citizens Forum: Al Lefebvre stated tractor trailer trucks had been hauling pavement for New Ipswich Road through Old New Ipswich Road. He thanked Sara and Lori for reaching out to the Highway Department in NI to request them to stop using the road for access. He continued stating the road is not wide enough for trucks that size and it is extremely dangerous. Roberta questioned if the road had "no through trucking" signs. Al requested the Board make some necessary repairs on the road to the dangerous locations, including Cleveland's corner, adding, you cannot see around the corner. There is another area on the road that washes out frequently and he requested the Highway Department install a culvert to stop the run-off.

Roni Hamilton thanked the Election workers for all their hard work and commended them on a job well done.

1. Consent Agenda: Approval of:
 - Payroll 8/27/2020, 9/3/2020
 - Accounts payable 8/27/2020, 9/3/2020
 - Appointment of Doreen Richards
 - Special Events Permit- Open Mic on the Common

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

2. Old Business

- a) Code Enforcement Complaints: Sara gave an update on the code enforcement complaint on County Road. She was informed by the owner the cars will be cleaned up by the deadline of September 27. Roberta read a letter from the Planning Board Chairman regarding a new business establishment at the Home Town Diner. The Planning Board is requesting the Select Board investigate the site since the Town does not have a Code Enforcement Officer at this time. The Planning Board requires a site plan review on the property, as this is a change of use and the restaurant is not permitted to expand with a smoke house and parking, etc. Roberta stated due to Covid businesses across the state have been allowed to expand with outdoor dining and she did not want to shut down the business. Bob stated he did not want to shut down any business and the owner did come in beforehand and requested a pavilion out back for live music and was permitted for the temporary large tent. He continued stating if the business is to continue after the Governor's Emergency order has rescinded, it would require a site plan review by the Planning Board, adding the tenant or the land owner should have contacted the Planning Board about the second business, Karl agreed adding the venue has changed and there are now two different businesses. Members agreed the owner and lessee of the property should contact the Planning Board for further review. It was noted the letter from the Planning Board would be forwarded to the owner and the lessee of the property with a cover letter.
- b) Town Office re-keying: Karl has a list of keys and will get a cost analysis update.
- c) Town Office energy plan: Bob was in favor of the project but it was not included in the budget. Karl liked the project as well and stated it would be nice to start saving money up front, so replacing them sooner rather than later would be beneficial.
- d) Bi-weekly Pay Plan: Roberta mentioned the Town will save a significant amount of money by switching to a bi-weekly pay plan. Sara has a list of the employees concerns and has scheduled two meetings for the employees to meet with the Board and listen to their concerns.
- e) Trust Fund Usage: The Board received an update from the Trustees of the Trust Fund. Roberta announced in a letter dated August 18th, 2020 the TTF made some suggestions for the inactive trust funds, the Buswell-Hardy memorial Fund, the Hood/Smith

Memorial Fund and the Farmers/Mechanics Fund. The Trustees recommended terminating the Farmers/Mechanics Fund and combining the Hood/Smith with the Buswell-Hardy Memorial. The Buswell Hardy Fund has around \$9,000 and could be combined with the Smith Pavilion which is used for lectures and entertainment. Roberta suggested to move forward with the TTF recommendations except to keep the Buswell-Hardy as is for lecture/entertainment purposes.

3. New Business

- a) Credit Card Policy – Sara noted the Department Heads reviewed the policy and were in agreement with it. Roberta made a motion to adopt the credit card policy as written. Karl seconded the motion and it passed unanimously.
- b) Police Academy Issues - Bob explained the Police Department has an officer enrolled in the Academy. The Academy is now having on site trainings in Concord but due to Covid-19 they will no longer provide meals or housing for the officers. This puts the burden and cost on the Town as well as mileage on the officer's vehicle. Bob suggested Police Chief Anair work directly with the Academy and request they compensate us in return for the transportation and housing.
- c) Town Office Cleaning – The Board is seeking a cleaning professional to clean the town office once a week. The Board discussed and named a few people they could contact to see if they had any interest. Bob suggested Mike compile a job description and list of duties.
- d) Intent to Cut- Map 9 Lot 18, 21 – Roberta reported the application was straight forward. Bob suggested the Conservation Commission receive a copy of the intent to cut to verify wetlands. Bob made a motion to approve the intent to cut with Conservation Commission's approval. Karl seconded the motion and it passed 3-0.
- e) Camper Permit - Map 41 Lot 3 – Roberta noticed the application was not filled in and signed by the owner, Kenny Lehtonen. Sara noted she spoke with San-Ken and they were ok with filling out the application but it was the person in the camper that signed the application. Bob made a motion to approve the camper permit. Karl seconded the motion and it passed 3-0. Bob noted for Sara to let the applicant know for future permits the application needs to be filled out by the owner of the property and in a timelier manner.

Informational Items/Communications: Sara stated the Consolidated Communications project is underway and maps and chart were sent out. Bob reported July revenues were down a bit from last year. Roberta mentioned FPU was seeking permission from the Board to conduct some archeological digs on town property near the Rail Trail towards Contoocook, adding she had checked with Conservation Chair, David Druin and he was ok with the project. Bob made a motion to approve the archeological dig. Karl seconded the motion and it passed 3-0.

The meeting adjourned at 7:30 p.m.

Respectfully submitted, Lori Rautiola