

Selectmen's Meeting
Monday, October 25, 2021

Chairman Leslie Babb called the meeting to order at 5:30 PM. Present were Selectmen Leslie Babb, Ernie Day, and Melissa Florio, and Ellen White, Town Administrator, who recorded these minutes.

Also, present were Jamie Mullen, Rob Cunio, Gary Williams, Justin Brooks, Carol Stansell, Libby Priebe, Alan Fall, Kelly McClare, Anne Cunningham, Chuck Brooks, Paul Mathiau, Rick Davidson, Jeff Nicoll, Don Johnson, Ned Kucera, Renee Wheaton, and Robert Oram. Karl Ogren arrived at 6:25 PM, and Bill Elliott and Scott Brooks arrived at 6:34 PM.

Town Officials Meeting

Police Department – Chief Jamie Mullen reported all staff is back on duty from recent vacation absences. Activity is double the volume of last year. Calls for service and directed patrols are up and there are some upcoming changes for 2022. Budget wise, research has been conducted for a new cruiser purchase. Chevy has no availability or timeframe; Dodge is uncertain and Ford's lead-time is 8-20 weeks for an estimated price of \$38,000. State bid pricing will be confirmed.

Fire Department – Chief Rob Cunio reported 3 calls for medical aid, 1 fire alarm, 1 service call, and 8 positive Covid cases. Village Station will be handing out candy on Halloween and coverage for vacation absence is in process; 4-days of coverage are available as of now. There will be a ALCS and PALS recertification held in Tuftonboro on 11/5. When the AFG grant reopens for applications, they will be seeking to replace Engine 2 and with subgrant funds, to replace the cardiac monitor. Les stated that the grant allowed \$183,000 in radio replacements of which the Town's portion was only \$9,000. Thanks to Jim Stone for his efforts in obtaining grant funding! Last year's call volume was met today.

Zoning Officer Gary Williams announced that Ellen is working on getting the Avitar program to work from home and in the field and hopefully there will be a photocopier made available on the second floor in the near future. Budget wise, an increase in the salary line to accommodate the hours worked; estimated at approximately 18-hours per week average. Les introduced Gary as the new Zoning Officer this year, and stated he is doing a great job!

Transfer Station – Justin Brooks reported steady traffic with numbers higher than projected. The brush pile was burnt today. There is issue with the oil recycling program; antifreeze and other hazardous wastes are being emptied and there is not enough coverage to monitor it. Solution will be to stop taking it altogether or to charge for disposal. Scrap iron will be hauled out soon and should produce some good recycling revenue for the town since prices are up.

Supervisors of Checklist – Carol Stansell reported it was an off year but they were able to get the 10-year verification completed as required. It was a process requiring approximately 2-days to complete. Next year will consist of Town Meeting, State Primary and State Election.

Town Clerk Libby Priebe reported that Emily Fournier was in training with her last year and obtained her certification as Deputy Town Clerk but moved on to full-time employment elsewhere. Currently Jo Williams is apprenticing and things are going very well. Unfortunately, the online training offered last year under Covid provisions has ended and all training is back to in-person in Concord when

necessary. A backup laser printer is needing to be purchased and must be setup to meet State standards, estimated cost is \$2,500.

Heritage Committee – Chairman Alan Fall reported the Committee continues to research, inventory and provide and sponsor historical presentations throughout the year. Now that the Town Office Advisory Committee is active, he hopes the Heritage Commission will be a valuable resource for the project with a vast knowledge on both the Town Office and Masonic Lodge buildings.

Cemeteries – Trustee Alan Fall reported there is not much to do. He would like to see the Town take action to acquire the five cemeteries presently being mowed by the Town as old/abandoned. Alan is willing to donate his time to do whatever is needed to make this happen. Les suggested the topic be scheduled as an agenda item for a future Selectmen's Meeting.

Emergency Management Director Kelly McClare provided a written report. He has been working on getting up to speed on the position and the requirements of the Hazard Mitigation Plan update to be completed. There are a few glitches with the EMD laptop he is working through as a result of idle use. One item noted is the need for a generator at the school to provide power in an evacuation event. He has reached out to the State agencies for potential availability of a military power supply surplus unit.

Safety Officer Kelly McClare reported the committee meets quarterly at the Highway Garage and lunch is provided. Department heads have been great at cooperating. Meeting notices will be distributed with paychecks to remind employees of the meetings in addition to regular meeting notice postings. Safe operation is reported overall. A parking brake issue on the CAT loader noted as a safety concern has been corrected and thanks to the Rob and the Fire Department, new AED units have been installed in various town buildings and CPR/defibrillator training has been provided to staff at all locations. The Town Hall and Elementary School are the last locations to receive this annual inspection.

Planning Board – Chairman Anne Cunningham announced a good meeting held jointly with the ZBA last week. Refinement and clarification were provided and conversation built on questions for the ballot at March's Town Meeting. The Board consists of a good group with 2 active alternate members.

Library - Trustee Chuck Brooks announced the retirement of Library Director Elizabeth Rhymer after 18-years and welcomes new Director Christopher Libby. Budget preparations are in progress and they are actively working on building improvements to include threshold improvements on the concrete ramp for better ADA access into the building and front building entrance improvements for code compliance. Rough estimates total approximately \$31,000.

Advisory Committee on Aging – Member Rick Davidson reported a great year with the new Senior Resource Coordinator. Many accomplishments and opportunities provided to individuals, beyond expectations. Renee is actively in the community and posting to the bulletin board and creating monthly newsletters. A kiosk at the library is in progress with assistance being provided by the Gibson Center/AARP Housing Initiative for elderly and others. The budget has sustained the position well and the committee is hopeful it will be able to continue another year. Memorial Hospital has written a letter acknowledging their thanks for the services provided by the position.

Conservation Commission – Chairman Jeff Nicoll reported the Commission has reviewed over 30 applications with impact to wetland, shorefront or other. Thanks to support provided by staff Stacy

Bolduc and Melissa Donaldson. The bulk of their resources are spent in this area and only a small decrease in work load has been seen recently. There is a seasonality to activities. Jeff would like to see an increase in notification posting to the town's website including a deadline for agenda items and enhance communication on conservation topics. The FCC worked with the Forest Advisory Committee through the Town Forest timber harvest, now complete and follow with Forester Barry Keith will be taking place soon. Funds have been released for Green Mountain Conservation Group to complete testing on Loon Lake and Round Pond and data will be incoming.

Moderator Don Johnson stated Town Meeting was the only election held this year. Town Meeting 2022 will be held on March 8 and he questioned whether deliberative session and voting will take place at the same time at the Town Hall? The Board assumes that will be the case unless something changes between now and then.

Aquatic Invasive Species Committee – Chairman Ned Kucera reported they were able to staff the Lake Host Program with 2 people for 4-days of coverage. \$2,500 each budgeted from Freedom and Ossipee as well as \$2,400 in grant funds were fully expended. They will be seeking the same amount of funding in 2022. Michel Cloutier will be taking over the Lake Host Program next year. It was a successful year for weed removal and herbicide treatment. 10-days of diver assisted harvesting and 13-acres were treated with herbicide. Estimates for 2022 include 10-days of diver assisted harvesting and treatment of 20-acres for herbicide. The State grant contribution is unknown at this time but has been applied for. Luckily 40% has been granted the past few years.

Senior Resource Coordinator Renee Wheaton reported that one-on-one sessions were held for Medicare Plan D enrollment and was very well attended. She would like to move forward with hosting a quarterly Q&A session for Medicare discussions. She met with a representative at the Gibson Center to go over a Stay Safe & Warm Program. Safety items are being addressed; transportation issues are prevalent in town. She is researching grant funds to offer assistance with transportation as well as working on assistance with vaccinations and covid boosters.

Town Administrator Ellen White distributed budget review schedules, budget worksheets, and year-to-date detailed budget expenditure reports to all department heads and committee members present.

Non-Public Session(s)

Les made a motion to enter into a non-public session at 6:17 PM pursuant to RSA 91-A:3, II (e) for legal. Melissa seconded. Roll call vote was taken: Les-yes, Melissa-yes, Ernie-yes. All in favor the motion passed. Ernie made a motion to reconvene public session at 6:27 PM. Melissa seconded. All in favor, the motion passed.

Review of Mail, Sign Manifests, Approval of Minutes

The accounts payable and payroll manifests were reviewed as well as the red folder containing correspondence.

Ernie made a motion to approve the minutes from the Selectmen's Meeting and Non-Public Sessions held on 10/18/2021. Melissa seconded. Les abstained (absent). All in favor, the motion passed.

Public Comment

ZBA member Karl Ogren apologized for his late attendance. Budget information for the ZBA was given. Karl reported there are two open vacancies for alternate members on the Zoning Board of Adjustment.

Old/New Business/Discussion

Ellen stated the Town is in good standing for the tax rate setting; DRA is waiting for the County.

Brief review of the proposal for the roller rink presented last week.

Change orders #4 and #5 on the Danforth Bay Bridge project were finally approved. Reimbursement processing should now commence.

Road Agent Scott Brooks stated that this budget numbers will have to be adjusted to align with cost of goods. A vacation absence was reported. A skid steer with blower attachment has been rented to assist with cleaning out of ditches.

Melissa noted tipping fees will have to be updated before the new facility decals are distributed.

Scott reported salt is up \$17/ton due to cost of fuel, labor, etc. NH Peterbilt has canceled all orders and has implemented a 15% increase and additional 12-18 months to orders.

A letter to a property owner regarding removal of a driveway culvert was reviewed.

The septic line issue at the Town Office will be resolved with assistance of Vincent Beedle.

Scott stated the Highway crew will be working on graveling roads until winter.

Consent Agenda

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| Minutes – Selectmen’s Meeting & Non-Public Session – 10/18/2021 | Approved |
| Accounts Payable – Week ending 10/22/2021 | Approved |
| Payroll Manifest – Week ending 10/20/2021 | Approved |

Correspondence

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| Letter – NH DOT re: Danforth Bay Bridge change order approvals | Reviewed |
| Letter – NH DES re: Upper Bucknell Pond Dam Request for Action | Reviewed |
| Letter – NH DES re: Lower Bucknell Pond Dam Request for Action | Reviewed |
| Letter – NH DES re: Reclassification of Lower Bucknell Pond Dam to Low Hazard | Reviewed |
| Letter – NH DES re: Reclassification of Upper Bucknell Pond Dam to Sig. Hazard | Reviewed |
| Letter – Robert Barker & Timothy Ostendorf re: response to Eaton ZBA denial | Reviewed |
| Public Notice – Town of Wakefield re: Vertex Tower Assets (PB & ZBA Hearing) | Reviewed |
| Report – HealthTrust Return of Premium Contribution – Health & Dental | Reviewed |
| Report – Emergency Director’s Report – 10/25/2021 | Reviewed |
| Report – 2021 Safety Officer’s Report – 10/25/2021 | Reviewed |

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| Report – Building Permits Issued YTD & 2020 Comparison | Reviewed |
| Report – Tax Collector – Unpaid Real Estate Tax & YTD Collections Summary | Reviewed |
| Report – Facilities Update – 10/25/2021 | Reviewed |
| Report - Audit – 2020 Financial Statements | Reviewed |
| E-Mail – Margaret Nichols re: Short-term rental restrictions | Reviewed |
| E-Mail – Helen Cheese-Probert re: Short-term rentals | Reviewed |

Being no further input, Ernie made a motion to adjourn. Melissa seconded. All in favor, the motion passed.

The meeting adjourned at 6:59 PM.

Respectfully submitted,
Ellen N. White, Town Administrator

Approved by the Board of Selectmen on _____:

Leslie R. Babb

Ernest F. Day, Jr.

Melissa M. Florio