

**Selectmen's Meeting  
Monday, November 1, 2021**

Chairman Leslie Babb called the meeting to order at 6:30 PM. Present were Selectmen Leslie Babb, Ernie Day, and Melissa Florio, and Ellen White, Town Administrator, who recorded these minutes. This meeting was held at the Town Office.

Also, present were Scott Brooks, Linda & Michael Mailhot, Justin Brooks, and Alan Fall

**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 held on 10/25/2021. Melissa seconded. All in favor, the motion passed.

**Department Head Updates**

Transfer Station – Justin Brooks reported that 42 tons of scrap iron was hauled out over the weekend. \$5,833 in recycling revenue was received as a result. They will be putting in a roll off can for metal recycling to be hauled off when full. This should work out well as long as they can keep items out that do not belong. Raymond will be covering shifts at the Transfer Station next week.

Highway – Road Agent Scott Brooks reporting road graveling/grading is still in progress; Huckins Road should be wrapped up tomorrow then moving on to Cold Brook to Ben Road, Corson Hill, and ledges of Youngs Hill prior to moving on to West Bay. Plows are ready and sand is stockpiled in preparation for winter weather. Scott is waiting on a call back on the updated price for the salt shed. The hills held up well with the recent rainfall, some minor ditch issues. Scott may have one potential candidate for the part-time seasonal position. The help wanted ad is running until mid-November. No other applications have been received at this time. Scott will be taking a culvert inventory next week for potential replacement with current order production lead time of 4-5 months.

Town Office – Administrator Ellen White requested two non-public sessions for personnel and legal. Computer/internet issues were resolved last week with on-site visits from Spectrum and Dave Wells. The three PC's to be replaced this year have finally been procured. New facility permits have been ordered and should be available for sale in early December. The new permits will run from 1/1/2022-12/31/2023. Transfer Station fees still need to be updated. Justin and the Board agreed to add as an agenda item for 11/22. Minuteman Press is scheduled to print and mail tax bills the week of 11/15 as long as the tax rate is set. With receipt of the County's tax bill, the rate setting should take place very soon.

**Appointments:**

Alan Fall – Cemeteries / Old & Abandoned: Cemetery statutes were distributed for review. Alan stated the Town currently mows and maintains 5 private cemeteries; Parsons, Cushing Corner, Andrews, Swett/Godfrey, and Fowler. He would like to identify and start the process of having the town take ownership under the old/abandoned provisions. It is noted as a simple process having

been done been several communities more recently. Burial grounds must be identified, notice given 60-90 days in advance of a public hearing for discussion, then the Selectmen may move to declare as a municipal cemetery. Maintenance items will need to be addressed. Melissa questioned if there will be any known opposition or resistance to the process? Alan responded that anything is possible, some heirs may prefer to keep them privately owned. He then discussed the Towle Cemetery in which an heir, Carolyn Stone, has worked with Jessi Davis to right at least one headstone within the cemetery. He stated that if heirs are looking to maintain and preserve, they should be allowed to. Alan would like to work on developing bylaws concerning municipal cemeteries taken over as old/abandoned as an upcoming project for the Cemetery Trustees. Melissa questioned if there is potential for additional burial grounds beyond the five mentioned. Alan responded that there is but these five will be a good starting point. Several others including Huckins, Drew and Youngs are in need of mowing and attending to. All were in agreement to begin the process on March 21, 2022 following Town Meeting.

### **Public Comment**

Linda Mailhot commented she was just observing the meeting to stay updated on what is going on in town.

### **Non-Public Session(s)**

Les made a motion to enter into a non-public session at 7:22 PM pursuant to RSA 91-A:3, II (a) for personnel. Ernie seconded. Roll call vote was taken: Les-yes, Melissa-yes, Ernie-yes. All in favor the motion passed. Les made a motion to reconvene public session at 7:31 PM. Ernie seconded. All in favor, the motion passed.

Les made a motion to enter into a non-public session at 7:31 PM pursuant to RSA 91-A:3, II (e) for legal. Ernie seconded. Roll call vote was taken: Les-yes, Melissa-yes, Ernie-yes. All in favor the motion passed. Les made a motion to reconvene public session at 7:47 PM. Ernie seconded. All in favor, the motion passed.

### **Old/New Business/Discussion**

There are no pending agenda items for the 11/8/2021 meeting. Several department heads are on vacation. The Board agreed to not meet for their weekly meeting, unless something comes up.

Ellen will contact the Board when ready to set the tax rate and again when the Warrant is ready for signatures. Once signed, Anne will post credits, the bills will be generated and sent to Minuteman for printing and mailing. This is tentatively scheduled for the week of 11/15.

The Assessing Services Contract for 2022-2025 was reviewed. It is currently under review by the Department of Revenue and awaiting recommendation from them. Les provided a history on the assessing services provided and the former tri-town agreement.

Brief discussion on short-term rentals with focus on recent articles published in the Conway Daily Sun.

### **Consent Agenda**

Minutes – Selectmen’s Meeting – 10/25/2021

Approved

Accounts Payable – Week ending 10/29/2021 (\$35,811.08)	Approved
Payroll Manifest – Week ending 10/27/2021 (\$16,499.60)	Approved
Private Road - Winter Roads Inspection Reports	Approved
Form A-5 – Land Use Change Tax (Map 13, Lot 24-02, Moulton Road)	Approved
Form A-5W – Land Use Change Tax Warrant (Map 13, Lot 24-02, Moulton Road)	Approved
Timber Tax Levy – Operation No. 21-165-04-T (Map 12, Lot 5)	Approved

**Correspondence**

Minutes – Planning Board Meeting – 10/21/2021	Reviewed
Contract – R.B. Wood & Associates - Annual Assessing Services	Reviewed
E-Mail – Hazard Mitigation Plan Update – Schedule of meeting dates	Reviewed
E-Mail – Anne Cunningham re: Short-term rental licensing requirements	Reviewed
E-Mail – “” re: Short-term rental zoning language	Reviewed
E-Mail – Communication District Planning Committee	Reviewed
Report – Budget Status Report – October 2021	Reviewed
Report – Facilities Update – 11/1/2021	Reviewed
Receipt – Tax payment as agreed	Reviewed
Receipt – Tax payment as agreed	Reviewed
Receipt – Ricker Auto Salvage – Recycling revenue (\$5,833.26)	Reviewed
Receipt – State of NH – Highway Block Grant Q2 (\$25,678.52)	Reviewed
Letter – County of Carroll – Notice of County Tax (\$652,532.00)	Reviewed
Letter – Attorney Andrew Cotrupi re: Right to Know Request	Reviewed
Letter – Response to Atty. Cotrupi Right to Know Request	Reviewed

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

The meeting adjourned at 8:17 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