

**Selectmen's Meeting**  
**Friday, January 28, 2022**

Chairman Les Babb called the meeting to order at 10:34 AM. Present were Selectmen Les 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 Gary Williams and David Senecal.

**Discussion**

Gary stated that a topic was brought up at the ZBA meeting that he would like to address as a proactive measure. Currently the Zoning Ordinance Section 2301.2.3 requires the Zoning Officer to verify the location of a foundation, footing and drains. Gary stated that he and David are completing inspections together but there is no instruction given to the applicant or agent of the required inspections. He would like to implement a foundation only permit that will be issued by him and that can be signed off before a building permit is issued. The Board was in agreement. Gary will work with Ellen to develop a permit to be reviewed by the Board before it is put into effect. Les stated the ZBA should be specifying the conditions and require a certification that those conditions have been met of the applicant at the time the application is decided upon. David stated that most contractors have adjusted to calling in for regular inspections but was in favor of adding the required inspections to the building permit as well. Discussion on the criteria to be included on the foundation only permit.

Ellen stated the ZBA reviewed the fees charged for ZBA applications in comparison to the actual costs and they would like to impose and increase to \$100.00 for the application fee and \$10.00 per abutters notice while also requiring the applicant supply their own mailing labels. Les stated he would like to see an incremental increase on the fee from \$65.00 to \$90.00, and agrees with the \$10.00 per abutter.

Ernie questioned the option given for an applicant to withdraw their application without prejudice rather than receive a denial. Les explained that this allows the applicant to start the application process over from scratch.

**Budget Review**

Ernie stated that he spoke with Jake Stephan and there is a proposed decrease in the school budget of \$530k. The Board requested School Board reps be invited to attend a joint meeting with the Selectmen to reopen communication. Ellen will arrange this.

Discussion on past encumbrances. Due to covid absences and lack of a full board, encumbrances from prior years were not re-encumbered. The Swett Hill Road project will be impacted by this and funds will need to be raised again.

A quote received from Mitchie Corp dated 12/15/2021 was presented for review. The quote is to purchase the box culvert and other necessary items for Durgin Hill in the amount of \$67,583. Road Agent Scott Brooks needs to get the material ordered immediately or there could be a significant delay in production.

Les made a motion to encumber \$67,583 from the highway budget to cover the cost of quote #12906 from Mitchie Corp. dated December 15, 2021, delayed due to covid absences, etc. Ernie seconded. All in favor, the motion passed.

Scott estimates the installation will be another \$115,000. This amount to be added to the list of warrant articles.

Les made a motion to have all three Selectmen sign the contract with Mitchie Corp in the absence of Scott Brooks. Melissa seconded. All in favor, the motion passed unanimously.

The list of warrant articles was reviewed (attached to these minutes for reference). Les calculated the amount of funds earmarked for the Swett Hill and Durgin Hill Road project that were not encumbered to be \$273,740. This amount will also be added into the warrant articles to be offset by monies that were turned back into the Unreserved Fund Balance (surplus) at year-end. Les estimates \$416,660 will be added to the surplus. The net amount to be raised by taxation for warrant articles is estimated at \$748,000. The total for amount raised by taxation for warrant articles in 2021 was \$504,235. Amount need for further discussion includes a trade value for the F-550 to offset the new cruiser purchase. Ellen will check with Jamie.

**Discussion continued:**

Ellen was asked to contact Jake Stephan, Todd Giles or the SAU office to make arrangements for a joint meeting to discuss the school budget.

Brief discussion on the status of short-term rentals legislation in the works.

Discussion on additional warrant articles that are non-monetary to be included on the warrant.

Performance reviews conducted were reviewed and merit increases for employees and select elected officials were proposed.

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

Not applicable.

**Adjournment:**

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

The meeting adjourned at 12:40 PM.

Respectfully submitted,  
Ellen N. White, Town Administrator

Approved by the Board of Selectmen on \_\_\_\_\_:

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Leslie R. Babb

\_\_\_\_\_  
Ernest F. Day, Jr.

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Melissa M. Florio

