

**Selectmen's Meeting  
Monday, July 25, 2022**

Chairman Les Babb called the meeting to order at 6:30 PM. 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 in attendance was Rob Cunio, JoJo Howlett, Kyle Clifton, Rich Gray and Daymond Steer briefly.

**Review of Mail, Sign Manifests, Approval of Minutes:**

The accounts payable and payroll manifests, and red folder including correspondence was reviewed.

*Ernie made a motion to approve the minutes of the Selectmen's Meeting and Non-Public Sessions held on July 18, 2022. Melissa seconded. All in favor, the motion passed.*

Discussion on accepting credit cards payments at the Transfer Station. Ellen had a telephone conference with a vendor affiliated with Bank of NH this past Friday and more information is being sent over. Ellen is working with Spectrum to install wi-fi at the Transfer Station. Transaction fees will be assessed to the consumer and transactions will be batched out automatically at the end of the day.

A letter received from NH DRA regarding RSA 21-J:20, fine implementation for towns not having an annual audit completed as required was discussed. Les stated that Bartlett is several years behind, and Ernie noted the county was also behind for several years. Ellen reported that the 2021 audit is almost complete.

Ernie suggested contacting the school board to schedule a joint meeting in late September-early October.

A letter of complaint questioning a zoning violation was reviewed and has been forwarded to the Zoning Officer for response.

Melissa mentioned the signing of SB401 which allocates \$67 million in additional funds to municipalities for roads and bridges. Ellen will research to determine how much Freedom is eligible for. Money allocated in years past had to be spent on projects not previously budgeted for. Ellen reported that the second tranche of the ARPA funds has not been received although some larger towns and cities are reporting receiving theirs recently.

An RSA 91-A request received was reviewed. Ellen is in the process of compiling the information and will provide response tonight requesting additional time to get more information from Anne Cunningham.

Daymond questioned if there will be any discussion on short-term rentals. Les responded that there is no discussion planned; it would be an agenda item. Ellen stated a few applications were reviewed by the Planning Board last week but were not ready for Selectmen review. Daymond questioned if there was any action taken on those who are not complying? Ellen responded that letters of violation have been issued but is unsure if legal action has been taken for non-response. Les added that those

that disagree with the requirements of the Zoning Ordinance have to apply to the Zoning Board or Adjustment to appeal the administrative decision.

### **Department Head Updates:**

Highway Department – In the absence of Road Agent Scott Brooks, Les reported the culverts for Swett Hill are being delivered tomorrow. Park Lane Construction is mobilizing to the Highway Garage for the new salt shed construction which is anticipated to be completed in 6-weeks. The new Mack is at the garage with a check engine light awaiting approval from Mack’s warranty department for repair.

Fire Department - Chief Rob Cunio reported 7 calls for medical aid, station coverage at Center Ossipee Fire, and response to Effingham for assistance with the microburst that went through last Thursday. The trail mapping meetings for the Town Forest have gone very well. The map is to be sent to the easement holder for approval. Melissa presented a draft copy of the map/flyer and stated they will meet again after the easement holder approves it to order the signage. Rob stated the recent rain has replenished their water sources some but category 2 fire danger is still in place. The fire ponds have not been checked. Losing the humidity can change the fire danger rating. No new permits have been issued.

Town Office – Administrator Ellen White reported the contract with Park Lane Construction as signed and returned to the contractor last week. Substantial completion is required by November 15<sup>th</sup> and final completion by November 30<sup>th</sup>. Further discussion on the credit card processing research. The processing company being sought will extend all credit card transaction fees to the consumer so the town is not subsidizing the cost of the transaction. The Transfer Station employees are receptive the acceptance of credit cards. The draft contract proposed by the FCC for the Town Forester is in the red folder for review. Barry Keith has requested two weeks to review which will allow time for the FAC to review and comment prior to the next FCC meeting. Ernie questioned if it would be beneficial to require a line of credit over a bond payment for timber cuts? Ellen responded that the last logging contractor provided a cash bond. Les stated that a line of credit or cash bond should be requested over a bond. The new generator installed at the Town Hall is now fully operational.

Ernie questioned if there is any update on the generator for the school that the Emergency Management Director is working on? Ellen responded that Kelly is working on the grant application for a 50/50 match through NH HSEM but has no further update to provide.

Les discussed a dedicated entrance at the Transfer Station where stickers can be checked and fees collected before entering into the facility. A configuration will have to be mapped out. Ellen reported the help wanted advertisement has been updated from per-diem to full-time. The Selectmen may have to spend time at the Transfer Station while in transition phase.

### **Public Input:**

Kyle questioned the status of his Right-to-Know request. Ellen responded that she still needs to get in touch with Anne Cunningham and needs a few more days to fulfill it. Kyle questioned if there was any comment on his request from the Selectmen? Melissa responded that Ellen is working on it.

**Appointments:**

Not applicable.

**Discussion continued:**

Ellen announced one application has been received on the Transfer Station posting. Les stated that receipt of job applications is a rarity now.

Melissa provided an update from the Planning Board meeting held last week. Anne Cunningham joined the board in 2009 and has no recollection on discussion regarding the adoption of the building codes since being on the board. Gary would have to pull together a statement of what codes he is looking to follow. Also, the Planning Board fees are set by the Selectmen and should be covering the town's costs. Ellen stated that a listing of all fees has to be posted to the town's website in August. The ZBA fees have been updated and the Planning Board should be brought in line with those.

Rob questioned ongoing construction on Danforth Bay and what is being removed and what is staying? Les referred him to speak with Gary for information.

**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 (c) for reputation. Melissa seconded. Roll call vote was taken: Les-yes, Ernie-yes, Melissa-yes. All in favor, the motion passed. Les made a motion to reconvene public session at 7:27 PM. Ernie seconded. All in favor, the motion passed.*

*Les made a motion to enter into a non-public session at 7:27 PM pursuant to RSA 91-A:3, II (a) for personnel. Melissa seconded. Roll call vote was taken: Les-yes, Ernie-yes, Melissa-yes. All in favor, the motion passed. Les made a motion to reconvene public session at 7:32 PM. Ernie seconded. All in favor, the motion passed.*

**Discussion continued:**

Ernie announced he will be driving the car hauling the Grand Marshall in the parade. Les has an open house scheduled and is unable to commit to attending or participating in the parade.

Discussion regarding a call received from Leslie Furtado questioning machine gun fire in the early morning hours. This should be referred to the Police Department.

Melissa discussed a canoe at the town boat ramp to Loon Lake that has been left abandoned for several years. Another kayak has since appeared. Les suggested the boats be picked up and taken to the Transfer Station for storage for 30-days and if no one claims they can be disposed of.

Ellen questioned if the Selectmen would consider the idea proposed by Greg Marston to have a repurpose station at the Transfer Station. The Board was in agreement that it is not the right time to do this with other changes in the works.

Two new STR Conditional Use Permit applications were reviewed at the Planning Board last week but both were incomplete. Melissa stated the meeting went until 10:40 PM while these applications were reviewed. Discussion regarding the trash removal plan requirement being the responsibility of the property owner and not the STR renter.

An email received regarding timeshare properties was reviewed. Les stated that the Town cannot determine property ownership standards and suggested the question be referred to legal.

**Adjournment:**

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

The meeting adjourned at 7:56 PM.

**Consent Agenda:**

Accounts Payable – Week ending 7/22/2022	Approved
Payroll Manifest – Week ending 7/17/2022	Approved
Minutes – Selectmen’s Meeting & Non-Public Session – 7/18/2022	Approved
Addendum – Purchase/Sales Agreement Ext re: Pequawket Trail (Map 1C, Lot 12)	Approved

**Correspondence:**

Photos – Swett Hill Road project	Reviewed
Email – from Patty Safallo re: Timeshare residential homes	Reviewed
Email – from Douglas Irwin re: Fireworks Ordinance signs	Reviewed
Email – from Kyle Clifton re: RSA 91-A records request	Reviewed
Email – from Gregg Marston re: Home goods recycling effort at Transfer Station	Reviewed
Letter – from Robert Barker/Timothy Ostendorf re: zoning violation complaint	Reviewed
Letter – from Primex re: Premium Holiday Distributions	Reviewed
Letter – to Steven & Catherine Kent re: Return of deposit on tax deeded property	Reviewed
Receipt – Firefighters Assistance Grant	Reviewed
Agreement – Draft Professional Service Agreement – Contract forestry services	Reviewed
Contract – Salt Storage Shed Construction with Park Lane Construction	Reviewed
Newsletter – Ossipee Lake Alliance re: Meena LLC Gas Station	Reviewed

Respectfully submitted,  
Ellen N. White, Town Administrator

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

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Leslie R. Babb

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Ernest F. Day, Jr.

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Melissa M. Florio