

**Selectmen's Meeting  
Monday, October 3, 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 Jamie Mullen, Christopher Libby, Gary Williams, Justin Brooks, Paul Mathiau, Scott Brooks, Rob Cunio, Kyle Clifton, Robin Waters, and Anne Cunningham.

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

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

A corrected invoice for the brush removal from the Transfer Station was reviewed. The charge was an additional \$2,000. Les suggested Dan Cook as an option for brush removal. Ernie contacted Dale Metcalf and was given a price of \$500/load for a truck load of brush.

**Non-Public Session:**

*Les made a motion to enter into a non-public session at 6:30 PM pursuant to RSA 91-A:3, II (c), reputation Ernie 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 6:34 PM. Ernie seconded. All in favor, the motion passed.*

Further discussion on the brush removal invoice. Justin stated the loads were charged at \$1,500/load plus trucking but each load was 100-yards.

*Ernie made a motion to approve the minutes of the Selectmen's Meeting and Non-Public Session held on September 26, 2022. Melissa seconded. All in favor, the motion passed.*

Les questioned if things are going smoother with the campers in Danforth Bay? Ellen responded that campers are still transferring ownership consistently and many without knowledge of the campground so there is a lot of clerical work, and abatements will be forthcoming.

No applications have been received on the Highway Department vacancy at this time.

**Department Head Updates:**

Police Department – Chief Jamie Mullen reported he and Officer Diaz attended a sexual assault response training last week at the County Attorney's office. Trial scheduled for this week has been continued and that has been the case for the past month. Trial prep has been difficult for the department and especially the County Attorney's office. Officer Diaz was able to obtain a second-hand tablet from the school for the drone but it was found not to be compatible so they will be looking into purchasing one that is compatible.

Highway Department – Road Agent Scott Brooks reported they finished filling the sand shed with 3,200 yards this past week. Shoulder work has commenced on Ossipee Lake Road and Bennett Road

to the top of Danforth. Fall grading is also in process. The new Mack is back at HP Fairfield having the cover they mounted in the wrong location relocated.

Transfer Station – Supervisor Justin Brooks reported the new schedule at the Transfer Station started this past weekend and feedback received has been positive primarily with only one negative comment received. 250 total yards of brush were removed which is approximately one-years' worth of collection. Preparations for winter are being made.

Fire Department – Chief Rob Cunio reported call volume including 4 medical aid, 1 motor vehicle accident, trees/wires down, food truck fire, and a controlled burn on the backside of Windssock Village to commence, weather-dependent. Ellen added that there is a notice posted to the Town's website with a map of the areas impacted in the Nature Conservancy's controlled burn. Advanced Diesel completed the module replacement but it did not work. They are trying to locate a wiring schematic to see if there is a possible short that may be causing the issue. Les questioned if there is an update on the new Rescue arrival date? Rob expects mid-late February with no known delays. Rob has contacted the USDA regarding the grant process for dredging fire ponds. Dave Cribbie is to review Watson Hill to pull together an initial estimate to work with. Rob and Gary Williams will be conducting an inspection at Robin Hood on 10/19 to review the 3-story renovations that were completed. No sprinkler system was installed and should have been as NFPA code overrules IBC code in terms of 50% or more renovation.

Town Office – Administrator Ellen White reported she spoke with Susan Harris regarding the cleanup of 3 Ossipee Lake Road and they are estimating another 3-4 dumpsters will be needed, for a total of 7-8. The Board originally approved up to 4 and there are currently two containers on site as one has been overfilled and needs to be off-loaded before they will pick it up. A former owner has been in touch regarding the buyback of the tax deeded property in Square Brook.

Melissa brought up the flags in the village. Ellen will have Gary reach out to Greg Williams to see if arrangements can be made to have them taken down for the winter and then come up with a plan for the putting them back up in the spring. The Selectmen agreed they would like them taken down after Veteran's Day.

### **Public Input:**

Barbara McEvoy questioned the status of the affidavit for her to resume yoga classes. She has been in touch with Mark McKinley to set up a schedule starting in October. Les explained that they just received the waiver from the Town Attorney and asked if all are in agreement to approve the waiver? Unanimous. Barbara was referred to fill out the request to use the facility and clear the dates with Mark. Ellen will forward the waiver to Barbara that each participant will need to sign.

Barbara also discussed concerns she has regarding the growth of Japanese knotweed she has detected on Cushing Corner Road. She would like to identify the plants with a tie and put out educational information on the invasive species. Les stated Cushing Corner Road is a state road and first suggests Barbara involve the FCC with a request to be on their next meeting agenda, and suggested involving UNH to assist with identification and education. Paul Mathiau commented that he is also monitoring the growth and has noticed it has doubled in the past year.

## Appointments:

*Paul Mathian, Freedom Public Library (Continued from 9/26/2022)* – Paul and Robin Waters were present to discuss the town taking over the payroll processing for the library. The idea was presented last year by Chuck Brooks and they are bringing it back to the table for discussion. Les and Ellen explained the budget process by which the library appropriation is approved as a separate warrant article and then that money is disbursed in full for the library operations. The library Trustees have the same authority over the expenditure of those funds as the Selectmen do with the town funds. It was confirmed that the town has never completed the payroll for the library. Les further explained the invoice review and payment manifest approval process the town uses. Ideally, it would be more workload on the town but the allocation would stay as a separate budget within the towns operating budget and all related payroll and accounts payable transactions would be processed from that budget. The library is looking to not have to hire a bookkeeper to complete the weekly payroll and tax filings. Suggestions were made to take advantage of assisted payroll service for a fee as offered through QuickBooks as an alternative solution.

*Anne Cunningham, STR - Permit Renewals* – Anne stated that the Zoning Ordinance requires all STR renewals be completed by 9/30. She then provided a status update including the need to establish a fee for permit renewals, challenges with the initial application process, and the need to re-work the application process to make it easier for those who do not have access to a printer. Anne has created a checklist to assist the Planning Board during their review and will be incorporating it into the application packet. The renewal application should be a simple one-page document with a signature page that can be used for renewal with no substantial changes to the property. She will be working on these documents. 7 applications have been approved by the Planning Board and Selectmen; 1 renewal and 4 additional applications will be reviewed at the October Planning Board meeting, 4 letters have been issued to property owners who have started the application process but have not brought them to completion; 2 have already responded and 2 have not, 15 renewals are expected. Anne estimates having spent approximately 60-hours on application review. Anne stated the initial application fee for 2022 was set at \$100. She suggests moving forward \$150 for a new application and \$50 for a renewal. Time tracking of hours spent by Gary Williams and town office staff in addition to Anne's time were considered including the time to develop and rework the applications, and conduct research. Rob commented that he and Gary have completed 3 house visits, and he has fielded approximately 10-15 calls lasting upwards for 15 minutes at most. Anne is willing to continue to assist with the application processing for the next 6-months. ***Les suggests leaving the initial application fee at \$100 as he does not want to discourage people from going through the permit process. The goal is to ensure life safety and minimize exposure without creating additional hardship on the community resources. He also agrees with \$50 for renewal applications. All were in agreement.***

*STR Use of the Transfer Station (Continued from 9/26/2022)* – The Solid Waste Facility Management Policy prohibits commercial use of the facility which requires businesses to have a dumpster. STRs are being considered a commercial use for the 90-days. Danforth Bay and the Bluffs were required to have dumpsters because they are also considered commercial use which prohibits their use of the Transfer Station. Melissa agrees that a STR is commercial use. Justin suggested a flat fee program. Anne stated that the cleaners or property owners of current STRs are handling trash removal as well as management companies such as Vacasa. Ernie agrees with an annual fee for disposal or a dumpster option. Les used Kyle Clifton as an example stating he takes care of the trash left behind by renters.

The trash removal plan should include self-removal or by a managing company. Issues presented with a dumpster is negative visual impact as well as attracting pests/animals. Les suggests clarification be added into the Solid Waste Ordinance that the \$5/bag disposal is available for those renting 1-month or more.

The new hours of the Transfer Station were discussed for clarification. The year-round schedule will be Friday-Monday from 8 am – 4 pm. Justin stated there is no need to stay open until 5 in the summer. It will be later determined if a charge for brush removal is warranted and will be updated within the fee schedule if necessary.

Justin confirmed the Board will be meeting to review the Transfer Station layout ideas on Saturday. The Board discussed and rescheduled for Sunday, 10/9 at 8 am.

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

*Les made a motion to enter into a non-public session at 7:39 PM pursuant to RSA 91-A:3, II (a), personnel. Ernie 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 8:10 PM. Ernie seconded. All in favor, the motion passed.*

**Discussion Continued:**

Ellen will compile the comments received from each Selectmen regarding the topics for the joint meeting with the School Board next week.

The State Education Tax Rate was reviewed. The 2022 rate is \$1.44 down from \$1.68 in 2021.

Ernie suggested the Town Report memorial dedication be in the name of Bill Stoops. Ellen will reach out to daughter Caroline for a picture.

**Adjournment:**

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

The meeting adjourned at 8:18 PM.

**Consent Agenda:**

Accounts Payable – Week ending 9/30/2022	Approved
Payroll Manifest – Week ending 9/28/2022	Approved
Minutes – Selectmen’s Meeting & Non-Public Session – 9/26/2022	Approved
Request for Abatement – Robert MacArthur, Map 60, Lot 1-YZE05	Approved
Form A-5: Land Use Change Tax – Carla McLaughen, Map 4, Lot 3-01	Approved
Form A-5W: Land Use Change Tax Warrant – Carla McLaughen, Map 4, Lot 3-01	Approved
Approved Rate of Pay x2	Approved

**Correspondence:**

Minutes – Zoning Board of Adjustment Meeting – 9/27/2022	Reviewed
Notices of Decision – ZBA Application No. 33-10-22, Special Exception Granted	Reviewed
ZBA Application No. 33-10-22, Variance Granted	Reviewed
ZBA Application No. 33-10-22, Variance Granted	Reviewed
ZBA Application No. 33-10-22, Variance Granted	Reviewed
Note – Lakes Region Conservation Trust re: Thank you for collaboration	Reviewed
E-Mail – Ossipee Lake Alliance re: Meena LLC Gas Station, 9/28/2022	Reviewed
E-Mail – Ossipee Lake Alliance re: Meena LLC Gas Station, North Point Report	Reviewed
E-Mail – Judith Scolaro re: Transfer Station Rules	Reviewed
E-Mail – to Kyle Clifton re: Response to 91-A information request of 9/21/2022	Reviewed
Receipt – State of NH – Dept of Safety Grant – Hazard Mitigation Plan Update	Reviewed
Receipt – Tax Payment as Agreed	Reviewed
Education Tax Warrant for Tax Year 2023	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