

**Selectmen's Meeting
Monday, November 28, 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 Scott Brooks and Rob Cunio.

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 held on November 14, 2022 and the Selectmen's Meeting and Non-Public Session held on November 21, 2022. Melissa seconded. All in favor, the motion passed.

The draft 2021 financial statements were reviewed. Discussion regarding the delay in finalizing the financial statements. The Board discussed when the audit services were last put out to bid. Ellen will research to determine if it is time to request proposals for audit services.

An email request regarding a proposed cell phone tower location on Jackman Ridge was reviewed. The Board discussed and believe this would not be allowed due to the stewardship plan in place but agreed to forward onto the Forest Advisory Committee for their review.

Ellen researched the credit card processing at the Transfer Station and found that debit cards can be used but they can only be run as a credit card. Les stated that his debit card transaction was unable to process over the weekend. Ellen will provide additional training to employees on how to override and process debit cards as credit.

Department Head Updates:

Fire Department – Chief Rob Cunio reported 9 calls for medical aid. Rob has been unsuccessful contacting USDA regarding the grant funds available to assist with fire pond dredging. Ellen stated the library experienced a similar issue and their application was lost. Rescue is back in service after the pump was replaced. There is an expected delay with the new rescue truck and is now anticipated to be delivered in late March or early April. There are approximately 20 trucks on order and all are about 6-months behind schedule on their build dates. Rob questioned if any response has been received from Camp Robinhood. Ellen responded that none has been received at the Town Office.

Highway Department – Road Agent Scott Brooks stated with no snow recently, the crew has been working on cutting trees, grinding stumps and filling potholes. All drainage appears to be in good shape. Scott presented proposed updates the rental equipment rates.

Appointments:

Budget Review: Planning Board – Melissa spoke on the budget in the absence of Chair Anne Cunningham stating they are requesting level funding in the amount of \$3,050 stating the budget is in a good spot and things are settling down.

Zoning Officer / Building Inspector – Ellen stated the budget was adjusted in 2022 and the only change necessary is to combine the two budgets into one since the two positions were merged into one.

Zoning Board of Adjustment – No one present. Assume level-funding unless someone comes forward to request differently.

Police Department – Postponed until next week.

Brief discussion on an incoming request for a town vehicle to be used by the Zoning Officer to conduct inspections. Although the IRS mileage rate is paid for personal use of a vehicle, it does not reimburse wear and tear on a vehicle. Ellen was asked to get the mileage on the PD's 2016 Ford Explorer, which was delayed replacement in order to transfer the Ford F150 over to the Highway Department, replacing their older Tahoe.

Old / New Business / Discussion:

Review Rental Equipment Rates – An updated rate sheet was provided by Scott for review. Ernie has no issue with the proposed increases noting the current costs of fuel and labor. Melissa also agrees with the recommended rates. ***Ernie made a motion to approve the rental equipment rates as presented. Les seconded. All in favor, the motion passed.*** Scott requested the Board sign an official copy next week for his records. Les stated they should go out to bid to update the approved vendor list for rental equipment. It has been several years since this process was last done. It is still the discretion of the Road Agent to contract as deemed necessary. The updated rates will go into effect as of today, 11/28/2022. A signature line for the department head approval will be added to the rate sheet.

Rob questioned if the rates extend to other departments such as when heavy equipment may be needed to assist with a fire? Confirmed, depending on availability of the contractor, emergency rates may apply.

The updated Transfer Station and Recycling Center Ordinance was presented for signatures. All were in agreement to sign.

Performance review forms for department heads were distributed for completion by board members.

Public Input:

Not presented.

Non-Public Session(s):

Les made a motion to enter into a non-public session at 7:27 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 7:38 PM. Ernie seconded. All in favor, the motion passed.

Discussion continued:

Ellen was asked to prepare Chief Mullen for discussion regarding his vehicle replacement schedule during his budget next week.

Ernie briefly reviewed a conversation he had regarding salary compensation comparisons.

Ellen discussed a question raised on holiday pay for employees who are normally scheduled to work the day the holiday falls in versus holidays that fall on a day when not normally scheduled to work. The language in the employee manual was reviewed.

Additional discussion on the certification status of Transfer Station employees. Ellen will look into available trainings.

Adjournment:

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

The meeting adjourned at 7:49 PM.

Consent Agenda:

Accounts Payable – Week ending 11/23/2022	Approved
Payroll Manifest – Week ending 11/25/2022	Approved
Minutes – Selectmen’s Meeting & Non-Public Session – 11/21/2022	Approved
Minutes – Selectmen’s Meeting – 11/14/2022	Approved
Timber Tax Levy – Kenneth McCluskey (Map 14, Lot 18)	Approved
Certificate of Yield Taxes Assessed – Kenneth McCluskey (Map 14, Lot 18)	Approved
Transfer Station and Recycling Center Ordinance (dated 11/28/2022)	Approved

Correspondence:

E-Mail – Town of Tamworth re: Agreement to proceed with ambulance extension	Reviewed
E-Mail – Bob Gashlin, Centerline re: Verizon Cell Tower Proposal	Reviewed
Report – Draft Financial Statements for the year ending 12/31/2021	Reviewed
Newsletter – Ossipee Lake Alliance re: Meena, LLC gas station – 11/28/2022	Reviewed
Letter – Mt. Washington Valley Economic Council re: 2023 membership	Reviewed
Receipt – Ricker Auto Salvage, metals recycling from 3 Ossipee Lake Road	Reviewed
Receipt – State of NH DES – Exotic Aquatic Plan Control Grant	Reviewed

Respectfully submitted,
Ellen N. White, Town Administrator

Approved by the Board of Selectmen on _____:

Leslie R. Babb

Ernest F. Day, Jr.

Melissa M. Florio