



Northwood, NH Board of Selectmen Agenda November 16, 2021

You may also watch the meeting live on the Town Website at this link:

<https://livestream.com/accounts/28706232/events/8784532/player?width=640&height=360&enableInfoAndActivity=true&defaultDrawer=&autoplay=true&mute=false>

6:00 pm Call to Order, Roll Call, Pledge of Allegiance

Approve Minutes

October 26, 2021, November 2, 2021, November 9, 2021

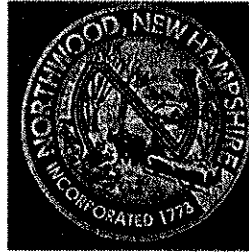
FY 22 Budget Work Session

1. Finalize Recommended Operating Budget and Money Warrant Articles for Budget Committee.

Nonpublic Session if needed per RSA 91-A:311 ()

Adjournment

***Any person requiring interpretive or other accommodations is asked to contact the Town Office at least 48 hours prior to the start of the meeting.**



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

**Town of Northwood • 818 First NH Turnpike • Northwood, NH 03261
(603) 942-5586**

**Board of Selectmen Meeting Minutes
November 9, 2021**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Jim Guzowski,

STAFF PRESENT: TA Walter Johnson, DPW Foreman Chris Brown. Finance Director Cheryl Eastman.

6:00 P.M. Chairman Hal Kreider opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance

CITIZEN FORUM: No Comments

Minutes

Motion: "To approve the minutes of October 19, 2021.

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 5/0.

Action on the October 26th minutes was delayed.

CONSENT AGENDA

Northwood NH Consent Agenda for November 9, 2021

Payroll Manifest dated November 3, 2021:

Batch # 18014 for \$74,786.11

Accounts Payable Manifest dated November 3, 2021:

Batch # 18016 for \$43,930.23

Accounts Payable Manifest dated November 10, 2021:

Batch # 18035 for \$387,258.92

Treasurer's Report - N/A

Administrative Abatements - N/A

Property Tax Exemptions: Approve or Deny per Assessor's Recommendations

Veteran's Exemption - Andrew Gwinn Map 110 Lot 7

Motion: To approve the Consent agenda for November 9, 2021 as presented.

Motion: T. Colby

Second: M. Frye

Motion carried 5/0

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Town Administrator Report:

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Transfer Station Schedule: With winter coming and the transfer station being shorthanded it may be necessary to cut back some of the hours of operation during the week until we are back at full staff as Chris and/or Jeff will not be available to cover the open shifts. A discussion ensued as to how best address the personnel shortage at the transfer station. The pros and cons of modifying the open schedule was discussed at length and with the input of DPW Foreman Chris Brown, closing or limiting the hours on Wednesday might be the best alternative. Beth expressed concern about the affect on the employees' losing hours and Chris advised that this was typical for some during the winter months. Closing Wednesdays would require highway department personnel coverage only on Mondays for an hour from 1 -2pm. Tim motioned, and Jim seconded to modify the transfer station hours temporarily as follows; closed on Wednesdays and open from 2:00pm to 7:00pm on Mondays until April 1, 2022, or until adequate staff is available. After discussion on the motion Tim and Jim agreed to a friendly amendment to change the date from April 1, 2022, until December 31, 2021. The Board voted on the amended motion that passed 4/1 with Beth opposing. It was agreed to attract employees for this department the hourly wages will need to be increased and this will be discussed during the final budget review.

Town Facilities Lighting Upgrade: I've approved and signed the necessary documents for the project to move forward. We have a pre-construction tour and meeting set for 11/12.

Road Paving Update: The section of Harmony Rd with a subsurface materials problem has been repaired and will be repaved in the near future. The sections on Ridge Rd and Havey Lake Road will be repaired at the same time.

FY 22 TA/Department Head Budgets: Budget review will continue at the end of this meeting. Discussion will include a review of the requested TA/Department Head budget and the proposed warrant articles. The final recommendation for the budget and money warrant articles will be determined at the works session on 11/16 beginning at 6:00pm.

Road Surface Management Program (RSMS) Update: Work continues on the final version of the plan. A copy of the next five years plan is included in your packet.

RT. 107/Main Street Bridge Construction: Construction began yesterday on the culvert replacement project by NHDOT and the area is now one way over the brook controlled by temporary traffic signals. A small amount of parking at the Community Hall is being affected during the construction.

2021 Tax Rate Setting: According to the DRA municipal portal all documents have been received for all entities but some are still under review so no time frame has been determined for when a rate setting session will be set.

Tax Deeding: I recommend the Board waive the tax deeding of the property know as Map 232 Lot 11 as the property is occupied and taking it would create an undesirable obligation under a landlord tenant liability risk for the Town. The waiver is in the signature folder for signatures if approved. We will continue to work with the property owner on a payment plan to prevent a deeding situation in the future. **Motion: to waive the tax deeding of Map 232 Lot 11 due to the potential landlord/ tenant liability risk to the Town.** The Tax Collector will be deeding Map 206 lot 53 on Long Pond Road.

DRAFT

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5 meetings on 11/23, 12/14 and 12/28.

6 Conservation Commission Appointment: Walter reported he received a late request to appoint
7 Pricilla Merrill to the Conservation for three years to expire March 2024. Ms. Merrill has
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9 **Motion: “ to approve Pricilla Merrill to the Conservation Commission for a a three year
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19 Proposed Complaint Against a Town Employee Policy

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22 Counsel have been incorporated in this final version.
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24 **Motion: “To approve the Complaint Against A Town Employee Policy as Presented”.**

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46 and February 12, 2022. He is suggesting February 5th 2022 be set for the deliberative session
47 so if it is necessary to postpone the session due to bad weather a date later that week can be
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49 snow date of January 14th. Both meetings are planned to be held at the elementary school. The
50 deliberative session will be gin at 9:00am and the budget hearing at 7:00pm.

51 **Motion: “To approve February 5th 2022 at 9:00am for the deliberative session and
52 January 12th with n inclement weather date of January 14th 2022 at the Northwood
53 Elementary School”.**

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1 **Motion: M. Frye**

2 **Second: T. Colby**

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4 **Motion Carried 5/0**

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6 Review Board Task Manager

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8 Chairman Kreider inquired if any Board member has any additions to or questions or concerns
9 regarding the any items on the current list.

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11 Board Committee Reports

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13 Citizen's Forum

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16 Wednesdays is a bad idea and will cause problems and delays on the weekends. It will also
17 cause problems with waste containers being full during the busy times. She suggested the
18 Board use the fund balance to lower the tax rate during the rate setting for 2021. Ginger stated
19 if bad weather forced the postponement on the deliberative session on February 5th the meeting
20 would have to be opened and then continued to a date certain. Matt believes the postponed
21 meeting would have to be held within a certain number of days/hours. Walter will
22 confirm/clarify the rules if the meeting is postponed.

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26 After a short break, Hal led the Board through a review of each budget category to hear
27 comments from members regarding any proposed changes.

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30 budget and plans to purchase them with FY21 funds prior to the end of the year. A discussion
31 reviewing the hours of the tax collector/town clerk office and the fulltime status of the deputy
32 Clerk/tax collector led to a conclusion that more information was needed from Marisa on both
33 topics. Cheryl noted the trustee of trust funds will be submitting year end invoices for their
34 stipends and their contracted services. The Board discussed the compensation pool amount
35 and agreed approximately \$20,000 should be added to cover 3% step increases not included in
36 the individual department budgets based on information provided by Cheryl and consideration
37 is still needed for adding a cost of living increase to the wage as no adjust has been made in a
38 couple of year. The 2021 COLA is 5.9%. Information also provided by Cheryl indicates a 5%
39 increase to the scale if all employees received a step would total just over \$104,500. No action
40 was taken on the scale adjustment at this time. The Board agreed to decrease the police and
41 fire department equipment lines by \$5,000 anticipating that some of the items included in
42 these lines could be purchased from any remaining FY21 budget funds. Emergency
43 Management Equipment Purchases line was reduced by \$500 from \$1000 with the
44 understanding if a disaster hit the Town, resources from other budget funds can be diverted.
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47 budget's maintenance line and considered proposing a warrant article to make the necessary
48 repairs/improvements to the sports fields as a capital item and remove some of the line item
49 dollars from the budget. This will be discussed with the capital items and no change was made
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53 premium included in the personnel benefit budget for a total of \$58,000 which equals a
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55 budget of \$212,842 plus \$28,000 for an additional medical insurance cost in the personnel
56 benefits line.

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60 **NON-PUBLIC SESSION**

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1 **Motion: To enter non-public at 9:45 PM under RSA 91-A:3, II (e)**

2 **Motion: M. Frye**

3 **Second: T. Colby**

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5 **Motion carried by roll call vote 5/0**

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7 *The Select Board Members entered non-public at 9:45 PM.*

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9 *Public Session Reconvened at 9:53*

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11 Chair Kreider announced that during the non-public session the Board reviewed the seal
12 minutes of the non-public session of October 19th and unanimously agreed to unseal those
13 minutes.

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15 **Motion: "To adjourn at 9:55 PM"**

16 **Motion: M. Frye**

17 **Second: T. Colby**

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19 **Motion carried by Roll Call Vote 5/0**

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22 *Respectfully Submitted*

23 *Walter Johnson, Town Administrator*



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23 *Walter Johnson, Town Administrator*



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**Board of Selectmen Meeting Minutes
November 2, 2021**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Jim Guzofski

STAFF PRESENT: TA Walter Johnson, Finance Director Cheryl Eastman, Jared Shaheen Building Inspector/Code and Health Officer, Scott Blewitt Recreation Director, Marisa Rowe, Donna Bunker Library Director, Gale Tobbe Library Trustee, Betty Smith Library Trustee, Pat Vaillancourt Library Trustee.

6:00 P.M. Chairman Hal Kreider opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance

Selectman Kreider stated that this is a work session, so they are not taking public comment at this meeting. He stated that there is a new security process being implemented for town e-mail accounts and all Board members will be contact by Mainstay IT folks if they hadn't already. He also noted after all department head presentations the Board will work on a final review of the operating budget and they move on to the capital items and other money warrant articles for reserve accounts, etc.

Building, Code and Compliance Department

Jared Shaheen presented his FY22 budget for his department. It was noted that a portion of the administrative assistant for the department had not been added to the budget and will increase it by about \$20,000 which is about 50% of the total salary cost. Cheryl will add the cost to the budget. Jared stated the department pickup truck will need some repairs in 2022 that will amount to about \$1500. The vehicle is a 2005 with fairly low miles. There were no other questions regarding the budget.

Health Officer Department:

The majority of this budget is for a salary or stipend. Jared is now the Health Officer, and a new deputy is in the process of being appointed.

Recreation Department

Recreation Director Scott Blewitt presented the FY22 recreation budget. Scott took over the position around June 1. The biggest challenge for the department is addressing deferred maintenance. The Town has some great recreation assets like the sports fields on Rt 4 but they need a proper mowing and maintenance plan to keep them in good shape. There is also the need for maintaining the drainage and growth around the property that was started this year. With then new playground the area is getting a lot more use and some vandals have been

1 damaging the fields with their vehicles so fencing may be needed to address this in the future.
2 The town beaches can also benefit from some additional maintenance like adding sand,
3 repairing storage buildings, etc. Scott expressed his thoughts on using the former Center
4 School building for senior and youth programs, it has a great location and parking just needs
5 some improvements before it can be used. He's working with the Rec Commission on this and
6 hopefully funding can come in kind labor and donations through the friends of recreation
7 group. Scott believes the staffing is appropriate for the department at this time with a part time
8 director, league coordinator and seasonal beach attendants with help from the DPW when
9 needed at least for 2022. It was noted that the budget for the porta potties will not be sufficient
10 for 2022 and will need to increase at least \$1000. Scott explained the department also operates
11 a revolving revenue fund that uses funds for program fees to offset some if not all of the
12 program costs for certain programs and the rest are funded through the operating budget. The
13 fund has about \$16,000 in it now, that is used to fund the programs prior to collecting
14 revenues. Scott was very pleased with the new recreation department software called Rec Desk
15 as it greatly improves tracking collecting the program fees and is a great communicating tool to
16 community members.

17
18
19 **Town Clerk/Tax Collector Budgets**

20
21 Maris Rowe presented the budget for the town clerk and tax collector department noting that
22 they expect a 3% increase in their support of their software but has not received a firm number
23 yet. Office supplies include toner for the printers as well as the lower-level copy machine that is
24 used exclusively by this department, the cost for the voting, machine maintenance and setting
25 each election is included in the /elections budget, the cost of dog tags is included in the
26 advertising line. The Board inquired about the hours of operations for the department that
27 recently changed, the office is open to the public 30hr./week, the deputy works full time at
28 approximately 35 hours per week as they need to come in early and stay late in order to close
29 out this account with the State each day. The question if the deputy could be reduced to less
30 hours was determined to be no if the same level of service is to be maintained, right now with
31 two people on they often have lines of people waiting. The proposed budget includes replacing
32 one computer that may be removed (\$1000) if funds are available at the end of this year.

33
34 The Board called a recess for 5 minutes at this time.

35
36 **Library**

37
38 Librarian Donna Bunker was accompanied by member of the Library Trustees. Chair Gail
39 assisted Donna in explain the current status of the library and the struggle to find and retain
40 quality employees which is requiring increasing pay rates. It was noted Donna has been with
41 the library for 35 years and her salary is below the average for similar size and locations
42 according to a study done by the Trustees, the increase proposed is approximately 19% over
43 the 2020 actual. This would put the position on par with the finance director, and DPW
44 Foreman. The budget also includes funds for a full-time library assistant to cover time off for
45 the librarian this will bring the total staff to 2 FT and 3 PT. The budget includes a onetime
46 expense for a new book return of \$6337 they did request ARPA funding for this purchase from
47 the Town grant. Board members questioned some of the expenses for supplies and for
48 contracted services. It was stated with a fairly significant increase in this budget it will be
49 important for the Trustees to "sell" the increase especially the increases in wages.

50
51
52 **Finance Department**

53
54 Cheryl Eastman presented the finance department budget and explained the cost of the new
55 finance software coming online in 2022. Most of the cost will be offset by eliminating the old
56 software support cost that was a little higher.

57
58
59 **Personnel Administration**

1
2 Cheryl explained this is the budget that covers the employee medical benefits paid by the
3 employer and the wage compensation pool from which wage increases are taken for step
4 increases. It will be up to the Board to determine the amount of funds to be added for the
5 compensation pool to cover wages as there is no amount currently accounted for in the budget.
6 The Board requested a summary of the possible adjustment of a step for those employees
7 whose adjustment is not included in the proposed FY22 budget already. Cheryl and Walter will
8 prepare the summary for the 11/09 budget work session and forward it to the Board and the
9 Board will determine the amount at that time.

10
11 Town Administrator's Performance Evaluation

12
13 Hal stated Walter's annual performance evaluation is due on 11/9 and suggested a process to
14 review his self-evaluation and then each member do their own. All concurred with the process
15 and Walter will send his self-evaluation to them along with a blank form for them to complete
16 and return to Hal within 10 days.

17
18 **NON-PUBLIC SESSION**

19 **Motion: To enter non-public at 8:40 PM under RSA 91-A:3, II (a)**

20 **Motion: M. Frye**

21 **Second: B. Boudreau**

22
23 **Motion carried by roll call vote 5/0**

24
25 *The Select Board Members entered non-public at 8:40 PM.*

26
27 *Public Session Reconvened at 9:15*

28
29 **Motion: "To seal the minutes as they are relative to a personnel matter, and it is
30 determined that divulgence of this information would likely affect adversely the
31 reputation of any person other than a member of this board"**

32
33 **Motion: M. Frye**

34 **Second T. Colby**

35
36 **Motion carried by Roll Call Vote 5/0**

37
38 **Motion: "To adjourn at 9:16 PM"**

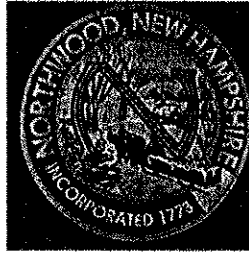
39 **Motion: M. Frye**

40 **Second: T. Colby**

41
42 **Motion carried 5/0**

43
44
45 ***Respectfully Submitted***

46 ***Walter Johnson, Town Administrator***



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

**Town of Northwood • 818 First NH Turnpike • Northwood, NH 03261
(603) 942-5586**

**Board of Selectmen Meeting Minutes
October 26, 2021**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Jim Guzowski

STAFF PRESENT: TA Walter Johnson,

6:00 P.M. Chairman Hal Kreider opened the Northwood Board of Selectmen meeting and led the Pledge of Allegiance

CITIZEN FORUM: No Comments

Minutes

Motion: "To approve the minutes of October 12, 2021, as amended."

Motion: M. Frye

Second: T. Colby

Motion carried by roll call vote 4/0/1 B. Boudreau abstained.

CONSENT AGENDA

Northwood NH Consent Agenda for October 26, 2021

Payroll Manifest dated October 20, 2021:

Batch # 17967 for \$78,750.37

Accounts Payable Manifest dated October 20, 2021:

Batch # 17971 for \$1,760.00

Accounts Payable Manifest dated October 27, 2021:

Batch # 18004 for \$68,6970.95

Treasurer's Report - N/A

Administrative Abatements - N/A

Property Tax Exemptions: Approve or Deny per Assessor's Recommendations

N/A

Motion: To approve the Consent agenda for October 26, 2021 as presented.

Motion: T. Colby

Second: M. Frye

Motion carried 5/0

Town Administrator Report:

Staffing Update: PD is working two Patrolman candidates through the hiring process.

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1 Building Repairs and Painting: Work repairs to the community center east side siding will be
2 done later this fall according to the contractor's schedule.

3 Town Facilities Lighting Upgrade: We finally have a proposal for the lighting upgrade package
4 for all facilities and the cost is in line with the budgeted encumbered amount of \$28,000. A
5 copy of the breakdown is included in your packet. These funds are encumbered in the
6 restricted fund balance from 2019. As this project has an existing approved Purchase Order
7 Walter requested the Board's authorization to sign all necessary documents related to
8 completing the project. Paving at the handicap ramp at the Community Hall will be completed
9 by the DPW soon.

10 **Motion: "To authorize the Town Administrator to sign all necessary documents required**
11 **for the completion of the Eversource Lighting Fixture Program".**

12 **Motion: T. Colby**

13 **Second: M. Frye**

14 **Motion carried 5/0**

15

16 Road Paving Schedule: Reclaiming is completed for a portion of Bow Street, Harmony and
17 Bigelow Rd. The repair to a small section of Harmony Rd will be completed this fall.
18 Shouldering is being done on the three roads this week. Tim noted there is also a small section
19 of Ridge Rd. that was damaged by a downed powerline last winter and a section of Harvey Lake
20 Rd that needs to be done by R & D Paving before they finish for the winter.

21 FY 22 TA/Department Head Budgets: Budget review will continue on 11/2 at 6:30. If time
22 allows some of the smaller budgets remaining can be reviewed at the end of tonight's meeting. I
23 expect we can wrap up the review of the operating budget on 11/2 and then move on to the
24 warrant articles. The schedule includes the Building Code Compliance and Health at 6:30,
25 Recreation at 6:50, Town Clerk/Tax Collector at 7:15, Library 7:45, Finance/Personnel at 8:15.
26 Walter noted from there we will move on to the capital items and warrant articles on the 9th
27 and vote on all items on the 16th.

28 Road Surface Management Program (RSMS) Update: Work continues on the final version of the
29 plan. Walter noted we are still anticipating on getting the final version in early November as the
30 Town has provided all the necessary input for the maintenance and reconstruction work for the
31 first five years of the plan.

32 Household Hazardous Waste Day 2023: The City of Rochester is requesting our conditional
33 commitment to participate in the 2023 regional household hazardous waste day. They are
34 aware of the condition that the participation is subject to budget funding approval. A grant
35 application to NHDES for the 2023 event is being submitted in January of 2022 so a
36 commitment is needed before then. Northwood's share is \$ 2,028.81. A motion to commit
37 subject to funding is required. The Board discussed the benefits versus the cost of participating
38 in the program. Walter reported in 2021 there were 30 vehicles from Northwood that
39 participated and only 3 in 2020 during the height of the pandemic. Not participating in the
40 program may result in some hazardous material in our regular trash or dumped along
41 roadsides. The cost for the 2022 event is included in the proposed budget as part of the
42 transfer station hazardous waste disposal line which includes other disposal cost handled at
43 the facility. After further discussion the Board agreed by consensus to send the letter of
44 conditional commitment for the 2023 event to the City of Rochester.

45 Resident Winter Sand Shed: Chris and Jeff have constructed a shelter for winter sand to be
46 used by residents at their homes. The shelter will protect the sand from freezing. Resident may
47 take up to two 5-gallon buckets at a time. The sand is not available to commercial contractor
48 sanders etc. The Board expressed their appreciation to Chris and Jeff for getting this long
49 overdue project completed as it will be a benefit for the residents during inclement winter
50 weather.

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RT. 107/Main Street Bridge Construction: Construction began yesterday on the culvert replacement project by NHDOT. There will be one way traffic during the project with several complete detours when necessary. A small amount of parking at the Community Hall may be affected during the construction.

Upcoming Meetings Schedule: Board Meeting Schedule: Budget work session on 11/2, and 11/16 if necessary, regular meeting on 11/9 and 11/23.

Old Business:

Town auction of Town owned property: Walter reported a total of thirty Town owned properties were sold at the October 16 auction. A list of the property locations and high bid amount is included in the Board's meeting packet which is also on the Town website. There is one high bidder on the property located at 8 Elm Street for \$20,000 who has withdrawn their bid. There is a backup bidder who the auctioneer will contact for the property at a bid of \$17,500. This matter will be discussed further in non-public session under RSA 91A:3II (d).

New Business:

Deputy Health Officer Recommendation – Adam Schaub: Walter reported that Adam has expressed an interest in serving as the Deputy Health Officer (DHO) and his appointment is supported by the Health Officer Jared Shaheen. This position like the Health Office position is appointed by the State on the recommendation of the Select Board. The Board discussed a concern of performing the DHO duties during Adam's shift time with the Fire Department. Walter stated that this would be a condition of the appointment except in the event of a health emergency which he would likely be involved in as a Captain in the NFD. An annual \$1000 stipend is budgeted for this position.

Motion: To recommend Adam Schaub as the Deputy Health Officer

Motion: M. Frye

Second: T. Colby

Motion Carried 4 -1 with J. Guzofski voting no due to his objection to Health Officer and Deputy positions have authority over the Select Board in certain circumstances by State law. He is not objecting to Adam himself being appointed.

Proposed Complaint Against a Town Employee Policy

Walter brought forth a proposed policy to address and establish a process for the public to formally bring forth any complaints of any Town employee actions that may have aggrieved in some way. The draft is from a similar form he's used in another community and found it to work well if citizens feel they've been missed treated or negatively impacted by the actions of a Town employee while working for the Town. As discussion, the Board agreed to as Town labor Counsel to review the policy and they will consider it after reviewing Counsel's comments at a future meeting.

Proposed Inclement Winter Weather Maintenance Policy

Walter presented a draft of an inclement winter weather policy that he recommends the Board adopt. This policy outlines the general process and procedures used by the DPW/Highway Department and the contractor's hired by the Town. This policy will assist citizens with understanding the priorities and processes used to maintain the Town roads and town school facilities during the winter season. If adopted, the Select Board is required to review this policy with the DPW Foreman prior to each winter season and make any adjustment to the policy as may be necessary. The consensus of the Board was to bring the draft back at the next regular meeting for adoption with no changes at this time.

Review Board Task Manager

Chairman Kreider inquired if any Board member has any additions to or questions or concerns regarding the any items on the current list. Jim asked about the status of the Bow St. and Rt4

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1 intersection matter. Walter reported the two property owners involved in handling the drainage
2 problem are now in court and we are waiting to see the outcome of that before we go forward
3 with addressing the utility pole relocation and finishing the pavement. Matt inquired about the
4 Harvey Lake Dam and now that the property that may own a portion or all of the dam is now for
5 sale does that have any bearing on the situation. Walter stated that where the Town has taken
6 a position that we don't own the dam and will not be taking any steps to maintain it the sale of
7 the abutting property should not impact our position. It was noted that only a portion or one
8 parcel of the property may be for sale and not the portion involving the dam. Tim asked if the
9 Meadows Dam repair should be on the list and Walter felt it being a state responsibility not a
10 Town, he hadn't put it on the list. Walter was asked to follow up on the status of the repair.

11 Board Committee Reports

12 Matt reported on the Trunk or Treat event put on by the Recreation Department last weekend
13 was very successful with a bunch of participants and several volunteers provide trunks. Jim
14 reported on the Budget Committee's recent 3rd qtr. review meeting last week. He expressed his
15 appreciation to Walter and Cheryl for their preparedness and professional responses to the
16 Committee's questions.

17
18
19
20 Walter noted that he is still working with two homeowners regarding pending tax deeding and
21 hopes they can avoid taking the properties for nonpayment of taxes. He will update the Board at
22 the next regular meeting.

23
24 Continue Review of Department Head FY22 Budget Requests – Voter Registration, Elections,
25 Audit Services, Assessing, Treasurer, Legal Services.

26
27 Voter Registration: Walter noted there are three elections scheduled for 2022 and the budget
28 numbers reflect the funds necessary for the three which is similar to the 2018 budgeted
29 amounts.

30 Elections: Same budget process for the Voter registration with 3 elections. Walter to check on
31 funds for programing and maintaining the ballot machine for each election.

32 Audit Services: The \$15,000 budget amount is based on a proposed 3-year contract with our
33 current auditors.

34 Assessing: For 2022 we have included a share of the admin assistant for assessing of 25% of
35 her wages and benefits to reflect the actual and true cost of running the department. Walter
36 explained the need to keep property values in line with market values and not let them fall so
37 low that we have a similar impact as we did in 2020 with the 5-year-old revaluation. We are
38 budgeted for a statistical update with our contract assessor as some of the segments of the
39 properties in Town may no longer meet the DRA requirements. We have a \$50,000 placeholder
40 as the actual price is still being discussed with Cross Country Appraisal Co. This cost appears
41 in the Contracted Services line along with the regular assessing cost of \$54,000. The postage
42 for the department like others is being shared with this department in the amount of 10% of
43 the total annual cost.

44 Treasurer: This department is scheduled for a new desk top computer in 2021 for \$1000 which
45 may be rescheduled until 2022 if funding is not available at the end of 2021. If it is then it will
46 be removed from the proposed budget.

47 Legal Services: Walter explained the amount of \$15,000 for general legal services including our
48 labor Counsel is being proposed at the 2021 level. Currently, there is no pending litigation that
49 will create a significant impact to this line item and only the normal legal services are planned
50 for.

51
52 **NON-PUBLIC SESSION**

53 **Motion: To enter non-public at 8:00 PM under RSA 91-A:3, II (a&d)**

54 **Motion: M. Frye**

55 **Second: J. Guzofski**

56
57 **Motion carried by roll call vote 5/0**

58
59 *The Select Board Members entered non-public at 8:00 PM.*

DRAFT

1 *Public Session Reconvened at 8:55*

2
3 **Motion: “To seal the minutes because it is determined that divulgence of this**
4 **information likely would affect adversely the reputation of any person other than a**
5 **member of this board.”**

6 **Motion: M. Frye**
7 **Second T. Colby**

8
9 **Motion carried by Roll Call Vote 5/0**

10
11 Chair Kreider read the following statement: “Regarding the recent complaints lodged against a
12 Town employee in the highway department, the Board has investigated the complaint and
13 found it to be unfounded in terms of violating Town policy and state law. Where this is a
14 personnel matter details of the investigation will remain sealed in the non-public minutes per
15 RSA 91A:3II (a).”

16
17 **Motion: “To adjourn at 8:57 PM”**

18 **Motion: M. Frye**
19 **Second: T. Colby**

20
21 **Motion carried by Roll Call Vote 5/0**

22
23
24 *Respectfully Submitted*
25 *Walter Johnson, Town Administrator*