

**BOARD OF SELECTMEN MEETING  
MINUTES FOR MAY 11, 2021**

**PRESENT:** Shawn Talbot Chairman; John Veaser, Jason Somero  
Town Administrator Scott Butcher

**Review roofing quotes for DPW Building:**

There are 3 quotes to consider. Significant spread in the pricing of the quotes.

Shawn feels they are pretty similar as far as the scope of work to be done.

Jason noted that in the removal processing, if there is substantial damage or rot there will be an additional cost, not included in the quote.

Shawn mentioned this was in one of the other quotes as well.

John the only one who says they will put in the new skylights is Melanson. The other two will cover openings. John feels based on pricing and work to be done, that Prime would be his choice. But he would like clarification about the skylights. Another note with Prime, they estimate decking that might need to be replaced.

All felt like Castle is a little high compared to the others.

**Police Chief hiring committee discussion:**

Scott has not spoken with the Chief to see where BOS would like to go with this. Job description we have is from 2010, do we want to create a new one?

John feels we won't be able to cover everything the job entails, if the Chief feels something is missing add it in.

Scott suggested looking at other towns to see what they have.

Shawn noted police hiring process get input from the Chief. Do we have a process in mind to hire the new Chief?

Scott we should advertise, get feedback from Tim what the range should be, should resumes go to Scott and he will share, who should be part of the interview process are all things to consider. He imagines two rounds of interviews and questions. Ranking candidates after round 1 and have the BOS decide who goes forward.

John feels Tim should be part of the process, maybe a patrolman, maybe another police chief.

Lieutenant potentially, if not a candidate. At least one member of the BOS should be on hiring committee. He also noted that Indeed is one place, but is there a law enforcement site specifically.

Scott will gather some info and share with the Selectmen before the next meeting.

Looking to make the posting next week

Also discussed were benefits and insurance piece need to be figured out.

Further discussion on how to handle if the Lieutenant wants to be considered, if he should be on hiring committee.

**OLD/NEW BUSINESS:**

*Cleaning contract*, Scott is getting more clarification, he thinks they will do the background checks for us. Scott checking with Tim to see if that works for the police department.

*Meeting minutes* were brought up, and Scott reported on the planned process to catch up. We will start with the most recent and work backwards to get all the minutes out.

*Cook out logistics* were next to be discussed. Folding tables in the Green Center if we need them. Jason to bring his grill. Shopping will be done before the cookout. Chicken breast for those who don't like red meat, waters, etc on the list to get. Jason to touch base with Shawn to be sure we get what is needed. Meet up at Town Office about 10 for the set up.

John, brought up the letter considering the *land bordering Temple*, feels 3 boards before BOS should deal with this. (Planning, DPW, ZBA) First time coming to BOS and it's been going on since 2014. Scott noted the lot mentioned doesn't even abut Temple. Scott going to go through the letter and see what exactly is the issue.

John wanted to be sure to clarify Peter's (DPW) team is widening the road so that his team can maintain. There is also a subdivision going on in the nearby area, these are not related to each other. Subdivisions are responsible for the roads they affect with the project.

Jason got a call right before the meeting asking about an *RC Plane club using the landfill*. He asked what about liability, the club said they are covered. They paid a fee to the land they used before.

John said they need a liability waiver to do this. We should check with counsel to get their input.

Scott feels as long as certificate of insurance

Shawn says to talk to Peter as well, and it should be set hours.

Also, let the police know when they will be there so they are aware.

We should reach out to town counsel, and they should then come in to discuss the possibility.

*Cell tower contract*, still some questions Scott is following up on.

Shawn brought up the idea of a *4<sup>th</sup> of July event*. Not for this year, but next year or year after that to work out the logistics and sponsorships. To be considered are funding, fireworks, safety aspects.

John is concerned with the liability, also consider parking, bathrooms, police, and fire. Find a town our size and talk with them to see how they handle these aspects and estimate of costs.

Shawn working with Scott to see *how vacation days are tracked* currently. Scott noted Payroll person is out so they will follow up in two weeks.

Jason brought up the *holiday time for the DPW workers*. If their normal hours are 10, do they get the whole 10 or just the 8 that others get? The board discussed the various sides further.

Scott noted the employee handbook needs formatting and the index done, but the wording is approved by counsel.

The board will consider wording that clarifies and closes the loop. Shawn will reach out to Peter and discuss further.

Scott met with Ron Stanley to get a demo of Tightrope software. A newer version than we use today, lots of new features. As part of updating audio cameras and that sort of thing. Also will talk with a couple of other vendors. We can adopt the technology but also need to make use of it for the purchase to make sense. We need volunteers to help out. Available on web site, use Apple TV, Roku and such. Even ON DEMAND is an option. Police and Fire could also use it for emergency alert and information. Need to make sure if we get the functionality we also have the need and staffing to make use of it. \$24K includes fees we may not use right away, we could do less for this year and upgrade as needed. However, Scott wants to be sure we are ready for the upgrades rather than have to get new equipment because what we have is not going to work with upgrade, if this happens in phases. Discussed the financial portion, including funding and revenue, franchise fees.

Ron noted when the current system was put in they had a Video Committee. If it gets too complicated, he can't do it alone, will need more staff.

Jason asked if there was a way to know how many are watching the meetings on Comcast.

Scott noted that the issue with judging by current usage is that you limit the growth, need to build up the viewership. Need to consider how to better use the Comcast channel. Like putting out warrant info ahead of time so residents can be informed. Use the channel to educate people on things like recycling center, little league games, opportunities for volunteering.

Will discuss further on upcoming meetings.

Selectman Veaser made a Motion to adjourn, Selectman Somero seconded the motion.

Respectfully submitted,  
Susan Mallett, Land Admin

Minutes approved by:  
**BOARD OF SELECTMEN**

  
Shawn Talbot, Chairman  
John Veaser  
Jason Somero