

**BOARD OF SELECTMEN MEETING
AUGUST 17, 2021
MINUTES**

PRESENT: Shawn Talbot Chairman; Jason Somero and Bert Hamill Selectmen
Jim Coffey, Town Administrator, Susan Mallett

Open Meeting in the Town Office with the Pledge of Allegiance at 5:00

Administrators Report:

Jim wrote up a document on Ex-Officio and how it works, updates, and findings were discussed at length. Jim noted there should be 5 members for 3 year terms on the ZBA & Conservation Commission. He also noted that per NHMA it's not good idea for Selectmen to be appointed to the ZBA due to the conflict in interest.

Selectman Talbot will work with Debbie on boards and make ups and hopes to have it wrapped up next week. This will help focus the discussion then. He would like to have the BOS create a document that lives on and becomes a reference to future members.

ARPA / Grant Uses:

Selectman Hamill noted it's not clear what this can be used for, and looking for ideas to use this funding from the Board. Shawn noted he had some info from Rachael Anderson that might be helpful and he will review it before the next meeting. Selectman Somero asked if it could be used for Broadband. Broadband committee should be looking at this. Ron Stanley suggested it could be put to the school shortfall. John Schaumloffel suggested a 'mini' broadband for town cell tower to be used if we went to remote learning again. This would allow people to access from town facilities like the Town office etc. He also asked about the air exchange in the town meeting room, for instance HEPA filters might help reduce the safety of the town office for everyone.

Broadband Update:

Lou Alvarez addressed the status of the progress they are making. Noted that they are looking at the coverage in town and the questionnaire that was put out recently. The Town chose one of the slower speeds, so that would need to be increased to make public use feasible, at current speeds, the town tax clerk is pushing the envelope with all the systems they need to work with.

River Road:

The bridge and building project on River Road was discussed. The filing process is not clear. Bert feels building permit should have been applied for the bridge, doesn't meet zoning requirements, DES said fine you've done everything you had to. Missing if we grant building permit, is the bridge strong enough for 911 equipment. Do the bollards freeze in the winter? There was a bridge that was there long ago, so historically, there was a bridge already there.

We have local zoning that was not addressed.

John Schaumloffel would look at it to be sure emergency equipment could get over the bridge. So he would look at the bridge structure to be sure they could safely use bridge. Suggests if allowed in permit process if town engineer could ascertain this.

Bert says the homeowner needs to prove bridge safety or acknowledge 911 would not cross the bridge.

Jim suggested the DOT could assist with structural engineers.

It was decided to write a letter with the following requirements to proceed:

1. ZBA Application should be filed.
2. Driveway permit (new or if progress was made on the one in 2018)
3. When applying for the building permit
 - o Bridge rating and engineer plans
 - o Independent review or excluded from 911 until engineer reviews the as built review (This would be paid by the homeowner, for an engineer the Town agrees to, the town can offer up 3 options) or an acknowledgement that they may be excluded or limited from emergency services that need to cross the bridge.

OLD NEW BUSINESS:

Jim gave the BOS budget and revenue report, he will give the BOS another updated set next week and as needed when updated. Jim continues to clean up the entries and categories. The Board discussed the budget processes and reporting at length.

Health Trust report was discussed by Jim, he noted there was a dividend returned by the Dental Plan. This should be kept in mind when looking at insurance that this plan offers this option. It was also noted that last year changing plans created a huge employee disruption.

Jim received a letter regarding the Annett forest logging effort. Hubbard Pond Road is the route they are taking. They will be conducting this in dry or frozen weather.

Belletetes user list is now updated with the correct authorized users.

Jim noted St Vincent de Paul sent a Thank You letter to the Board

Emergency Operations plan needs to be updated this year. Spokesman needs to show up, Jim to contact Liz Gilboy to get it set up. Bert noted addressed fire, police, food, elderly, flood, emergency supplies, etc in 3 meetings. Shawn believes our prior EMD was working on this. This would be perfect start for Eric Maxwell. We need to have this plan in place to help us get FEMA aid.

Jim found two large notebook with the town culverts and gave Peter one of them. He noted some culverts were missing. He noted we need to have a method to update and could we incorporate into the maintenance plan. Ways to share the file were discussed, including the town shared drive or using flash drives or CD's. The Selectman were not aware of having access to the towns shared drive and wondered if they had access or how they could get access.

Shawn noted the HVAC bids are due shortly, Sue made note on the web site to remind vendors. Discussion on where the funds were coming from and that this can be broken up into smaller projects.

Selectman Hamill brought up the Employee handbook and the process to get it changed. After much discussion, it was felt that BOS should get the updates made and then send the final document to the employees for their feedback.

Jason asked the status of the flags being replaced. Shawn spoke with Peter he ordered flags. Bert to reach out to Peter to see about Patriotic Funds being used potentially to fund this.

NON-PUBLIC SESSION 1:

Motion to go into non 91-A:3 II(a&b) by Selectman Talbot, seconded by Selectman Hamill, all in favor.

Motion to come out of non-public was made by Selectman Hamill and seconded by Selectman Somero, all were in favor.

Return from non-public session: Selectman Hamill made a motion to seal the minutes of the non-public session, Selectman Talbot seconded, all in favor. There was one decision reached, the authorization of hiring an Administrative Assistant candidate, Acting Chief Abel was authorized to make offer to the top candidate.


Closed out the meeting with document review and signing.

A Motion to adjourn was made by Selectman Talbot, Selectman Somero seconded. All were in favor.

Respectfully submitted, Susan Mallett, Land Admin

Minutes approved by BOARD OF SELECTMEN

Shawn Talbot, Chairman:



Jason Somero:



Bert Hamill:

