

**BOARD OF SELECTMEN MEETING
July 12, 2022
MINUTES**

Present: Shawn Talbot (Chair), Jason Somero, Lou Alvarez and Debbie Deaton (Town Administrator)

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

5:05 Fire Chief-Meredith Lund:

Meredith recapped the discussion from July 5th and gave the breakdown requested of hours versus stipend for the past 3 months. She feels the budget will support the hourly rate. After more discussion, Shawn made a motion to accept the proposed hourly rates for the firefighters beginning July 1, 2022. Lou seconded the motion and it passed 2-0-1.

5:15 Police Chief-Mike Abel:

- Chief Abel stated he submitted invoices in 2021 but they weren't paid until 2022. These items were budgeted in 2021 but not 2022 so this is a problem. When accounting was asked about this, the reply was no W-9 was submitted with the invoice. Debbie will find out if every vendor needs a W-9.
- Chief Abel stated he is proud of his team and would like to retain them. He submitted a list of incentives he would like to see implemented for the force. Jason asked him to rank the priorities on the incentives. Chief replied the pay scale (2 ½% yearly) would be number 1, physical fitness bonus would be number 2 and education reimbursement would be number 3. He also feels Short Term/Long Term Disability is important. Currently he pays 100% out of pocket to Aflac for this but would like to see some kind of employer match similar to the health insurance for all employees.
- Chief Abel will be present on July 26th for the renovation Public Hearing.

5:30 Finance Advisory Committee:

Present: Ashley Schoff

Ashley introduced herself and explained she is the Deputy Finance Director in Hollis and feels her background would be helpful. She feels the budget should be transparent.

Old/New Business:

- Debbie showed the Board Volunteer forms she would like to use for the Finance Advisory Committee. The Board agreed.
- Shawn asked Debbie to start adding the signed minutes to the Dropbox for the appropriate date.
- Debbie updated the Board on the PFAS/Landfill issue. Monadnock Environmental has filled out the grant application and has also sent letters to 15 other abutters of the Landfill requesting their well water be tested. They have only received 3 responses so far.
- Steve had given Debbie a "wish list" for the transfer station on Saturday. Debbie will discuss the list with Peter and report back to the Board on July 19th.
- Debbie gave the Board an update on the BS&A accounting software. When the original quote was given in March, the install timeframe was approximately 6 months. The timeframe now is 16-18 months. We will need to update the payroll portion of BMSI because it will no longer be supported as of June 2023 due to NH Retirement changes. The BMSI accounting software will be valid until December 2023, at which time that will need to be updated also. There was much discussion regarding changing software companies. Shawn made a motion to authorize the conversion to BS&A software and to approve the initial payment of \$16,360 to lock in the quoted cost with the remaining 2 payments to be budgeted in 2023. Jason seconded the motion and the motion passed 2-1.
- Shawn informed the Board there is a Budget & Finance Training scheduled for September 20, 2022 from 9am-4:30pm. He recommends the Town Administrator, Finance Advisory Committee & the Selectmen attend. The cost

is \$90 per person in person and \$70 per person for virtual attendance. Debbie will register everyone when enrollment opens.

•Shawn updated the Board on the Fire Alarm issue over the weekend. Debbie received a call from Monadnock Security after midnight Friday stating the Fire Department had been to the office 3 times and they recommend the system be serviced right away. Debbie met the technician on Saturday morning and he stated he thought it was the pull alarm near the exit door. On Sunday, Shawn received a call stating the alarm had been going off for hours. Shawn met the technician at the office and a new wire was run to the pull alarm. Shawn has Monadnock Security looking into why no one was called on Sunday morning when the alarm first went off to try to find out how and why the chain of events was broken. Debbie scheduled the annual maintenance of the system for August 3rd.

8:15 Non-public RSA 91-A:3, II (c) Finance Advisory candidate discussion:

At 8:15, Shawn made a motion to enter non-public in order to choose the Finance Advisory Committee. The motion was seconded by Jason and it passed unanimously. At 8:40pm, Shawn made a motion to leave non-public session. It was seconded by Lou and passed unanimously. Shawn made a motion to seal the minutes. Jason seconded the motion and it passed unanimously. The Finance Advisory Committee was chosen. Debbie will email all candidates tomorrow.

8:40 Non-public RSA 91-A:3, II (c) 11 Temple Road:

At 8:40, Shawn made a motion to enter non-public in order to discuss 11 Temple Road. The motion was seconded by Lou and it passed unanimously. At 8:41pm, Shawn made a motion to leave non-public session. It was seconded by Lou and passed unanimously. Debbie will send a certified letter to Kered Management.

8:43 Non-public RSA 91-A:3, II (I) 99 River Road

At 8:43, Shawn made a motion to enter non-public in order to discuss 99 River Road. The motion was seconded by Jason and it passed unanimously. At 9:00pm, Shawn made a motion to leave non-public session. It was seconded by Lou and passed unanimously. Shawn made a motion to seal the minutes. Jason seconded the motion and it passed unanimously.

9:02 Non-public RSA 91-A:3, II (c) Employee

At 9:02pm, Shawn made a motion to enter non-public in order to discuss an employee. The motion was seconded by Jason and it passed unanimously. At 9:25pm, Shawn made a motion to leave non-public session. It was seconded by Jason and passed unanimously. Shawn made a motion to seal the minutes. Jason seconded the motion and it passed unanimously.


Old/New Business:

Jason asked if we had heard anything on the status of the Warwick Mills lease. Debbie replied the last she heard was an email asking to break down the cost per square foot. Jason asked to have that email forwarded to him and Lou. Lou asked if any portion of the building is leased, does the whole building have to be taxed or just the portion that is being leased. Debbie will look into that. Shawn asked Debbie to schedule a discussion for the lease next week.

At 9:45, Jason made a motion to adjourn. Lou seconded the motion and it passed unanimously.

Respectfully submitted,
Debbie Deaton
Town Administrator

Minutes approved by BOARD OF SELECTMEN

Shawn Talbot, Chairman: _____

Jason Somero: _____

Lou Alvarez: _____

