

BOARD OF SELECTMEN MEETING
MARCH 24, 2020
MINUTES

PRESENT: David Lage, Chairman (via conference call); John Veaser, Shawn Talbot
Town Administrator Scott Butcher

Chairman Lage called the meeting to order at 6:00 pm at the Town Office.

POST-ELECTION REORGANIZATION OF THE BOARD

Chairman Lage welcomed Shawn Talbot to the Board as the newly elected Selectman and thanked outgoing Selectman Bert Hamill for his service to the community.

The Board discussed the post-election reorganization of the Board. Selectman Veaser made a MOTION to re-appoint David Lage as Chairman. Selectman Talbot SECONDED the motion. The vote was unanimous.

The discussion turned to the liaison relationships the Board has with other boards, committees and departments. The following is the liaison structure for the next 12-months:

David Lage:	Police Department
	Department of Public Works
	Town Office

John Veaser:	Fire Department
	Heritage Commission

Shawn Talbot:	Planning Board Ex-Officio
	Conservation Commission
	Parks & Recreation

COVID-19 DISCUSSION

The Town Administrator provided an update on COVID-19 related activities acknowledging an increase in the frequency and volume of communication. The Town Administrator, Fire Chief, Police Chief, and representatives from Souhegan Valley Ambulance Service are meeting weekly to discuss issues and develop protocols with dealing with the public. The NH Dept. of Homeland Security & Emergency Management has increased the frequency of conference calls from once a week to three times a week.

First responders have adequate Personal Protective Equipment (PPE) for the time being, but there is a risk of running short. Hand sanitizer is in very short supply as are sanitizing wipes. The two Chiefs have put requests into the State of NH for more PPE.

The Town Office and Police Station are now locked down and the public can only enter either building by appointment. Employees are utilizing PPE when needing to be in close proximity to the public to protect everyone. Residents are being encouraged to use online services to conduct business with the town rather than needing to make a physical visit to the Town Office. The Fire Chief is issuing burn permits via e-

mail now rather than in person. There is anxiety amongst the employees concerned about exposure to the Coronavirus since one employee had symptoms and was sent home.

The Town Administrator is in the process of developing COVID-19 policies as it relates to State and Federal policies with respect to employees needing to quarantine or take care of a family member infected with the virus and requesting time off under the modified FMLA guidelines. A framework can be developed and the specifics can be addressed as the COVID-19 guidelines from the State of NH emerge.

Arrangements are being made to allow employees to work from home if necessary including remote access to the network and server at the Town Office. This will reduce the risk of exposure. Employees working at the Town Office have masks and gloves available if they choose to use them. Chairman Lage asked if there was enough hand sanitizer and wipes to keep the facility clean.

L.E.D. STREET LIGHTING REQUEST FOR PROPOSAL

The Town Administrator reviewed the sample RFPs that Hollis, NH and Milford, NH used. Hollis went out to bid for the purchase and installation of light fixtures. The Milford RFP was focused on selecting a vendor to perform consulting services to provide guidance on what type technology and fixtures should be considered. The Town Administrator wants guidance on which way the Selectmen would prefer to go. He also expressed concern about having very specific requirements for vendors to bid on so that the responses are easily compared.

DPW SALT SHED BIDS

Chairman Lage was concerned that the bids received varied so much and that trying to make an apples-to-apples comparison is difficult. There was discussion around creating an RFP that would better define what the town wanted for a salt shed.

EMPLOYEE HANDBOOK

The Selectmen discussed some of the changes made by the attorney around maternity leave, stipend employees and youth employees that are utilized by the Parks & Rec Department. There was also discussion about the stipend policy for volunteer firefighters and associated addendum. The Selectman instructed the Town Administrator to make some minor edits. No other decisions were made.

OTHER BUSINESS

The Selectmen discussed the resignation of the cleaning person and that her final day has been extended. Chairman Lage suggested that the Town Administrator reach out to some local cleaning services. The Town Administrator is recommending that the Police Station be included in whatever cleaning arrangements that are made.

The discussion turned to the property at 11 Temple Road. The Selectmen wanted an update on the progress being made on renovating the property. There was discussion on why the property is listed on a few real estate websites as being for sale when that goes against the terms the Selectmen set when the property was sold to Kered Management, LLC. The owner is way behind the renovation schedule originally agreed to at the time of the sale.

NON-PUBLIC SESSION

The Selectmen entered into a non-public session to discuss employee compensation.

At 7:45 pm Selectmen Veerer MOTIONED to enter into a non-public session under RSA 91-A:3 IIa. Selectmen Talbot SECONDED the motion. The vote was unanimous.

At 8:17 pm Selectmen Veerer MOTIONED to leave the non-public session. Selectmen Talbot SECONDED the motion. The vote was unanimous. Selectman Veerer MOTIONED to seal the minutes. Selectman Talbot SECONDED the motion. The vote was unanimous.

At 8:18 pm, Chairman Lage entertained a motion to adjourn. Selectman Veerer MOTIONED to adjourn. The motion was SECONDED by Selectmen Talbot and the vote was unanimous.

Respectfully submitted,
Scott Butcher, Town Administrator

Minutes approved by:
BOARD OF SELECTMEN



David S. Lage, Chairman



John Veerer



Shawn Talbot