

BOARD OF SELECTMEN MEETING
Sept 28, 2021
MINUTES

PRESENT: Shawn Talbot, Chair; 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

Moved two agenda items to future meetings:

- Non Public w Peter Goewey
- Employee handbook update review

Building 2 Lease:

The Selectmen discussed the lease for Building 2, and whether the Town wants to renew the lease. There is a revenue stream which can be a positive, but also, is the Town getting fair price under the current lease. Selectman Hamill noted that a good condition warehouse can bring up to \$1 sq. ft. per month. After discussing what the Town currently gets, and what it is currently worth it was decided that the Board should settle what they want to do, (renew the lease and if so, what is the new rent), in a non-public meeting.

Also, Jim Coffey will follow up on insurance for the building to get cost and coverage. Selectman Hamill asked if he can get cost for all Town owned buildings for review. Chair Talbot asked to also check if there was a hazardous supply clause stating that tenants must clean out all supplies when they move.

Code Enforcement Practices:

Mr. Coffey noted he was informed of a dispute and asked the Board how to handle two neighbors. Chair Talbot noted that the Health and Building Inspector along Selectmen Talbot and Lage to see what was going on at the property. We don't really have a Zoning enforcement in town per Chairman Hamill. There was some discussion that it is in the Building Inspectors job description. Building inspector will be talking with Chair Talbot about fee schedule and a building department flow. Jim Coffey noted the software (iWorq and Avitar) does not talk together, which is causing extra work. Avitar address updates need to be put manually into iWorq and the iWorq permits need to be copied into Avitar system. Jim will do some research to see if this can be done, starting with Avitar. Chair Talbot noted Frank Volpe is the Health Officer, health issues would go to him.

Employee Handbook:

The handbook was reviewed at a working meeting on Saturday Sept 25. Many adjustments were suggested. These will be made to the document and reviewed and approved at a future meeting.

OLD NEW BUSINESS

Administrators Updates:

KPMB will be starting work in the Town Office in about 3 weeks. They sent the parts list, and after Doug Waitt reviews and approves, BOS will give the green light to proceed.

Jim mentioned the CARES act, and that while this update is not covered, there are other devices covered that could be purchases, but the deadline is coming up. One of the items was an ionization unit to clean the air that attaches to the heating system. Chair Talbot noted one of the department heads had some items and was upset that we hadn't taken advantage of that last year. Mr. Coffey to take a look at the CARES act rules and what equipment is covered, as well as any maintenance cost.

Jim spoke with the DPW director and they have a 2,000 gallon tank, tied to generator that doesn't run often. They had been looking at adding a 1,000 gallon tank at the garage, but Peter felt it might be better to connect to the existing 2,000 tank via a trench. We own the tank, so it's possible we could get cheaper fill up.

No response from Kared management as of yet per Jim Coffey

Jim next brought up pole licenses, we should have licenses in the clerk's office for all the town poles (not state). A new license has been submitted for Old Peterborough Road, that requires signatures from the BOS. He noted that we could be charging for use of our right of way, we'd have to modify all our pole licenses if we wanted to do that. There is a procedure if we wanted to do the pole license updates. Jim had brought it up to the Board a few years back, no progress was made. Selectman Hamill to add this to the list of To Do's.

Department of Health and Human Services sent out an alert regarding booster vaccine recommendations. These will be published on our web site, under Health Alerts.

Jim looked into and provided his opinion on tax maps via email. It was noted that if the town votes against something we can't do what the voters say no to, even if from another source of funds. So, the all new set of maps is not ok to do in the year it was voted against. However, we do maintenance on a regular basis and that is ok to do. Jim suggests getting the BOS, Conservation and Assessors as a team effort to delve into this more.

Chair Talbot noted that the police admin was hired at a higher rate than her predecessor. He wondered if it was in conflict with the Article 21 in the 2014 Warrant. Chair Talbot's opinion is that the raises/salaries are voted on each budget season. Jim will research this and get some answers.

Budget continues to come together; Jim has response from a few departments already. Also, starting to build the articles/warrants. Jim also spoke with the DRA on tax

Selectmen updates:

Selectman Somero asked about the multiuse vehicle and what line item it is. It was taken out of police service as it was not sufficient for that use. Jason asked how we track it's use and cost associated. Chair Talbot noted the original intent was for employees to travel rather than submitting expense for mileage for personal car. Jim feels it may be safer for employees to drive their own car.

Selectman Somero also mentioned the speed limit on Turnpike Rd. Shawn has looked into this and there is a multifaceted review required by the state that would be required. Shawn will see what it takes to get this looked at up to North Road.

Selectman Hamill asked what the status of the new pickup is. Jim said in October it should be ready., it's built, but needed a paint job and other items.

Chair Talbot noted Community Center discussion will be next week.

He also noted the Saturday work session worked well for employee handbook, and asked if everyone would be ok to do one for the budget season. Selectman Somero asked if it could be recorded if Ron was able to do it.

TextMyGov presentation:

Susan Mallett did a presentation of a proposed add on module. TextMyGov would allow residents to text for information and to report issues. There were some questions from the BOS, and Susan will search for the information for a future meeting.

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

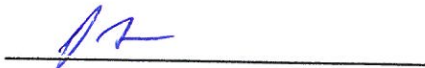
Respectfully submitted, Susan Mallett, Land Admin

Minutes approved by BOARD OF SELECTMEN

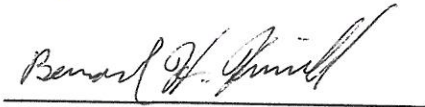
Shawn Talbot, Chairman:

A black ink signature of Shawn Talbot, consisting of a large, stylized 'S' followed by a horizontal line and a flourish.

Jason Somero:

A blue ink signature of Jason Somero, appearing as a stylized 'JS' followed by a horizontal line.

Bert Hamill:

A black ink signature of Bert Hamill, written in a cursive style, followed by a horizontal line.