

**BOARD OF SELECTMEN MEETING**  
**Oct, 26 2021**  
**MINUTES**

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

**Also attending in audience:** Roger Somero,

**Attending online:** Marlene Damery - Mascenic Education

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

**Trick or Treat:** The Town will acknowledge 5:00 to 7:00 pm on October 31. Police will be patrolling and focus on the busy areas to keep everyone safe. It is noted that others may have Trunk or Treats or other events at other hours or other days as they are separate and not run by the Town.

**Primex:** Primex representative is not able to attend as planned, she will be rescheduled to another day

**Roger / Accounting:** Roger attended to discuss a couple of issues. Time off sheets, he suggests for shorter time off that maybe we don't need to do a form. For example, leaving an hour early for an appointment. This time would still go against the PTO hours, just as sick time does and no sheet is required for that. The reason for asking is that he spends time following up on the forms. It's still required to let your supervisor / department head know, and give as much lead time as you can.

Bert made a **MOTION** to eliminate the request for PTO paperwork under 2 hours, (should still have verbal ok from supervisor / department head) **SECONDED** by Jason, All were in favor. Vacation or any extended leave over 2 hours still needs paperwork with advanced approval.

Rogers's next topic was the Revolving Accounts, he noted that he needs to pay the credit card but receipts are not being submitted in a timely manner, which means that the correct account isn't being billed, it appears the BOS account is higher than it actually is. Police and Highway have their own cards, Town Office and Park & Rec are a couple that use the same card. Rather than individual receipts, the BOS are ok with approving the larger manifests, as long as Roger is looking at the smaller amounts. Jim will continue to work on a better way, including working with auditors and researching municipal centric cards. Bert **MOTIONED** that Administrator review and sign invoices for the interim, Jason **SECONDED** and all were in favor.

Unanticipated Income for the Recreation Department, \$1,000 for 'festivals', from the Children's Fair. Question on where to put it. Bert **MOTIONED** to accept the check on the behalf of the Rec Dept., Jason **SECONDED**, all in agreement. Jason added the caveat that a Thank You letter go to the church, all were in favor of doing that.

Jim reviewed how the Fund Balance works along with the related policies, and forms MS-535, MS-434, MS-1. He noted that the two policy documents are both used in various towns. It is up to the individual towns what they use, and noted the shorter document is the one most used.

At the conclusion of the annual town meeting the Clerk submits the minutes, and the Selectmen submit the MS-232 form which is the spreadsheet summary of what was actually voted (this is the financial report of the budget). At the state level they compare the Clerks minutes to the report and they should line up.

The next thing that gets prepared is the MS-535, this contains a balance sheet, and this is due by April 1<sup>st</sup>. He explained the Balance Sheet page and what it contains.

After that the MS-1 form, Summary of Valuation was reviewed. Roughly an increase in valuation, can reduce the tax rate. We've had some positive growth in building homes, and the increase in transmission lines value will also be a positive effect.

The MS-434 form is an estimate of revenue. At this moment in time, the numbers are a best guess only. Motor Vehicle registration numbers need to be looked at closely as what Jim presented was from August most likely and this is a constantly growing number.

These forms are used in the setting of the tax rate along with the BOS and the State.

There was some discussion and clarification on the fund balance. It was also noted that from January to June, we don't collect taxes. The July tax bills are when we start seeing the revenues, so the fund balance smooths this out. The Fund Balance also helps when we have an emergency, such as the ice storm a few years ago.

#### **OLD NEW BUSINESS**

**Administrators Update:** Mr. Lowe/Kared signed the agreement. Jim read the settlement agreement from the lawyer. The property needs to be back on the rolls by April 1<sup>st</sup> for tax purposes. Occupancy within 15 months signed by our Building Inspector.

Got a bill from the county for \$517,020, due Dec 17<sup>th</sup>. This is a \$22K increase from the last bill.

Warwick Mills, will be going back on the tax rolls as of April 1<sup>st</sup>. Jim sent letter to Warwick Mills but has not received a response back as of yet. He will reach out again via mail or phone. Looking at a 1 year renewable lease, longer will require town meeting.

Jim discussed mandates, and other towns making mandates, including COVID shots. He read a letter from legal counsel, which in summary suggests we refrain from making any mandates at this point.

Policy for 2 employees requires some fine tuning. Jim spoke with Roger about the retirement system, the town and employee put in an amount, if over 36 hours they must be in the system. It takes 20 years to be vested, if the employee leaves before the 20 years they only get back what is put into it, however the town does not get back what they put into it. The likelihood these employees stay for 20 year is slim. If Town sets their hours at 35 hour target, this makes them eligible for another type of retirement (tax deferred 457 plan) and they will be vested much quicker. Jim is asking how the board feels about this. This option seems to give more transportability as well. Bert wants to be clear that this is not for part-time employees. It is for employees that are full time 32 to 35 hours. Jim suggests opening up to other employees, and will pull together some hard numbers before making decision.

Jim is getting the estimate for the "Chevette" map updates, Bob Boynton will be able to put his overlays, however, they will not be viewable to the public. Updates for this version will be able to be done monthly with just a few keystrokes.

**Selectman Talbot Updates:** Would like to share what the BOS worked off of last year for the Budgets. He asked that Jim provide the budgets for review by Friday, so they have the weekend to review them.

Shawn noted the email formats are going to be updated, so now each member has their own email. As new members leave and get elected, the emails will just roll over to the new member.

**Selectman Somero Updates:** Noted there is a thought going around NH that people would like to go back to paper ballots because of the concern about trusting the machines. He noted that the Moderator will be in next week and perhaps his input and insight would be helpful.

**Selectman Hamill Updates:** Bert would like a site visit to evaluate the buildings behind the Fire Station to see if they are worth saving. Jim will set up a time to walk through and then will get a Public Notice posted.

He also noted that the Administrator search needs to be discussed to get it going on Nov 2<sup>nd</sup>, to discuss the methodology or any potential candidates.

Boards and Membership needs to be discussed on Nov 2<sup>nd</sup> as well, and not put off too long. He also noted Craig Smeeth is interested in the ZBA. ZBA, Conservation and Heritage are the ones that need to be looked at.

**NON-PUBLIC SESSION 1:**

**Motion at 8:45 pm** to go into non 91-A:3 II(I) 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 Talbot, all were in favor. **Return from non-public session at 9:30 pm:** Minutes are sealed

**A MOTION** to adjourn was made by Selectman Hamill, 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:

