

**Board of Selectmen  
Meeting Minutes  
Thursday, October 12, 2023  
DRAFT**



**1) Open Meeting**

Selectman Roland Carter opened the working session at 5:03 pm. Board members present: Dana Swenson. Excused: Jim Delaney

Others present included: Town Administrator Kimberley Edelmann, Vinnie Tuzzo, Donna Duclos

**2) Department of Public Works**

TA Edelmann reported that she had been in communication with NHMA regarding moving to a Department of Public Works organizational structure. She referenced RSA 231:63 which states:

***RSA 231:63 Additional Duties.** – Any town may vote to require a highway agent, in addition to his usual duties as highway agent, to have charge, under the direction of the selectmen, of the care and maintenance of any one or more of the following: collection of waste, refuse and garbage; care of public dumps; care of public parks and cemeteries; public beaches; public forests; public playgrounds; shade and ornamental trees.*

She reached out to the legal team at NMHA to ask for clarification.

Selectman Swenson explained to the public present at the meeting that since the Highway Supervisor had resigned, the Board was considering combining supervisory roles and creating a DPW, as many Towns have done.

**3) HW Supervisor Position**

The Select Board reviewed the job description, based on the Barrington job description, for the Highway Supervisor. References to the transfer station would need to be removed.

Vinnie Tuzzo arrived to the meeting and asked about the future direction of the HW department. The Select Board members explained they were still considering whether to move to a DPW. Meanwhile, there were two supervisor positions open.

Selectman Carter recommended removing "preferred two years or professional engineer training". Selectman Swenson agreed.

A final version would be sent out with that change and removal of references to DPW depending on the response from NHMA's legal department. Then, the final version was to be posted immediately.

**4) Highway Department Work**

Vinnie Tuzzo asked who the department would be taking direction from until a supervisor was hired. The Select Board asked what work was planned.

Vinnie noted that there was work lined up for the next week, including the pavement bump at the top of Maple Street, baseball field mowing, baseball field fertilizer / lime, calcium on Old Cottage Road. Selectman Carter noted that there was a clogged culvert on Lawrence Street. On Valley Road, there were 6 inches of acorns in the culvert. Ditching along Currier was complete.

Vinnie asked who should be taking the call phone. It was agreed that someone should have the phone. Vinnie and Mike would alternate carrying it. TA Edelmann noted that whenever a resident calls her about a road issue, she immediately passed the call to the HW Supervisor.

Large protruding rocks were removed from the middle of the road on Old College Road. The local resident Joe Bonanno had reported them and was happy to see the rocks removed.

Vinnie asked whose tank was being used to store the Town's calcium. It was believed the tank belonged to J&B, but it was not clear. Jon Champagne would be able to explain that arrangement. Selectman Carter said he could probably get the Town a 1000 gallon tank.

TA Edelmann recommended that the HW crew drive around Town and get a feel for what roads need work before it's time to plow.

Selectman Carter recommended that the HW department view Switch Road & Plains Road, both of which will be exposed to heavy traffic when the Rt 4 bridge over the Blackwater River is replaced, and assess what work was needed.

Discussion shifted to road line painting. Were there rules about which roads can be lined? All or nothing?

Vinnie noted that Old College Road is not very wide at all, often reduced to one lane. He believed the Town had rights to both sides of the road to the trees. He and Mike Campbell thought there were too many large rocks, but they might still be able to get the road 3 feet wider. The ditches washed out, reducing the width. Plowing was the concern.

Switch & Shaw Hill Roads

TA Edelmann provided a proposal contract from All States Asphalt to chip seal two roads. The estimated total for Switch Road was \$52,172.25 and \$24,407.50 for Shaw Hill Road; total \$76,579.75. The contract was for 2024.

## **5) Fund Balance Policy**

TA Edelmann reported that during the 2022 audit, the Auditors noted that the Fund Balance Policy needs to be reviewed annually. The most recent version was over 10 years old, signed in 2012. She retyped the document, included the GASB Statement #54 referenced in the earlier version, and tidied up the document. The fund balance guidelines were left as is.

TA Edelmann explained to Donna Duclos that she was trying to catch the Town up on updating policies which are required to be reviewed annually.

## **6) Perambulation**

Selectman Carter asked about walking the borders of the Town. TA Edelmann noted perambulation had begun. A year or two back, the border with Salisbury was walked with Selectman Michelle Dudek and Salisbury Selectman Brett Walker. She believed the older Town traditionally invited the younger Town.

Perambulations must be done every 7 years. (RSA 51:2)

The Select Board can appoint someone to do the walk.

## **7) To Be Continued**

At 6 pm, the meeting shifted from the working session to a regular meeting. A separate set of minutes would be provided for the continued meeting.

Respectfully Submitted,

Kimberley Edelman  
Recording Secretary