

Board of Selectmen
Meeting Minutes
Wednesday, January 11, 2023
Approved



1) Open Meeting

Chair Dudek called the meeting to order at 6:01 p.m. Board members present: Michelle Dudek, Chair; Andy Guptill; Jim Delaney.

Also present for the duration of the appropriate topic: Town Administrator Kimberley Edelmann; Donna Crisp Duclos, Chair of the Budget Committee; Art Urie, Lake Farm Realty; and Lisa Meier, Secretary

2) Welcome

Chair Dudek introduced Kimberley Edelmann as the new Town Administrator.

3) Minutes of December 21, 2022

Selectman Guptill made a **motion** to approve the minutes of December 21, 2022 with one amendment to note that the nonpublic session was sealed permanently. Selectman Delaney **seconded**. The **motion passed** with all in favor.

4) New Business

a. Minutes

TA Edelmann noted that minutes of the Selectboard did not get posted for general public viewing within a timely manner which would allow residents to know about current topics and help them decide whether to attend the next meeting or not. She suggested careful review of the draft and publication of it after review and before final approval at a following meeting.

Chair Dudek said she felt release of reviewed draft minutes, in pdf format, was a great idea.

b. Zoom

TA Edelmann suggested allowing residents access to Selectboard meetings via Zoom. She presented an estimate of the initial cost to set up equipment for use with Zoom. She would provide the technical support. The cost ranged from \$316 to \$775 depending on which models of equipment were selected.

Donna Duclos asked if other Boards could use the setup. TA Edelmann said that would be offered.

Selectman Delaney suggested Edelmann contact MainStay (the Town's IT group) regarding this to make sure the work was not in conflict with the contract.

Selectman Delaney made a **motion** to authorize TA Edelmann to spend between \$316 and \$775 to put together a Zoom meeting set up for the Town, Selectman Guptill **seconded**. The **motion passed** with all in favor.

5) Road Agent Report

Chair Dudek stated that a budgetary estimate has been received from R&D Paving for Flaghole Road (2 sections), Cilleyville Road, and Maple Street. R&D indicated they would provide a quote in the future. Delaney recommended a work session for discussion on this. The board scheduled the work session for January 16, 2023 at 10:00 a.m.

6) Old Business

a. Update on Town Properties for Sale - Art Urie

Mr. Urie indicated that all properties are under agreement and most are closed. There will be one closing Wednesday, January 12, 2023. Mr. Urie asked if he should extend the contract for three of the properties until mid-February 2023 as he has not heard from the prospective purchaser's new attorney to date.

Town Administrator Edelmann asked if anyone else is interested in the properties should they go into default.

The board reviewed the extension letter and made some revisions. Mr. Urie will update the letter and submit it for the Selectboard members signatures.

b. 2022 Annual Report

The 2022 town budget was received from the bookkeeper for review.

c. Transfer Station

An update on the Transfer Station was given – the electric and water has been completed and they are waiting on the piping. A few more copies of the septic design plan are needed in order to put out to bid.

d. Town Admin's Office

TA Edelmann has requested that a door be put in which would allow the public direct access to her office from the lobby instead of having people routed through the Finance Office. Everyone liked the idea. Selectman Delaney indicated a door is also needed at the bottom of the stairwell at the meeting room. Selectman Guptill will solicit bids for both.

e. Highway Department Building

A quote for \$4,235 was received from Dubois & King for a detailed cost estimate and it will take three weeks to get the cost estimate from PCM. Selectmen Dudek and Guptill stated they were frustrated with the lack of response from PCM as the board previously approved this.

7) Warrant Articles for Town Meeting

a. Veterans' Tax Credits

Documentation was received from the Department of Revenue Administration (DRA) regarding the Veterans' Tax Credits. The town needs to readopt the Veterans' Tax Credits due to new eligibility criteria.

b. Bridge Evaluation

Hiring Hoyle & Tanner for bridge evaluation and long-range planning along with monitoring of the bridges coming out of the unreserved fund balance.

c. New Truck

A quote was received from Reed International and Irwin Motors. If the board chose to go with the Irwin Motors quote for a 2022 truck, a contract needed to be signed by January 13, 2023. Reeds has a 2023 vehicle in stock. The total is \$179,461 with a 6-year lease / purchase. The cost would be \$33,968.26 per year for six years and a \$1.00 buyout at the 7th year. Selectman Guptill recommended going with the 2023 truck.

d. Other Articles

- ◆ 5-member board
- ◆ Increase the Town Clerk / Tax Collector to full-time
- ◆ Capital Reserves
- ◆ No contingency fund this year.

8) Correspondence / Signatures

The board signed manifests; an abatement request regarding a Veterans Credit that was incorrectly removed from a property; an LUCT for Tax Map 04, Lot 620,092; a letter from NRRA regarding an increase in costs.

9) Nonpublic Session

Selectman Guptill made a **motion** to enter into non-public session per RSA 91A:3II (a) (c) (e) at 7:30 p.m. Selectman Delaney **seconded** the motion and the board voted via roll-call with all **in favor** of entering into non-public session.

Selectman Guptill made a **motion** to enter back into public session per RSA 91A:3 III at 7:44 p.m. Selectman Delaney **seconded** the motion and the board voted via roll-call with all **in favor** of entering back into public session.

10) Adjournment & Next Meeting

Selectman Guptill made a **motion** to permanently seal the non-public minutes. Selectman Delaney **seconded** the motion and the board voted unanimously **in favor** of sealing the non-public minutes permanently.

There being no further discussion, Selectman Guptill made a motion at 7:45 p.m. to adjourn. Selectman Delaney **seconded**. The **motion passed** with all in favor. The next meeting was scheduled for Wednesday, January 25, 2023 at 6 p.m.

Respectfully Submitted,

Lisa Meier
Secretary

*These minutes were approved at the
Select Board meeting on January 30, 2023.*