

**Board of Selectmen
Meeting Minutes
Tuesday, October 3, 2023
Approved**



1) Open Meeting

Chair Delaney opened the working session at 3 pm. Board members present: Roland Carter, Dana Swenson

Others present included: Town Administrator Kimberley Edelman, Finance Director Elita Reed

2) Transfer Station Budget

The Select Board reviewed the year to date expenditures of the Transfer Station budget.

a. NRRA Fees

Finance Director Elita Reed fielded questions regarding specific line items. Showing samples, she shared the complexities of NRRA invoices.

b. Closed Landfill

The Select Board discussed a need to sit down with the fairly new owners of the closed landfill on Monticello Drive (Map 18, Lot 432-001) to discuss long term care. They suggested a new account / line item be added to the finance system to differentiate between mowing fees and annual DES monitoring fees.

c. Wages

The Select Board discussed wages for the Transfer Station Supervisor role and wondered what other Towns pay. TA Edelman would inquire. Meanwhile, for budgeting purposes, the wage lines for the proposed 2024 budget would have a 3% increase as a placeholder.

d. Short Term Improvements

The Board discussed several areas of work that needed to be done in the very near future. Chair Delaney noted that he had reached out to contractors for some of the work:

- ◆ The door nearest the compactor needed replacement and possibly ramps.
- ◆ Roy Clarke would be taking care of the electrical wiring upstairs.
- ◆ Steve Barton would be putting in walls for the bathroom and would finish the stairs to the second floor.
- ◆ Randy Sirard would be doing gutter work.

Chair Delaney noted that the newly installed fence was helping prevent lightweight trash from blowing into the woods.

e. Naughton & Sons

Chair Delaney noted that pickups by Naughton & Sons were on the same days the Transfer Station was open. He suggested it may be better to have pickups on days when the Transfer Station was closed, thus preventing congestion and / or delays.

f. Water Supply

It was agreed that a water supply should be available near the burn pile. That would require running an underground waterline to a hydrant near the pile.

g. Cameras

After discussion, it was agreed that cameras should be added to the site, including those that could look into containers. It was agreed this should be included in 2024 plans.

3) Spoils

The Select Board viewed the first couple minutes of a video recording of the Select Board meeting of August 17, 2022 to gain a better understand of a verbal agreement made regarding spoils. The current status of that agreement was unknown and needed to be understood. The Board would request a meeting with the recipient of the spoils to learn more.

4) Procedure Regarding Minutes

The Select Board discussed a proposed procedure to review nonpublic session minutes after Town Elections & Town Meeting. Chair Delaney made a **motion** to adopt the procedure. Selectman Swenson **seconded**. The **motion passed** with all in favor.

5) Nonpublic Session #1

At 4:30 pm, Chair Delaney made a **motion** to go into nonpublic session based on RSA 91-A:3, II (c). Selectman Swenson **seconded**. The **motion passed** with all in favor, voting by roll call.

TA Edelmann was the only other person present.

The Select Board reviewed several nonpublic session meeting minutes. They voted on which could be unsealed and which they judged should remain sealed. The newly unsealed minutes would be given to the Town Clerk for retention as part of the historical records of the Town as required by NH RSA 33-A:3-a, LXXXIII.

The Select Board agreed to disclose the minutes of this nonpublic session.

At 5:05 pm, Chair Delaney made a **motion** to return to public session. Selectman Carter **seconded**. The **motion passed** with all in favor, voting by roll call.

6) Purchase Order System

The Select Board would like to implement a formal purchase order system. It was believed the Town's current finance software vendor offered a Purchase Order module. The Board asked TA Edelmann to find out what other Towns used. She would also find out if a sandbox could be made available in which to try the current vendor's PO module.

7) Safety Regulations

The Select Board expressed interest in knowing what municipal Highway and Transfer Station safety regulations exist. This would require some research.

8) Nonpublic Session #2

At 5:25 pm, Chair Delaney made a **motion** to go into nonpublic session based on RSA 91-A:3, II (b). Selectman Carter **seconded**. The **motion passed** with all in favor, voting by roll call.

At 5:52 pm, Chair Delaney made a **motion** to return to public session. Selectman Swenson **seconded**. The **motion passed** with all in favor, voting by roll call.

Chair Delaney made a **motion** to seal the minutes. Selectman Carter **seconded**. The **motion passed** with all in favor, voting by roll call.

9) Adjournment

There being no further discussion, the Chair Delaney made a **motion** to adjourn. Selectman Carter **seconded**. The **motion passed** with all in favor. The meeting was adjourned at 5:53 pm.

Respectfully Submitted,

Kimberley Edelmann
Recording Secretary

These minutes were approved at the
Select Board meeting of October 12, 2023.