June 8, 2020

STATEMENT IN COMPLIANCE WITH NH RSA 91-A:3

The Select Board Meeting Minutes posted herein are the original notes and drafts as prepared by the Administrative Assistant or other administrative personnel employed at the time. Some of these notes and drafts have been reviewed by Select Board members in attendance at the meetings. These Select Board members made their own notes and suggestions primarily pertaining to technical and formatting issues which are now part of these minutes. The current and previous Select Boards take no accountability for any inaccuracies, omissions, formats or completeness of these minutes.
Attendees: Morgan Currier, Francis Muzzey, Omer Ahern Jr., Paul Manson, Deborah Vlk, Deb Ziemba, Tanya Vela, Kay Bailey, Janice Thompson, Palmer Koelb, Linda Frantz

Trustee of the Trust Funds Board: Linda Franz asked Select Board to sign documents under oath. – Basically stating that George Morrill, Linda Franz, and Beth Folsom are the only Trustees presently serving as Trustees of Trust Funds. The 2nd form signed was the Acknowledgement of Trustees.

Tax Collector reported that there are presently 181 unlicensed dogs. She will be producing a Warrant and she will be sending out letters and will also call the owners of the dog. But there is need to clean up database as many numbers are disconnected.

**Muzzey**: How many unlicensed dogs are left over from last year?

**Deb Ziemba**: About the same, but the Town never did a Warrant. A warrant is the creation of a bill, an order to pay.

**Currier**: If the dog owners do not come in to pay the license fee, then the Police has someone go out to the house to make the proper inquiry.

- Have to figure out campground issues of concerns.. Has list and certified letters are coming back –
- Morgan Currier let Select Board know if they need to come in and help go through campground records.
- **Tanya** said meeting is set up with Mark Stetson to go over issues.
- Tax Bill rate – who generates it? How does it originate? The Administrative Assistant will ask Tammy Letson at Crane and Bell and someone at DRA? Who generates it?

**Treasurer Deb Vlk** heard from two (2) companies on pricing with only one vendor being the Town’s Accountant Crane & Bell. The Select Bboard and Administrative Assistant need to look at the Town’s contract with Crane & Bell. The Administrative Assistant will contact Tammy at Crane and Bell about it.

**F. Muzzey**: Doesn’t agree.

**Kay Bailey**: Suggested that Crane & Bell are already looking at the Town’s books and they do have access to all of the Town’s records, etc.
TRANSFER STATION (T.S.)
Update by F. Muzzey – He reported that the recycling area is a mess. Things are not where they’re supposed to be. Randy Rugar was instructed to give a report on those working at the Transfer Station. Randy is frustrated. Tanya has a document from Randy on what should/should not be there. These issues have to be rigorously enforced so that additional costs are unnecessarily put on the town taxpayer.

Currier: Her recommendation is to have the Attendants come in and the Select Board will present to them the expectations given and have documentation signed and then, when expectation not met, there is a paperwork trail.

Omer Ahern Jr: Aren’t you supposed to have some type of certification to work at a Transfer station. Tim Upson and Jim Folsum are the two employees. Both still need the class in Concord. Tim went down on Friday and did the training.

August Training for Dump Supervisor – Jim Folsum to be present for August 8\textsuperscript{th}.

Highway Department
Road Agent stated that while driving new truck back he was wondering about insurance on the new truck. Is there insurance? NEED TO REIMBURSE HILLSBORO FORD TRUCK for package with 2-way radio and garage door opener. 
The Highway Department reported a call from a resident on 324 Rowen Town Rd Saturday regarding driveway washed out. Whose responsibility is it to repair the driveway? Promises were made by past Road Agents. Discussion ensued. A reference was made to a 1997 FEMA grant for boxed culverts.

Currier: Will draft letter to resident. “In an effort to work this out.” TIMELINE?

Omer Ahern Jr: Need confirmation from homeowner to come in and meet with BOS.

Road Agent: You want the culverts cut? I will need a ditching bucket for the back hoe (Lots of water). He asked John – how’d John do it? He used grader – ditches haven’t been ditched correctly even when done. No problem but will take me ALL SUMMER to clean the ditches on the sides of the roads in Town.

Liz Philbrick: This brings up a problem caused by one of the Selectman 2-3 years ago. Town had to do away with ditching...

Mailbox issue: Road Agent had full intention of fixing mailbox – after work hours in personal vehicle.

Muzzey: Reasons beyond our control, this road was made incompatible for L. Philbrick’s living conditions. We’re fixing it. Not an isolated incident. TC to BOS: You can direct him to do it, right?
Omer Ahern Jr.: when it comes to roadways and towns, there’s a lot of legal issues to be considered. The Board of Selectmen cannot assume anything. The Town needs to look at the deeds to the land owner’s property (L. Philbrick) – Omer said it is best to tread lightly without having the full knowledge of the situation.

Motion was made by M. Currier to fix wrongs permitted by previous Board of Selectmen; F. Muzzey seconded the motion. Call the question. Muzzey voted yes; Omer Ahern Jr. voted yes; Currier voted yes. Motion carried.

Muzzey: Next year in budget put in 3-4-500 dollars to fix mailboxes from mailboxes damaged by snow plow. Personally, I know mistakes happen. This would be a nice gesture.

Currier: I completely agree, but if due to negligence the Town can’t afford to repair/replace all damaged mail boxes. What about the Town Employee doing the plowing?

Palmer – Stated that it appeared to him that the BOS was treating symptoms and not the problem by paying to replace mailboxes – if there is a trend, we need to address that so people are held accountable for their negligence.

Palmer – Several years ago 3 mailboxes were taken out in 3 separate times in one winter.

Omer Ahern Jr.: is there a protocol as to where mailboxes should be placed?

Police Chief: Certain height and distance. It’s in writing by Postmaster General with the requirement posted and if the mailbox is not acceptable a notice is left in the mailbox of the landowner.

Road Agent: One more bad item: When the Highway Department got the tank and pump out for the magnesium to flush it out they found that someone had left the mag chloride in the pump all winter and it rusted out the pump so it is no longer usable. The pump was left full. The Road Agent drained it out and filled it up with used motor oil and still the pump did not budge.

Currier: If the Highway Department is not planning on using it. (PM: 6k gallons), if we’re not intending to use it – then... nothing to use it. If he rebuilds it will cost 500-600 dollars to make the proper repairs.

Positive HWY DEPT NEWS: Chris from HEB Engineering will start the survey work next week at the Frescoln Road Project. There is a reduction in scope of what needs to be done on Frescoln Road. A full wetland survey now is not needed –so there should be some savings in going forward with some of the engineering work.
Planning Board
Palmer Koelb and Morgan Currier spoke about John Meade, secretary of the Planning Board, and North Country Council will be coming to the June Planning Board meeting and the Select Board members are encouraged to attend on June 3rd to be in on discussion on Master Plan.

Additional Items
Administrative Assistant reiterated the need to move forward on a decision about payroll before Deb Vlk leaves on vacation May 20th

Select Board Comments: Muzzey to do research on different forms of tax relief, etc.

Omer Ahern Jr: Didn’t know that a SB member needed to bring key for Planning Board meeting, but now I know!

NOTICE: Anyone know someone who can donate time to prune tree?

Highway Department
Road Agent: We were talking about having someone plow for us in the Winter – we should put an ad for full time seasonal position starting Nov 1st or a sub-contractor with own truck and pay decent hourly rate of $70 - $80/hour

Currier: stated she was pretty sure not in budget.

Road Agent: Stated that if the Highway Department has big trucks and hire someone and if a truck breaks down, something will have to be done. The Road Agent will have to look at the Highway Department to see what can be done. In winter the Highway Department will need a 3rd truck – it sounds like a lot of money, $2800 - $3000 is all it is. Is our sander not our fuel?

Road Agent: Stated that he would like to try and keep the truck for 10 years if possible.

Liz Philbrick: That man last year plowed on dry road – 40 mph.

Road Agent: Just putting my concern out there – at least 20k needs to be set aside for repairs to the truck.

Omer Ahern Jr: Stated it seems the Town needs to put out a Request for Bid on this matter.

Road Agent: The Road Agent stated he felt that the money from sale of truck should go back to Highway Department.

Muzzey: Authorization to spend does not increase even if unexpected funds come in except in rare circumstances.
Road Agent: Next question. If the Highway Department has $5k for repairs, does Fresco In come out of the highway budget? It's coming from FEMA and the State. The Road Agent stated that it is not prudent to do repairs if they’ll be ripped out by FEMA and the repairs are wasted. The Road Agent does not think the Town can expect two (2) plows to do all the plowing in a timely manner in the winter during snowstorms.

Administrative Assistant: respect anyone with long-term thinking/planning
Currier: Request for Proposal/Bid.

20K out of materials budget for roads to this project.

Road Agent: If I told you what it would cost to fix these roads – $35k isn’t even 1/5 of what’s needed.

Currier to Road Agent: still want a proposal because we know we’ll need a 3rd party at some point.

Currier read fuel expectations from DOT.

Omer Ahern Jr,: “I’d like to see the RSA for the requested action”

F. Muzzey made a motion at 8:18 PM to go into Non-Public meeting pursuant to 91- A:3. Omer seconded the motion. Omer voted yes; Currier voted yes; Muzzey voted yes. Motion carried.

At 8:37 PM the Select Board came out of nonpublic meeting. Omer made a motion to seal the minutes of the just completed Non-Public session. Francis seconded the motion. Currier voted yes; Omer voted yes; Muzzey voted yes. All voted yes. Motion carried unanimously.

The meeting adjourned at 8:42 PM on a motion by Omer Ahern Jr. and seconded by F. Muzzey. All voted yes. Motion carried. Meeting adjourned.

Minutes compiled by Tanya Vela, edited by Francis Muzzey & Omer Ahern Jr

Approved by Selectmen on ____________________

Francis Muzzey Omer C. Ahern Jr. Morgan Currier