

**Board of Selectmen
September 30, 2020**

Present: Mark P. Duffy, Chair; Richard C. Edwards; Kenneth G. Fifield; Dino A. Scala, Town Administrator; and Toni Bodah, Secretary.

Mr. Duffy called the posted meeting to order at 4:32 p.m. **Mr. Duffy moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Edwards seconded the motion. Roll call vote: Mr. Fifield - 'aye'; Mr. Edwards - 'aye'; Mr. Duffy - 'aye'. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 4:47 p.m. During the immediately preceding Non Public Session, the Board reviewed a draft pay chart. No action was taken. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield - 'aye'; Mr. Edwards - 'aye'; Mr. Duffy - 'aye'. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 4:58 p.m. During the immediately preceding Non Public Session, the Board considered best use of existing personnel given COVID 19 restrictions. **Mr. Edwards moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Fifield seconded the motion. Roll call vote: Mr. Fifield - 'aye'; Mr. Edwards - 'aye'; Mr. Duffy - 'aye'. The motion passed 3-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 5:01 p.m. During the immediately preceding Non Public Session, the Board voted to adopt an Earned Time Policy for permanent part-time staff, which policy will be effective for the current year.

Brock Mitchell, Director of Public Works, joined the session. Review of the proposed 2021 budget for the Public Works Department proceeded as follows:

Solid Waste

Mr. Mitchell noted that several lines will be over-expended; however, the expenditures will be absorbed by the bottom line. The electricity (01-43241-410) ran much higher than expected, and more diesel (01-43241-636) was used due to our hauling our own material. The disposal line (01-43241-581) will be under-expended, but it would have been over-expended if we had not purchased our own truck to haul material. Mr. Fifield suggested having solid revenue numbers available when the budget is presented to the Budget Committee. Discussion followed regarding having a sign at the Transfer Station listing the amount of recycling accomplished each month, along with other notifications. **Mr. Fifield moved the section total at \$470,528, as presented. Mr. Edwards seconded the motion, which passed 3-0.**

Sewer

This department has its own fund (Fund 2) and is entirely off-set by revenues. **Mr. Edwards moved the sewer budget at \$127,519, as presented. Mr. Fifield seconded the motion, which passed 3-0.**

Town Maintenance

A brief discussion ensued regarding potential road projects for 2021. **Mr. Edwards moved the section total at \$177,000, as presented. Mr. Fifield seconded the motion, which passed 3-0.**

Highway Department

Mr. Mitchell would be interested in a seasonal part-time employee to fill in during the summer months when full-time employees take vacation. Discussion followed regarding the difficulty of finding a qualified individual, as well as the possibility of using another qualified employee when necessary. **Mr. Edwards moved the section total at \$471,675, as presented. Mr. Fifield seconded the motion, which passed 3-0.**

Mr. Scala referred to the Salt & Chemical line (01-43121-682) in the Town Maintenance budget. Mr. Mitchell explained that he was able to reduce this line for 2021 as he has stock-piled salt already. He advised the Board that he will be purchasing a new plow, the cost of which will be covered in the overall Highway budget. Mr. Scala executed the purchase order for same.

The Board confirmed to Mr. Mitchell that a list of projects to support the warrant article would be helpful. Mr. Mitchell hopes to continue his working relationship with R&D Paving as he has been able to negotiate costs. Mr. Mitchell left the session at this point.

Voter Registration

Although Mr. Scala has not yet been able to review this budget proposal with the Supervisors of the Checklist, the budget request is quite straight-forward. **Mr. Edwards moved the section total at \$2851, as presented. Mr. Fifield seconded the motion, which passed 3-0.**

General Administration

The Equipment Purchase line (01-41991-740) was reduced to \$1000. The Misc Expense line (01-41991-810) was reduced to \$2000. **Mr. Edwards moved the revised section total at \$110,828. Mr. Duffy seconded the motion, which passed 3-0.**

GWRC Repairs/Maintenance

This line (01-41943-430) is intended to address necessary external repairs. As this line was not used in 2020 and no repairs are imminent, the Board reduced this line to

\$2500. Mr. Edwards moved the revised section total at \$2500. Mr. Fifield seconded the motion. After discussion, it was decided to include a warrant article to establish a capital reserve fund for this building and to appropriate \$2000 for that fund. Therefore, this current line under discussion could be reduced to \$500. **Mr. Edwards amended his motion to move the revised section total at \$500. Mr. Fifield seconded the revised motion, which passed 3-0.**

Patriotic Purposes

(01-45831-820) Mr. Scala had reduced this line to \$1400. **Mr. Duffy moved the section total at \$1400 as presented. Mr. Edwards seconded the motion, which passed 3-0.**

Street Lighting

(01-43161-410) **Mr. Edwards moved the section total at \$34,600, as presented. Mr. Duffy seconded the motion, which passed 3-0.**

The Board discussed whether it is time to increase the stipend for the members of the Board of Selectmen. Mr. Scala will check to see what other surrounding towns are paying their board members.

There being no further business, the meeting adjourned at 6:40 p.m.

Respectfully submitted,
Toni Bodah, Secretary

Approval of Minutes:



Mark P. Duffy, Chair

Richard C. Edwards



Kenneth G. Fifield