

**Board of Selectmen  
May 9, 2018**

**Present:** Lino Avellani, Chair; Vinton Wallace; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Avellani called the posted meeting to order at 6:30 p.m. **Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:36 p.m. During the immediately preceding Non Public Session, the Board authorized an increase to \$16.44 per hour for Diana Spaulding, effective as of May 7, 2018.

**Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Avellani seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:45 p.m. During the immediately preceding Non Public Session, the Board voted to make a conditional offer of employment to Russell Bookholz as the part-time Building Inspector/Co-Code Enforcement Officer and Co-Health Officer at the hourly rate of \$23.04.

**Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Avellani seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:48 p.m. During the immediately preceding Non Public Session, the Board authorized an increase for Officer Claire Briggs to \$23.88 per hour.

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:50 p.m. During the immediately preceding Non Public Session, the Board authorized an increase for Officer Brandon Jendrock to \$20.31 per hour.

**Mr. Avellani moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Wallace seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:58 p.m. During the immediately preceding Non Public Session, the Board discussed a potential candidate for the vacant position of fulltime police officer. No decision was made.

**Mr. Wallace moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Avellani seconded the motion. Roll call vote: Mr. Wallace – ‘aye’; Mr. Avellani – ‘aye’. The motion passed 2-0, and the Board immediately entered Non Public Session.**

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The Board returned to public session at 7 p.m. During the immediately preceding Non Public Session, the Chair was authorized to execute documentation for the NH Fire Standards Board relative to the hiring process for new FF/EMT's.

Mr. Avellani brought the posted meeting back to order. Mr. Wallace led all in the Pledge of Allegiance. Also present were: Ed Comeau (videographer); Gabe Smith (videographer); John Blackwood; Tom Beeler; Ed Noble; Leigh Nichols; Lt Chris Waldron; and Ruben Knisley.

### **1. Appointments** – None scheduled.

### **2. Unscheduled Matters/Public Comment #1**

--Mr. Blackwood referred to a new guardrail on Bonnyman Road, noting that the road is very narrow. He questioned whether the Town obtained a permit to put in the guardrail. Ms. Collins explained that originally a Towle Farm resident called the DPW. The Town's Shoreland Compliance Officer, Victor Vinagro, also became involved and called DES. The guardrail was put in place within DES standards. Mr. Blackwood noted that its existence will make snowplowing difficult. Mr. Nichols noted that previously, railroad ties were in place at the same location. The guardrail is no closer to the road than the railroad ties.

### **3. Unfinished Business**

**a) Use of Uniform Policy** – Ms. Collins had distributed this draft document to various department heads and did receive input from the DPW Director. Ms. Collins believes it is important to set policy when an individual wears a Town uniform as that employee appears to be representing the Town. Mr. Avellani noted he anticipates new State laws addressing this issue. **Mr. Wallace moved to accept the Use of Uniform Policy as presented by the Town Administrator. Mr. Avellani seconded the motion, which passed 2-0.**

**b) Public Participation at Selectboard Meetings** – Mr. Avellani would prefer to address this with a full Board. **Mr. Avellani moved to table this discussion until May 23. Mr. Wallace seconded the motion, which passed 2-0.**

### **4. New Business**

**a) Proposed Solicitation for Paving Bids for 2018 Projects** – Mr. Nichols referred to the solicitation and the paving projects scheduled for this year. **Mr. Wallace moved to accept the paving bid package as presented. Mr. Avellani seconded the motion, which passed 2-0.**

### **5. Proposed Capital Reserve Fund Expenditures** – None scheduled.

### **6. Correspondence**

**a) Gloria Belanger** – Ms. Belanger has submitted her resignation from the Parks & Rec Commission. Ms. Collins noted that this is one of the participants who had not been able to attend a number of meetings and to whom the Board wrote a letter at the request of the Parks & Rec Commission.

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**Mr. Wallace moved to accept the resignation of Gloria Belanger from the Parks & Rec Commission. Mr. Wallace seconded the motion, which passed 2-0.** Ms. Belanger will prepare a letter of thanks to Ms. Belanger.

### **7. Unscheduled Matters/Public Comment #2**

--Mr. Blackwood referred again to the Bonnyman Road drainage issue. He stated that years ago the Board of Selectmen wanted to use 3' on the right side to put in a ditch; however, area residents put a stop to that plan. Ms. Collins stated that DES will not allow the Town to put in anything closer to the road. Representatives from AWWA and UNH have met on site with Leigh Nichols and have developed a plan whereby AWWA will provide materials via a grant and the Town will supply labor. However, at this point we do not have an agreement with the abutters to pay for the required legal agreements. If we do not have those legal agreements, Ms. Collins will recommend that the Town abandon the project. Mr. Blackwood referred to past efforts to address this issue.

### **8. Administrative Matters**

#### **a) Town Administrator's Update**

--The Town has received an invoice of \$300 from the Towle Farm Community Corp for annual dues/road maintenance. This relates to tax-acquired property owned by the Town in that area. Ms. Collins has received information that the Town's access to the road has been blocked off. The Town will not pay the invoice received without further clarification. Ms. Collins is willing to pay the dues in order to be a good neighbor; however, not if the Town's access to the relevant lot is blocked off. **Mr. Wallace moved to not pay the invoice from Towle Farm Community Corp. until we have clarification of the situation. Mr. Avellani seconded the motion, which passed 2-0.**

--Ms. Collins referred to a previous request to be on the Selectmen's agenda from Mike Bergeron and Michelle Marquis. Ms. Collins has reached out to them for more information without success. This appointment will be scheduled once Ms. Collins is able to make contact.

--RFP for bridge assessment and management plan: This RFP has been posted and mailed to 48 engineering companies. Ms. Collins has been getting some questions and interest.

--Congresswoman Carol Shea Porter will conduct open office hours in the Town Hall conference room on May 17 from 2-4 p.m.

--Comstar has been handling our ambulance billing for a number of years, charging the Town 6.5% of collections as its fee. When advised that Ms. Collins is testing other waters, Comstar has offered to reduce its fee to 5% of collections, with a 3-year commitment from the Town. Ms. Collins recommends that the Board authorize her to enter into the 3-year contract. **Mr. Wallace moved to enter into a 3-year contract with Comstar as presented by the Town Administrator. Mr. Avellani seconded the motion, for discussion.** Mr. Avellani proceeded to review the contract. Ms. Collins noted that Comstar is on top of ever-changing Medicare/Medicaid rules and regulations. **The motion then passed 2-0.**

**Mr. Wallace moved to authorize the Town Administrator to execute contract documents with Comstar as necessary. Mr. Avellani seconded the motion, which passed 2-0.**

--Ms. Collins presented a request for a vacation day for June 1. **Mr. Wallace moved to approve this request as presented. Mr. Avellani seconded the motion, which passed 2-0. Mr. Wallace moved to authorize the Chair to execute the request form. Mr. Avellani seconded the motion, which passed 2-0.**

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--Ms. Collins recommended the Board write off an ambulance bill in the amount of \$1040.91 (no social security number) and to send a bill in the amount of \$1004.91 to Experian (bad address with social security number). **Mr. Wallace moved to authorize the actions as presented by Ms. Collins for disposition of 2 ambulance bills. Mr. Avellani seconded the motion, which passed 2-0.**

--Ms. Collins referred to 2 junkyards with which the Town has been dealing. Neither property owner has accomplished the spring clean-up cited in the Stipulation; therefore, Town Counsel has filed both cases in District Court.

**b) Building Permit Releases – Mr. Wallace moved to approve the building permit release for Koroski on Pine Island Road. Mr. Avellani seconded the motion, which passed 2-0.**

**Mr. Wallace moved to approve the building permit release for Clark on Leisure Lane. Mr. Avellani seconded the motion, which passed 2-0.**

**c) Petition and Pole License – Mr. Wallace moved to approve the Petition and Pole License as received. Mr. Avellani seconded the motion, which passed 2-0.**

**d) Payment Manifests – Mr. Wallace moved to approve PR #11 in the amount of \$81,014.52. Mr. Avellani seconded the motion, which passed 2-0.**

**Mr. Wallace moved to approve AP #20 in the amount of \$744,274.41. Mr. Avellani seconded the motion, which passed 2-0.**

**e) Minutes – The Board reviewed the minutes of April 25. Mr. Avellani noted that the date on page 5 is incorrect. Mr. Wallace moved to approve the minutes as corrected. Mr. Avellani seconded the motion, which passed 2-0.**

**Mr. Wallace moved to approve Non Public Minutes #'s 1-6 of April 25, 2018. Mr. Avellani seconded the motion, which passed 2-0.**

**Mr. Wallace moved to approve the minutes of May 4, 2018, as presented. Mr. Avellani seconded the motion, which passed 2-0.**

**Mr. Wallace moved to approve the minutes of Non Public Session #11 of April 11, 2018, as corrected. Mr. Avellani seconded the motion, which passed 2-0.**

**f) Selectmen's Work Session**

--Chair of Honor: Ms. Collins advised that the flag package will cost about \$180, the rope around \$50, and probably another \$50 for the plaque. One donation has been received to date. Mr. McGuigan has asked whether the dedication will occur on Pride Day as suggested. Ms. Collins noted that will be problematic as the Lions Club will be conducting their penny sale in the conference room on Pride Day, which is where Ms. Collins suggests the chair be housed (in the corner to the left of the front window). She stated it would be difficult to bring all the pieces together by Pride Day. The Board members confirmed that adequate donations will be received to cover all costs involved.

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Ms. Collins will proceed with necessary ordering and suggested that the chair be dedicated at a future Board meeting. The Board agreed, and Mr. Wallace will advise the local Veterans group that the chair will be dedicated at the Board meeting scheduled for June 13.

--Mr. Wallace referred to the emergency meeting held on May 4. He has been asked who called this meeting (Chair Avellani). Mr. Wallace tried to get it on the schedule for Non Public Session this evening but it has been postponed to the next meeting. Mr. Avellani explained that the letter in question fell under RSA 91-A:5 (which RSA he read aloud). The release of the letter or discussing same in public session would have been in violation of that RSA. Ms. Collins stressed that the May 4 meeting did not qualify as an emergency meeting as we had more than 24 hours' notice in posting same. Mr. Avellani further explained that 2 uninvolved Board members must "hear" the complaint; therefore, the Board must wait for Ms. Twombly's return (May 23). The complaint will be heard on May 23 in Non-Public Session. Mr. Wallace stated that the information came out on Wednesday; however, he did not receive it until Thursday. He believes all Board members should have received the information at the same time. Ms. Collins stated she could not share the information until she received it on Thursday morning. Mr. Avellani stated he did not see the information until Friday morning, although he was advised on Wednesday that a meeting would be necessary. Once he actually saw the letter, he realized the scope of the meeting needed to be changed. Mr. Avellani apologized for any confusion; however, his hands were tied.

**Mr. Wallace moved to adjourn at 7:47 p.m. Mr. Avellani seconded the motion, which passed 2-0.**

Respectfully submitted,  
Toni Bodah, Secretary

Approval of Minutes:

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Lino Avellani, Chair

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Connie Twombly

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Vinton Wallace