

BOARD OF SELECTMEN

November 13, 2023

MEMORIAL BUILDING

4:30 P.M.

The following are to be considered draft minutes only until approved by the Board at their next meeting.

Selectmen Present: Poul Heilmann, Chair; Amy Lewis, Vice Chair

Others: Jen Roberts, Jim Bednar and Steve Dzubak

Scheduled Appointments:

Don Hill was officially welcomed to the Selectboard. Don was thanked for taking on this interim position. The oath of office was signed by Poul and Amy.

Zoning/Heath Officer Report:

REPORT from ZONING COORDINATOR -- Board of Selectmen – Monday, November 13, 2023

Application for Zoning Permit – APPROVED

1. LeBlanc, 1589 Main St, application for 16' x 36' lean-to (roof and columns attached to existing barn, Application complete, fee paid, meets all zoning requirements.
2. Smith, 159 Georges Mulls Rd., application for a 12' x 14' storage shed along an existing fence. Zoning Permit application complete, fee paid, meets all zoning requirements.
3. Wiltshire, 404 Sanborn Hill Rd., application for a 12' x 24' Quonset style storage shed. Zoning Permit application complete, fee paid, meets all zoning requirements.
4. Cloutier, Main Street Map 23, Lot 578-216, Application for 28' x 40' house and detached 28' x 28' garage. Application approved without living quarters above garage as agreed to by applicant. Applicant reserves the right to come before the Planning Board at a later date seeking a second dwelling over the garage. Zoning Permit application complete, fee paid, meets all zoning requirements.

Other Business

5. Phone conf. with Skip Lockhart from Freihofer Septic Designs concerning planned house and associated structures within buffer zones of pond and Regulated wetlands, Local and State regulations reviewed.

REPORT from HEALTH OFFICER -- Board of Selectmen – Monday, November 13, 2023.

No new business to report.

Respectfully submitted,

Tim Bray

Zoning Coordinator / Heath Officer

<< November 13, 2023 >>

Poul made a motion to accept the Zoning Coordinator and Health Officer report submitted by Tim Bray. The motion was seconded by Amy. Poul, Amy and Don voted in favor of the motion.

Minutes of October 23 and 30, 2023:

October 23rd, Pg4:

Royal Monty, a town resident, asked what that state's involvement in this is.

Poul made a motion to accept the minutes of October 23, 2023, as amended. The motion was seconded by Amy. Poul and Amy voted in favor of the motion. Don abstained.

Poul made a motion to accept the minutes of October 30, 2023, as written. The motion was seconded by Amy. Poul and Amy voted in favor of the motion. Don abstained.

Unfinished Business:

- a. Vacation Policy- There were no updates.
- b. Health Insurance Policy – Amy asked with this policy, in conjunction with the vacation policy, should the Board review the Personnel Policy in more detail as well. Amy stated continues to get sidetracked into the personnel policy while working on the vacation policy. The Board agrees it makes sense to review the entire policy for updating. Don suggests each Board member review the policy to see if there are any red flags and also look at personnel policies from other comparable towns. Amy will provide the policy for the Village District of Eastman. Tamara will obtain copies of the personnel policies from Wilmot and Cannan. The Board will provide their red-flag comments to Tamara to be disbursed to the Board members so they are prepared to discuss them at the meeting on December 11th.

Tamara stated that between now and the end of the next meeting the Board needs to decide on the acceptance of the rates for Health Insurance. The transmittal needs to be signed by December 8th. How the Board wants to manage those rates will come into play during the budget process.

- c. Pest Control – JP Pest was here on Friday. It took about three hours to treat the three buildings. They opted not to do the Historical Society as it is shut down for the winter and not heated. They treated the town offices, highway garage/fire department and the meetinghouse. The Historical Society will be treated in the Spring. JP Pest will come twice a year, spring and fall.
- d. Septic – Tamara informed the Board that the septic tank was pumped at the meetinghouse; They removed 2,250 gallons, and it had been backed up. The invoice for that was \$945.
- e. Website – Poul spent an hour with David today and got some direction on the website. They are laying out a plan to structure the website from the perspective of the consumer looking in. Our current website is not linked to Google Analytics; this would tell us what areas get visited most. Poul has asked David to analyze a full year of Wilmot's website and determine the most used areas. In addition to that Poul will survey each of the chairs plus departments to find out the most common things they are asked about. That will

inform us on how to structure the website. The working target is to have the website completed by town meeting.

- f. FEMA – Tamara has started entering information into the grants portal. The timeline is 60 days from October 19th.
- g. Auction - The auction ends on Friday. The truck is up to \$2,025. Steve Dzubak asked if there was a reserve on the truck. Tamara informed him that the town does not have to accept the bid. There are five other items on the auction site along with the truck.

New Business:

Energy RFP – Steve Dzubak made the requested changes to the RFP. At this point, the RFP is ready to go out if the Board is ready to move forward with it. Steve added that the dates can be modified as needed. The RFP is a non-binding document. After some discussion it was decided to place an ad for the RFP in the Valley News. Steve will provide Tamara with the updated file. Steve will also, unless told not to, share the RFP with a few companies that he has faith in.

Doing that will also get the RFP circulating by word of mouth.

Steve has gone over to the highway garage and looked at the roof to take photos and measurements. A zip file with the RFP information can include the photos which should provide all the information the contractor would need to develop a bid. Don expressed his concern about the condition of the roof. Steve stated the condition of the roof was way better than he was expecting. The roof is standing seam, meaning the only penetrations are where the seams physically overlap. There is a patch up on the roof, where a chimney or vent may have been. Steve has been dealing with solar for twelve years and it is his opinion that the roof is fine. Don's concern is the sagging, water-filled insulation. Steve's question is where does that leak come from, it can't come from under the panels as the metal is sealed. If the water is coming from anywhere, it's coming from the ridge, the chimney vent or the bolt holes, none of which are covered. Don did state the roof of the highway garage has had to be shoveled off in the past. Steve explained how the solar modules sit on the roof; snow and ice would shed off the modules quicker than it would shed off the roof because solar modules are glass and they heat up and melt the snow and ice. The modules will not hold snow and ice. Whatever the rest of the roof does will be unimpacted because once the modules are mounted the rest of the roof is the roof; it would be like it is now, the dynamics shouldn't change.

Woodcrest STR – An email was sent to the Board about an STR on Woodcrest. Poul stated as it stands now the Board has no control over STRs. Poul's only concern in the letter was the bonfire that occurred. Research will be done to see if a burn permit had been obtained for the fire. Tamara has responded to the complaint explaining the state allows short-term rentals and the town cannot regulate them. Poul expressed the importance of communicating not only with the complaining party but also with the people creating the issues. Poul would like this complaint to be communicated to the property owner.

Jack Kutner, Watershed Protection – Poul asked the Board who would like to be the representing Selectboard member at these monthly meetings which are the third Wednesday of each month at

9am. Don feels this is a big ask of the Board members as there are already departments in place to deal with the watershed. Don suggested seeing if we could get a volunteer from one of our conservation groups in town to participate; that would at least give us representation.

Board and Department Updates:

- a. Agricultural Commission – No updates to report. The commission will meet the first Wednesday of December at 7pm. Don will be the new Board representative on this committee.
- b. Buildings & Grounds – Don feels we need to get some communication on the website for the meetings that have happened. The point we are at now is how to operationalize/prioritize the work to be done on the Selectmen level. Poul suggested in an effort to operationalize and set the priorities to possibly establish that three times a year the Board sits down and agrees to the priorities for the upcoming quarter. Poul added there are three components, prioritizing, budgeting and then finding someone to do the work. Poul likes the idea of contracting with a local contractor for two weeks' worth of work a year. Don added we need relationships with people who can do stuff and who will then come through in a crisis. Don will set a priority list to be discussed at the next meeting. Don will be the new Board representative on this committee.
- c. Cemetery Committee – They are meeting tomorrow at 1pm. Don will be the new Board representative on this committee.
- d. Conservation Commission – The Board received a letter stating Erin Meading has been nominated to be a member. The Board signed the approval.
- e. Energy Committee – Poul had asked for CPCNH to follow up to Christine's comments. Andrew Hatch, general manager, did respond; Steve summarized his response. Andrew was basically saying Christine's comments, although valid, are for a later point and time because the JPA (joint powers agreement) is a non-binding agreement that does not deal with any of the program costs to the town which will be dealt with in the cost-sharing agreement that the Board must approve and sign at a later point. Poul stated those questions will need to be answered when we get further into it before making a decision. Steve agreed and added that Mr. Hatch would be happy to come back and answer those questions and what that will be is the cost-sharing agreement which will be the document the Board does sign which binds you into the program. What the JPA does is gives us access to their resources, the preliminary step. When you get involved in the cost-sharing agreement that is where there are potential financial implications and binding implications. Before the cost-sharing agreement can be done the Board will need to hold two public meetings, the Board's sign off and a warrant article. That would be the document where you would have potential liability to the town if things went south. There shouldn't be any cost to the town because all the fees for the program are baked in. Poul asked if the subscription level reaches a level that is too shallow to support our contribution into to sharing wouldn't there be potential liability on the back side of it. Steve stated that is a great question but is unaware of the answer. Steve's understanding

is that they are aggregating all the communities, so it doesn't just fall on one town meeting their share. That would be a question to ask at the cost-sharing point and time.

- f. Fire Department – They will hold their admin. meeting tomorrow night. Amy is hoping to have attorney Johnston's bylaws review to hand off to Ian to make any changes and then look at it again. The initial reaction to the bylaws is that they are great; the idea of the president position for administrative issues is great. Jen Roberts stated the president position is pretty common on a lot of departments.

Poul stated as it currently exists the Board of Selectmen doesn't have any say in anything that goes on at the fire department which was made evident by recent situations. There was some discussion of the Board having more of a direct reporting relationship with the department and didn't see that in the bylaws. That would be a question for attorney Johnston; whether the Board should have the final arbitrator of all structures. Jen stated this could also be addressed when reviewing the personnel policy as it was unclear where situations fell. Amy added that if the Board's desire is to take over the oversight of the department it must be decided before the annual meeting because it would need to be a warrant article and it wouldn't go into effect until the following year. Amy will start a conversation with the officers on this subject.

Jen Roberts shared that there are three fire department members currently looking at the new fire truck in New York.

- g. Highway Department – No applications for the part-time position were received. Tim Hayes has someone who may be able to help out as the third-person coverage for snow removal.

Capital Improvement Committee met on November 2nd. Poul stated the police department feels confident the cruiser will last another year. There will be more discussion on that. The Highway Department components are potentially getting a pickup truck and the need for a grader within the next two to three years. A grader is a very valuable piece of equipment for our roads and gets used quite a bit during particular times. The feeling on the pickup truck was that it could do a lot of things like plowing the driveway/parking areas, clearing trees from the road, those sorts of things. The discussion went in the direction of whether it would be a pickup, a one ton or a 550. Poul and Tim are working on a list of benefits for those three options. The grader is a bigger challenge because there is push-back in why we need such a big piece of equipment. This is a big-ticket item and there is questions on whether there are other alternatives to meet the equipment needs. The next CIP meeting is November 29th.

Tim Hayes is working on a plan for the next four years from a paving perspective. There will be no paving next year. There is a lot of work that needs to be done to the roads, the first priority being Sanborn Hill. Tim can use next year to fix the road properly before paving. Tim also informed Poul that if we can commit to an April/May paving time we can actually save ten to twenty percent because of the way their schedules work.

- h. Library – They will meet at the end of the month.
- i. Planning Board – They meet this Thursday.
- j. Police Department – They are waiting to receive their new radars.

- k. Recreation Committee – Santa is coming December 9th. There will be cookies, ornaments, craft tables and pictures. The craft fair is being held on December 2nd. These events will take place at the meetinghouse.

Don asked if there had been any progress on the broken lift door. Tamara informed the Board that it has been fixed, and the invoice has been received. The rec committee has been asked not to use the lift to bring things down from upstairs. Tamara stated the lock to the ramp door was fixed by Ken Butcher. The upper part of the door has not been repaired yet.

- l. ZBA – There was no meeting held in November. There is an STR Special Exception request before the Board in December. The resident had submitted her forms and wanted to keep going through the process.
- m. Administration – Tamara received an inquiry on whether E-bikes are allowed on class VI roads. Don stated if an E-bike can operate on a class V road they may be able to operate on a class VI. This brings up the question of whether E-bikes need to be registered. Don added if it is an E-bike that is operating illegally on a class V road then it is still illegal on a class VI. Don stated this is a question for Chief Zullo. Tamara informed the Board that our emails were shifted to .gov on Thursday. Tamara has a question in to Dustin to determine if there is an extra step to take in setting this up on our computers. Poul added that there should be communication on the website explaining the change to .gov.

Correspondence/Signatures:

Bank documents for check signing authority for Don Hill.

Miscellaneous Business:

Don expressed his concern that the state has not our tax rate yet. This is a road accident that is going to happen and if we get delayed by just fourteen more days it will be physically impossible to get the tax bills out in a time frame that they would be due this calendar year. Tamara stated the more important problem is that we won't have enough money to pay our bills. Tamara assured the board we are on top of this, and we are not the only town dealing with this. Last year the Board signed the tax rate on November 16th. Don pointed out that November 16th is already two weeks later than it should be. Poul added this is out of our control. Don feels it's important to rattle the cages of state reps in this matter. Poul suggested an email be sent to Representative Hope Damon. Amy asked who the town's tax advisor is at DRA, Tamara stated it was Stephanie adding that she spoke with Katherine at the DRA today. Don stated we need to alert the residents that the tax bills are clearly going to be delayed this year and they will be coming out as soon as they legally can. Poul asked to have this put as a notification on the website stating we are waiting on the state. We have no authority until the state sets the rate.

Amy made a motion to adjourn the meeting. The motion was seconded by Poul. Amy, Poul and Don voted in favor of the motion.

Meeting adjourned at 6:11 p.m.

Jill Hastings

Deputy Administrative Assistant

DRAFT