

BOARD OF SELECTMEN

January 22, 2024

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; Don Hill

Others: Jen Roberts; Mike Thomas of Tri-Town Watershed

Zoning/Health Officer Report:

REPORT: ZONING COORDINATOR Board of Selectmen Meeting, Monday, January 22, 2024

Application for Zoning Permit – APPROVED

Durgin and Crowell, 231 Fisher Corner Rd., Building #13 to be demolished, new 48' x 36' building to be constructed on 5-acre lot, meets all zoning requirements.

Other Business

1. Ontiveros, Cemetery Rd. map 29, lot 60, non-conforming 0.8-acre lot, Inquiry concerning zoning requirements for house and ISDS,
2. Bardier, Oak Hill West Rd. woodshed construction, owner advised to complete an after-the-application or dismantle, owner states will submit application.
3. Philbrick, Shad Hill Rd., inquiry about major renovations

REPORT: HEALTH OFFICER Board of Selectmen Meeting, Monday, January 22, 2024

Application for Sewage Disposal System Permit - APPROVED

none

Respectfully submitted,

Tim Bray

Zoning Coordinator / Health Officer

<<January 22, 2024>>

Don Hill commented on Tim Brays report stating that he agrees it should be an upper-level overview, but the report should show due diligence. An example being if a permit was approved but it went through zoning and planning with a site plan involved that should be referenced in the report. It is Poul's opinion that the subject matter experts are the subject matter experts no matter what department or committee being referred to, in this case the Zoning Coordinator. Tim Bray would not approve an application if all requirements weren't met. There was discussion on whether there is a need, or not, for further information on the zoning coordinator's reports; mainly in reference to site plans when a business is involved. Don would like to see a little more reference to the process and would like to see site plans indicated wherever there is a business. Don also feels that every time a zoning permit is pulled it should be asked if it has

anything to do with a business and if there is one, he doesn't want the permit issued until it's clarified. Jen Roberts stated one of her biggest issues is fair and equal across the board. Jen hears that things aren't always applied fairly and equally to everyone. Jen doesn't feel the zoning coordinator is trying to hide anything or not do a good job, sometimes people misrepresent things because they don't understand. A site plan is protection for them and their business.

Poul stated the zoning coordinator has been given the authority to approve things from the Board of Selectmen, this gives the assumption that the coordinator has covered all these issues before approval. After further discussion, it was stated the Board will discuss this matter specifically with the zoning coordinator when he attends a February meeting.

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

Minutes of January 8, 2024:

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An employee has questioned how FMLA works in Springfield, the Town ~~employees~~ employs less than 50 so Amy is going to investigate how that affects Springfield and their employees.

Page 5:

Recreation Committee – hosting a bonfire, the next meeting will be on the 25th at the Rec field in the Protectworth Room. Jen Roberts shared that Jesselyn Straniti is doing an amazing job with the Recreation Committee, she listens to and is open to all ideas voiced during the meetings.

Poul made a motion to accept the minutes of January 8th as amended. The motion was seconded by Amy. Poul, Amy and Don voted in favor of the motion.

New Business:

Mike Thomas, a representative of the Tri-County Watershed, appeared before the Board to reinvite them to join the watershed initiative; explaining it is a good way for towns to collaborate. Poul explained that the Board does see the value of having a representative from the town take part, but unfortunately, their time is limited. The Board recommended that Mike Thomas come before the Board again in April, after the town elections and the new Board has been elected. Mike Thomas explained that the representative does not need to be a Selectboard member, just someone who can report back to the Board on the meetings. The next meeting of the Tri-County Watershed is scheduled for February 15th at 10:30 am. Poul suggested this might be something that the Kolelemook Lake Protective Association might want to get involved with.

Unfinished Business:

- a. Personnel Policy – Amy informed the Board she is going back to the drawing board based on this afternoon's lunch with the employees. The proposed PTO policy was not well received by the employees, she is thinking about not making any changes to what is

currently in place. There was concern amongst the employees that they would lose time with the proposed policy. Poul asked if the employees liked the concept of collapsing sick time and personal days. Amy stated the general feeling was to leave sick time alone so there is a buffer if someone is sick for a considerable amount of time. Employees seemed more open to combining vacation and personal time. Poul stated the objective was to make things more flexible for employees. Don suggests leaving the current policy alone for a year, this is something that needs to be communicated and fostered. Amy informed the Board there was a very strong suggestion from Tim Julian to get the personnel policy updated before making any changes.

Tamara pointed out Tim Julian's concern is that currently what is in practice is everyone's time resets in January, which was put in place under Selectmen Hendl last January. The one change to the policy should be to change it to reflect what is actually happening now. Poul made a motion to maintain the current policy, including the January 1st anniversary date for all employees, and revise the current sick, personal and vacation policy. Don asked when employees earn the third week of vacation; it is after 8 years. At the lunch, employees were voicing it is more common to receive a third week of vacation after five years. Poul suggested maintaining the policy as it is and then raising these issues during the year, one being adjusting the sick and how we approach personal and vacation as we go through the year. Poul would like to bring this back up for discussion in July.

For clarification, Tamara stated the following:

1. January 1st for the anniversary date of all employees.
2. Beginning January 1st new hires, going forward, get health care coverage for a single and pay 15% of anything over and above that.

The Board agreed those are the two changes that are being made to the current policy. After some discussion, it was clarified that any change made by any employee, affecting their health coverage, after January 1, 2024 will pay the 15% of the additional premium. Amy will write the language to explain that in the updated policy. The motion was seconded by Amy. Poul, Amy and Don voted in favor of the motion.

Tamara asked Amy if she was able to find anything out on FMLA. Amy knows from experience employers with less than fifty employees are not subject to it, but the majority of them opt to follow it because it makes sense; she feels to leave it as is.

Tamara asked Amy about bringing up employees being able to donate their earned time to a fellow employee. Amy has never worked anywhere where this was authorized to be done. Amy explained it was asked what happens if an employee needs time off and they don't have any available; can time be donated to that individual, so they don't have to go

on unpaid leave. The Board is sympathetic to that, but don't think this is the best way to go about things with so few employees.

- b. Budget – On the budget for Tim Bray, Zoning Coordinator, Poul would suggest taking his hourly rate for the past four months and prorate it for the year. Tamara said the other two lines to address are Town Clerk/Tax Collector and Deputy Town Clerk/Tax Collector. The plan is for Pixie Hill to step down and Annika Munholand to be voted in; how will that affect the wages for those positions? The Board will discuss this at a later time.

Jeff Milne reached out to Tamara and expressed his interest in being on the grader committee. So far, we have Tim Hayes and Jeff Milne on the committee. Don suggests the Selectboard appoint one person they want, the Budget Committee appoint one person and the Highway Department select one person they think would be a good fit. Amy nominates Don, until town meeting, and then Don can be the townspeople representative. Jen Roberts asked if there are companies that will take your equipment and go through and refurbish and fix it. Don stated that is one of the things they are wondering if they can find, and would they be available. There was some discussion about townspeople who might have heavy equipment knowledge and would be willing to be on the committee. The Board wondered if Kevin Roberts would be willing. Jen stated she would discuss it with him. The next meeting for the Budget is Wednesday January 24th.

Board and Department Updates:

- a. Agricultural Commission – They will be meeting in March.
- b. Buildings/Grounds – The light in the library has been fixed and Jim Duquette has agreed to work for time and materials for the town going forward. Don will inform Chris Geharty that the Board has approved time and materials and request to get on his schedule. Don did reach out to Chris Geharty regarding the front door of the town office; Chris will reach out to Lavalley's for a consultation on the door. In regard to the police department, Mason came over and looked at the baseboard and said there is plenty, all the office needs is the amateur job of closing off the window and adding some thin insulation in the inner office against the exterior wall. Don will talk to Chris about fitting us in and taking care of those temporary fixes.
- c. Cemetery – They are working on their records. They recently had a work session.
- d. Conservation Commission – No updates.
- e. Energy Committee – No updates.
- f. Fire Department – The Bylaws passed. Morale in the department is good, attendance is back up. Springfield did respond to the fire in Georges Mills. Some members of the department also went back to do a work detail and help unload the trucks and clean up.

Jen Roberts, on behalf of the Friends of, informed the Board that they have been asked to do a gift basket raffle. There would be several different themed baskets, but they wanted

to ask the Board how they felt if some of those baskets were to include alcohol. All items for the baskets would be donated. The Friends of have researched all the regulations surrounding raffles. Amy stated that Hannah brought up doing something like Touch a Truck this summer and the question came up if that could be tied up with what Tim Fraser and Protectworth Brewing are trying to do; tie it into a lunch. Have the pizza bus there and do the truck hose down and Protectworth Brewing and have a fun event. After some discussion, the Board stated as long as the Friends of comply with state laws they are in support of the raffle idea.

Poul asked if we have signs posted on town buildings stating No Alcohol Consumption. Currently, we don't but it is worth looking into getting a few signs.

- g. Highway Department – There have been questions about overtime when a holiday is included in the hours. Amy explained that according to the Federal Department of Labor and the NH Department of Labor overtime is based on any hours worked more than 40 hours actually worked. Jill explained that historically we have paid out overtime when holiday hours are included in the work week. Currently, our policy states that overtime is based on hours worked. There was some discussion on possible changes to the overtime policy for the highway department. Don suggested calling it the Snowplow overtime policy, keep things as we've been doing; the holiday counts as your eight hours, vacation, sick or personal doesn't. Tamara pointed out there are more storms to clean up after other than snow; The Storm Response Policy was suggested as the policy name. The storm response policy will allow for overtime paid out regardless of holiday during a storm event that requires the highway department to respond. Jill asked if this policy would affect the police department if they were to get called in for an emergency during the week of a paid holiday. The Board agreed the police department earns comp time rather than getting paid overtime. Don thinks the town would be well served if the Board asked Tim Julian what their policy has been and let's formalize it along with the policy for the highway department. It is agreed that this is a good way to handle it.
- h. Library – They meet next week.
- i. Planning Board – They meet on Thursday. Amy informed Poul, as a point of order, if you are going to be absent from a planning board meeting let's make it official that you designate a specific Selectboard person to represent you. There was some discussion surrounding this topic. This is a Selectboard seat, and it doesn't need to have a designated Selectboard member. Poul will bring this up at the next meeting.
- j. Police Department – has already been discussed.
- k. Recreation Department – They meet on Wednesday and will be discussing the bonfire with the date to be determined.
- l. ZBA – No updates.
- m. Administration – Tamara spoke with Monique and they will need to complete a mini audit when the Town Clerk/Tax Collector changes. They are in the process of figuring that out. Avitar sent a letter stating they will not be able to do our full reval next year as they do not have the staff. George Hildum and Tamara are working on the next step.

Tamara has a list of companies and an RFP in the works. Tamara will keep the Board informed. Tamara and George will be going through the DRA-approved list.

Correspondence:

None

Signatures:

Cemetery Deeds

Miscellaneous Business:

There has been some discussion about digitizing files. Poul saw a unit that is specifically geared to digitizing files. The cost ranges from \$400 up to \$2000. This is something to consider, as well as possibly splitting the cost with the Historical Society as they are also in need of digitizing records. Poul will come to the next meeting with a plan to get us organized then digitized.

Election coverage for tomorrow, January 23rd. Poul will be there all day, as well as Don. Amy will be there all day with the exception of a meeting at 4pm. At that time Jill will fill in for her until she returns.

At 6:18 p.m. Amy made a motion to enter non-public session per RSA 91-A:3(II)(a). The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Don voted aye.

Amy made a motion to exit non-public session at 6:46 p.m. The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Don voted aye. Amy made a motion to seal the minutes under RSA 91-A:3(II)(a). The motion was seconded by Poul. By roll call vote Amy voted aye, Poul voted aye and Don voted aye.

Meeting adjourned at 6:48 p.m.

Jill Hastings

Deputy Administrative Assistant