

*Selectmen's Meeting Minutes*

**Monday, July 12, 2021** meeting held at Police Department Training Room, Hinsdale

Present: Chair Diorio, Selectman Bernie Rideout, Selectman Mike Carrier, and Selectman Richard Johnson; T.A. Jill Collins and Kim Worden. Selectman Megan Kondrat was excused. Rick Carrier, Jack White, Bob Truesdell, Fire Chief Terry Zavorotny and Police Chief Rataj also attended.

6:00 p.m. Chair Diorio called the meeting to order.

Selectman Carrier **made a motion** to approve the manifests of 6/28/21, 7/6/21, and 7/12/21 and minutes both public and non-public of 6/21/21 and 6/28/21, second by Rideout. The vote is as follows: Diorio-aye, Rideout-aye, Carrier-aye, and Johnson-aye. Motion passes unanimously.

Discussion followed on not touring the water main break near the bridge due to inclement weather. It was suggested that anyone interested could stop and look. They will set up for and start boring tomorrow.

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*New Business:*

First presented was a Cemetery Deed to Rebecca Wilson re: Row F, Lot #24, at Oak Lawn Cemetery. Selectman Johnson **made a motion** to approve the Cemetery Deed for Wilson, second by Carrier. Motion passes unanimously.

Next, a Driveway Permit for George Newman, 161 Tower Hill Road, (new pavement of existing drive) was presented. Selectman Rideout **made a motion** to approve the driveway permit for Newman, second by Johnson. Motion passes unanimously.

An Appointment of Theodore H. Such, Jr. to Conservation Committee was presented. Selectman Carrier **made a motion** to approve the appointment of Such to the Conservation Committee, second by Rideout. Motion passes unanimously.

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*T.A. Reports/Requests:*

T.A. Collins reported that a Public Hearing is scheduled for Monday, July 26, 2021 to accept testimony regarding the acceptance of unanticipated monies in the amount of \$204,511.23 for the American Rescue Plan Act 2021. This will be published in the paper on Thursday.

There will be a preconstruction meeting on Thursday, July 15, 2021 at 10:00 at the PD Training Room re: the sidewalk project.

T.A. Collins mentioned that the Tax Collector informed her that the 2019 taxes are 3.19% delinquent and 2.97% delinquent for 2020.

T.A. Collins also informed the Board that DBU (construction company) will begin work tomorrow re: the water main break. SUR will be connecting lines upon completion of work done by DBU.

T.A. Collins presented a copy of a Petition re: Pole and Conduit Licenses which needed a signature and she signed. She indicated that this would be on the agenda for the next meeting to notify holders of licenses re: a Public Hearing and to notify them on the decision of the Board of Selectmen. She has the outline for the Public Hearing and the Board will discuss this at a posted meeting.

T.A. Collins had a sheet for approval of 1.3% COLA increases for full time and part time personnel. She noted that this is prior to approved merit, except for the two approved for merit increases last week. Selectman Rideout **made a motion** to sign the salary increases, second by Johnson. Motion passes unanimously.

T.A. Collins mentioned that she had a Representation Letter for Roberts & Greene, PLLC and had a draft audit. She offered to send that via email if requested and noted that we also receive booklets. Selectman Carrier **made a motion** to sign the Representation Letter for Roberts & Greene, second by Johnson. Motion passes unanimously.

T.A. Collins would like to schedule a non-public with the full board for next week for reviews of Town Hall Staff and Supervisors. The Petition for Pole Licenses and Conduits will be on the agenda in order to move forward with scheduling the Public Hearing for August 9<sup>th</sup>. All were okay with a meeting for July 19<sup>th</sup>.

T.A. Collins made mention of an opportunity to buy a tractor for mowing at the landfill and noted that she had a personnel matter.

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Rick Carrier was present to discuss matters posted on the Agenda:

He provided a Memo re: Cemetery Trust Funds, Section 289:7, *Powers and Duties* and 289:2-a *Funds Received from Sale of Cemetery Funds* and his recommendation. He gave a brief history that money was supposed to go to trustee of trust funds and that many towns split the money between the treasurer and the trustee of trust funds. What we are doing now is not according to RSAs. A law was passed in 2014 289:2-a re: money from the sale of cemetery lots. The treasurer has close to \$19,000, which currently cannot be spent. Based on research, the Town has 3 options: If RSA 289:2-a has been adopted (he didn't find that to be the case), have the treasurer turn over the money to the town. If it has not been done, have the treasurer turn the money over to the Trustees of the Trust Funds. Finally, adopt RSA 289:2-a at the next town meeting and specify how cemetery funds are to be held. It was noted that most towns set up a trust fund for future expansion of cemeteries.

Discussion followed re: options. It was voiced that if money is put into the existing trust fund, it will earn interest, and going forward we could have capital improvement funds. At the next Town Meeting we can establish a fund.

Selectman Johnson **made a motion** to put the approximately \$19,000 into the existing trust fund (Trustee of the Trust Funds), second by Carrier. Motion passes unanimously.

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Next, Rick talked about the Conservation Fund. He felt there was a hole in the process that was a concern. Currently, one member can bring a slip to the Treasurer in order for the Treasurer to release funds. Rick suggests that the committee vote by majority so the request form would have 3 signatures or a copy of the signed minutes be furnished. Discussion followed including recollections of intent, that the Selectmen have authority, and that there could be two public hearings with selectmen as part of the process. The Conservation Commission has \$60,000 or so set aside (current use funds) with authority to spend and safeguards should be in place. Drafting a policy for the commission to adopt was discussed. T.A. Collins will work on it and Rick will assist in reviewing it.

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Rick asked the Board if they ever review non-public minutes to see if the reason for making them non-public still exists. Examples were given and discussion followed. Presumption was that non-public could be public at times and they have

goals of being as transparent as possible. T.A. Collins added that they have before, but it is not a regular practice. She mentioned she keeps an excel spreadsheet on those.

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Finally, Rick mentioned that since he became part-time, he has looked at things and asked if he was considered a Department Head. Discussion followed. It was noted that he was the sole person in finance. After being asked, he indicated that he did not want to be a department head. He indicated he was *Budget and Finance Coordinator*.

Selectman Carrier **made a motion** that the position of *Budget and Finance Coordinator* is not considered to be a Department Head, second by Johnson. Motion passes unanimously.

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Jack White, Water Superintendent was present to discuss water main issues in light of the recent water main break near the bridge to Northfield Road (Rt. 63S). The choices to fix the break is to go below the river bed or to get permits to hang a line off the bridge. That option would be a lot more money as the bridge is not set up for that. The State would require maintaining electricity to the bridge to warm the line. The main was an encased 8" cast iron line according to a 1935 map. Engineer Mike Vignale was brought in and indicated the quickest most sensible way to fix this is for a line to be 14 feet below the river bed. They will be here tomorrow to start this project. Hopefully next week, there will be water. Costs were discussed. There was discussion of putting a liner in. They will not be doing that and the cost will be less. The total is expected to be just below \$130,000 with work done by DBU and SUR.

Other water issues were discussed. A number of gates in the downtown area won't shut down completely. The sewer infrastructure was fixed from Canal Street to Main but water was not upgraded then. It is time to replace shutoffs. Gates need to be replaced. Selectman Rideout wondered if state work done earlier near the bridge to Northfield Road compromised the line. Jack did not feel there was any issue with prior work done. A real issue is the river crossing at Canal Street behind the old papermill. There was discussion of a loop up Depot Street and Tower Hill. T.A. Collins noted that in a 2003 Water Study, a loop was highly recommended. Jack was also thinking of another directional bore at Canal Street river crossing. This will be discussed with Mike Vignale. It was noted that materials are hard to come by and expensive. T.A. Collins suggested that we can talk to Mike Vignale and get two different prices.

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*Board Comments:*

Selectman Rideout: No comments.

Selectman Johnson discussed the short, half-sized utility poles, wondering if we can tax them if they are left up. He would like to get their attention. Discussion followed. Jill will check with Kathryn. Chief Rataj noted that he was told Consolidated will have three crews here starting tomorrow to do some work. He was unsure if that was related.

Selectman Johnson reminded T.A. Collins that at some point, they wanted to invite the Tax Collector to a meeting.

Selectman Carrier mentioned that elections were held at the Conservation Committee Meeting: Sarah Bomba was elected Chair, Carl Britt Vice Chair, Nikki Ebbighausen Treasurer/Secretary, and TJ Such, new member.

Selectman Carrier added that at the Library Trustee's Meeting a new part-time assistant librarian was hired.

Selectman Johnson has a Cemetery Meeting on Wednesday.

Selectman Carrier commended all involved in handling the recent apartment building fire for a good job.

Chair Diorio mentioned that we are not losing sight of the previously discussed sewer agreement and follow up will happen.

Chief Rataj mentioned receiving speed complaints from residents and they are out working on that now. He may have information in a couple of weeks re: employment matters. He has looked at last year's budget and will come back with adjustments and projections.

Chief Terry Zavorotny gave a shout out to two officers for making sure firefighters were taken care of during the recent fire and noted it was nice to see such a positive working relationship. He also commended all for a good job and mentioned that he would like to make a recognition. T.A. Collins offered suggestions.

Chair Diorio mentioned an outpouring of community support and recognized the current building owners for reaching out for help for their tenants through a fund, a collection at the Farmer's Market of food, clothing, and money, and for efforts of Sarah, Colleen, and other volunteers at the Community Center.

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*Citizen Comments:*

Bob Truesdell talked about an opportunity to buy a tractor, mentioned earlier, and would like to explore that option. Discussion followed on the year, amount of usage, etc. It was pointed out that there is an opportunity to buy a used piece of equipment that in the long run would be beneficial.

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7:04 p.m. Selectman Rideout made a **motion to enter into non-public session** under RSA 91: A-3, II, (e)- negotiation, second by Johnson. The vote was as follows: Carrier-aye; Diorio-aye; Johnson-aye; and Rideout-aye. Motion passes unanimously.

7:11 p.m. regular meeting reconvened.

Selectman Rideout **made a motion to seal** the minutes, second by Carrier. The vote was as follows: Carrier-aye; Diorio-aye; Johnson-aye; and Rideout-aye. Motion passes unanimously.

7:12 p.m. Selectman Carrier made a **motion to enter into non-public session** under RSA 91: A-3, II, (a)- personnel, second by Rideout. The vote was as follows: Carrier-aye; Diorio-aye; Johnson-aye; and Rideout-aye. Motion passes unanimously.

7:15 p.m. regular meeting reconvened.

7:15 p.m. Selectman Johnson made a **motion to enter into non-public session** under RSA 91: A-3, II, (a)- personnel with Jack White, Water Superintendent, second by Rideout. The vote was as follows: Carrier-aye; Diorio-aye; Johnson-aye; and Rideout-aye. Motion passes unanimously.

7:26 p.m. regular meeting reconvened.

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7:28 p.m. Selectman Johnson made a **motion to adjourn**, second by Rideout. Motion passes unanimously.

Respectfully Submitted,

Kim P. Worden  
Secretary