



Board of Selectmen Regular Meeting

Minutes

Monday, October 7, 2024 at 6:30 pm

Non-Public Session @ Municipal Office Bldg @ 5:30 PM

Resume Regular Meeting @ Old Town Hall @ 6:30 PM

1. Call to Order

Minutes:

The meeting was called to order at 6:31 PM by Board of Selectmen Chair Scott Ferguson

2. Pledge of Allegiance

3. Roll Call

Minutes:

The board of selectment that were present at October 7, 2024 meeting were: Scott Ferguson-Chair; Tim Cremen-Vice-Chair; Roxanne Tufts-Keegan-Member; Tracy Donovan-Lavolette-Member; Mike Green-Member

4. Approval of Minutes

Minutes:

The minutes for the September 23, 2024 meeting have been reviewed by all members of Board of Selectmen. Roxanne Tufts-Keegan made the motion to accept the minutes as read, Mike Green seconded the motion. All were in favor motion was carried.

There were minutes to the following non-public meetings that were voted to be sealed for the next 5 years: 9/25/24, 9/30/24 and 10/7/24. All members agreed to seal the minutes, Roxanne Tufts-Keegan motioned to seal the minutes and Tracy Donovan-Lavolette seconded the motion, motion was carried.

Signature Action

Old Business

Department Heads:

5. Pope memorial society

Minutes:

Still standing by on this item of discussion. Will have more information at the next meeting of 10/28/24.

6. Direct Deposits

Minutes:

Roxanne Tufts-Keegan verified with the department of Labor that any business for payroll cannot require employees to have direct deposit.

New Business

7. ZBA Application new form submission

Minutes:

New forms and rules the ZBA would like to adopt. They are looking for the Select Board to review them and at our next meeting on 10/28/24 hopefully adopt them.

8. New Portsmouth Rd unmaintained portion

Minutes:

This is a topic that has come up in discussions for the Town as far as maintenance for New Portsmouth Rd. The road has been maintained up to about the end by the Town since Dan has been the Highway director. It has come to the board's attention that ultimately that road was adopted to be maintained up to 50 feet past the Snyder property which is map 21 lot 8 back in 1977 or 1978. The Town's people voted to maintain that road up to that point. There is a year round resident up there they have been in communication with the board as far as the road. Scott Ferguson opened it up to the board for discussion in regards to whether the dirt portion up there for plowing and maintenance. The prior Highway director maintained that road and this is why our current director continued to maintain it. Roxanne Tufts-Keegan stated possibly having a warrant article for the Town's people to vote on the continued maintenance or not. We do not maintain any private roads such as Tanglewood, and by maintaing a portion of that road that we could open us up for issues with other road in Town. There are varying differences amongst the roads so there are different interpretations. It was suggested they would like to see this go forward as a warrant article for the Town's people to vote whether we continue to maintain up to that portion of New Portsmouth Rd. Have it be noted that we have a listing from the State of New Hampshire and part of that for the 911 system but also it's what the State uses to calculate for the Highway Block Grant and it is based off the roads the Town maintains. It is stated on there whether it is a public road, if it's a private road, if it's a class six.

This was tabled until the next meeting on 10/28/24.

9. Travelers Insurance - Boiler

Minutes:

Steve from Travelers Insurance came to inspect the new boiler. The inspection passed and he will contact the state and should be all set to go.

10. Sign in front of Municipal

Minutes:

A portion of the sign blew away and Scott put it under the ramp to the entrance of the Municipal building. Scott has gotten a quote to replace the sign. He would like to obtain a couple more before a decision would be made. Looking into possibly have the posts put in plastic fence sleeves and possibly decorative caps. It would cost between \$1,500 to \$2,000.

11. Anniversaries**Minutes:**

Tracy Donovan-Lavolette wanted to go over the most recent anniversaries for the Town employees. Bryan Taylor in August hit 5 years with the fire department. In September the following anniversaries: Andrea Bowden hit 27 years with the fire department, Christine Bartlet in welfare hit 2 years, Jeff Eldridge, Walter Givera and Brett Wiggin all with the fire department hit 5 & 8 years. Kim Hughes in BOS hit 1 year, Michael Volpe in the police department hit 2 years and Trevor Schwartz in the fire department hit 3 years.
Congratulations everyone.

Public Comment**12. Public discussion****Minutes:**

Craig Moody presented a memorandum to the board in regards to his name being falsely listed in the ZBA date April 16, 2024. His concern was that his name and address were listed. This was made through the approval of the minutes. He was not on the sign in sheet. He wants to know how did he get on the minutes to begin with and how do we correct it. Tim Cremmen is the liaison for the ZBA. He stated that some of the audio was inaudible. In watching the video the person doing the minutes tried to ask other employees if they knew who it was and someone stated it looked like you. They could only see the back side and thought it may be you. We have no problem amending the ZBA minutes removing your name and address from them. Mr. Moody was asking what kind of assurance would he get to make sure his name and address doesn't appear in other Town records. Tim said that they apologize for the error. Roxanne Tufts-Keegan stated that going forward the person completing the minutes makes sure that people's names that are not on the sign in sheet get into the minutes. Mr. Moody would like someone to do a 500 day audit on all minutes taken to assure his name does not appear on any other minutes. Roxanne Tufts-Keegan will take on this task. She was verifying with Mr. Moody to see when he got off the Budget committee to make sure it was further back than 500 days. Kathleen Blaney asked what software does the Treasurer balance the monthly statement to? Roxanne Tufts-Keegan stated the Treasurer uses an excel spreadsheet and does not have a software package he reconciles also the the paperwork the Town Clerk gives him. Kathleen then asked what the software package does the bookkeeper balance against. The bookkeeper still uses Sage to balance to. Kathleen asked if we are looking at other software packages to possibly change to. Not at the moment, we do have one quote from Town Cloud, but would prefer to have other quotes to compare to.
Bonnie Gagnon from the Recreation department has a couple items to go over. Some people are

posting signs on the telephone poles, bigger signs, and this is hindering the view to pull out at the end of Nicola onto the other road. Scott Ferguson stated that there should not be any signs on the polls and there is actually a statue on this. There will be a post going on the website stating no signs on utility poles.

There will be a Halloween spectacular on October 26th at the OTH starting at 4. Bonnie will send Tim a flyer to post onto the website. On November 2nd they are having their 2nd craft fair from 11-4. We do have a pancake breakfast come up on December 14th. There will be more information forthcoming on this. Tim Cremmen stated the the Recreation committee has done an amazing job these last couple of years.

Scott Ferguson gave a quick update on the parking lot at the OTH. The drainage has been put in and is ready to be graded. This project should be completed in the next 2-3 weeks. The new drainage will definately help with the water in the basement.

The new truck for the Highway department is in. It has been sent to be outfitted with the bed sander and plow. This should be completed to be in motion for the upcoming plow season.

Non-Public

Adjournment

13. Motion to Adjourn

Minutes:

Roxanne Tufts-Keegan made the motion to adjourn at 7:06 PM and Tim Cremmon seconded the motion. All in favor, motion carried.

| Minutes published on 10/07/2024, adopted on 10/11/2024