



## SELECTMEN'S MEETING MINUTES

October 08, 2019

**ATTENDANCE:** Selectman Brian Robischeau, Selectman Rick Surette, Selectman Rich Zacher, Marilou MacLean, Laurie Champy, Ed Comeau, Rose Zacher, Ed Nason, Craig Evans, Peter Donnelly

- **Approval of Minutes:**

***MOTION:** Selectman Surette motioned to accept the minutes from August 27, 2019. Selectman Robischeau seconded, all in favor, motion carries.*

***MOTION:** Selectman Surette motioned to accept the minutes from September 17, 2019 as drafted. Selectman Robischeau seconded, all in favor, motion carries.*

***MOTION:** Selectman Surette motioned to accept the minutes from September 24, 2019 as drafted. Selectman Robischeau seconded, all in favor, motion carries.*

- **Public Comments:** Craig Evans requested the Selectmen consider filing a claim against the driver's insurance company for an accident that occurred at the intersection of Moose Mountain Road and Governor's Road that caused damage to Town property. Selectman Surette asked Laurie to request a copy of the accident report from the Wakefield police department.

Peter Donnelly suggested perhaps the same driver caused the damage on Brice Drive from an incident occurring sometime in September. Selectman Surette asked Laurie to request a copy of that report also.

- **Treasurer:** Marilou MacLean provided an updated budget through the end of September; a copy is available for viewing in the common office.

She stated she will be filing the quarterly payroll taxes.

- **Administrative Assistant:** Laurie Champy reported she requested budget information and articles for the Fall Newsletter from all Boards/Departments. She requested all information be supplied no later than October 20. She stated she will be compiling the Newsletter as the volunteer that has helped in the past is not available to help with this edition.
- **Planning Board:** Ed Comeau reported their next meeting is scheduled for October 21.

- **Heritage:** Marilou MacLean stated their next meeting is on October 16, at 6pm, in the Town Office building. She reminded everyone of the Veterans Day Potluck Dinner scheduled for November 09 and stated Carolyn Chase will be speaking at this event.
- **Cemetery Trustees:** Craig Evans reported their next meeting is scheduled for Thursday, October 17, at 7pm. They will be finalizing their budget and working on plans for the Memorial Dedication scheduled for Sunday, November 10.

He stated the foundation for the memorial plaque was installed by Selectman Surette and Roland Kinville. He anticipates 2 more yards of stone will be required to complete the area. He is hopeful Steve Roy will assist with the memorial installation. Mr. Evans is working on obtaining quotes for spreading gravel for the 3 existing lanes and the main drive. The funds for this project exist in the current budget.

- **Zoning Board of Adjustment:** Their next meeting is scheduled for November 13, at 6pm.
- **Road Agent:** Ed Nason stated post paving cleanup is resuming on Tumbledown Dick Road following a brief break. Pike Road and Brice shoulder work will follow.

He stated he is expecting sand to be delivered next week, in preparation for winter roads.

At Selectman Surette's request, Mr. Nason will be providing him with contact information for requesting an update on the Moose Mountain Road bridge project.

- **Archivist:** Craig Evans reported he traveled to Andover to pick up the restored Town Record book. They were able to repair the original binding. He received a hard drive containing the contents of the book as well as 3 microfilms, 2 of which will be stored offsite.

He would like to have an Archive page made to add to the Town website. He has a number of large documents and is questioning how much we are able to upload.

Lastly, he stated the Town is mandated under RSA 33-A to have a municipal records committee containing 4 required members; Selectman, Treasurer, Assessor, and Tax Collector. Under this RSA there is a records retention list. He stated a Policy & Procedure should be defined for accessing records that is in line with RSA 91-a. The Policy should state who has vault access and who fulfills the requests.

- **Old Business:** Parking Lot work – Ed Nason stated it will be performed upon completion of road paving.

Policy Review – Laurie will have a policy printed for approval at the next meeting.

- **New Business:** The Selectmen discussed an abatement request, in the amount of \$30.32, received from a property owner for a tax bill they were anticipating receiving, but did not.

**MOTION:** *Selectman Surette motioned to abate the penalty. Selectman Robischeau seconded, Selectman Zacher opposed. Further discussion.*

Selectman Zacher stated he doesn't believe it's wise to grant the abatement as he's concerned with setting a precedent and added that it's the taxpayer's responsibility to inquire about their bill. After further discussion, and based on the specific circumstances involved in this case, Selectman Zacher offered a new motion.

***MOTION: Selectman Zacher motioned to not forgive the penalty. Selectman Surette seconded, Selectman Robischeau opposed. Motion carries.***

Selectman Zacher will write to inform the property owner of the Board's decision.

The Selectmen discussed the current email process in which the public corresponds with them and the manner in which they respond.

***MOTION: Selectman Surette made a motion to make a change to make a more solid communication. Selectman Zacher seconded.***

***After further discussion, motion rescinded.***

The Selectmen agree to have further conversation regarding how to move forward in a more effective manner. No decisions made. A determination will be made at the next BOS meeting.

***MOTION: Selectman Zacher made a motion to enter nonpublic session under RSA 91:3, II (e). Selectman Surette seconded, all in favor, motion carries.***

***Roll Call: Selectman Zacher, yes. Selectman Surette, yes. Selectman Robischeau, yes.***

Nonpublic session entered at 7:15pm.

***MOTION: Selectman Robischeau motioned to leave nonpublic session. Selectman Zacher seconded, all in favor, motion carries.***

***MOTION: Selectman Zacher motioned to seal the minutes for 2 years. Selectman Robischeau seconded, all in favor, motion carries.***

***Roll call: Selectman Robischeau, yes. Selectman Zacher, yes. Selectman Surette, yes.***

The following motion was made due to realizing a motion wasn't made at the previous BOS meeting.

***MOTION: Selectman Surette motioned to accept the bills that were signed and approved on September 24, 2019. Selectman Robischeau seconded, all in favor, motion carries.***

The following motion was made after discussing the Road Agent's contract nearing expiration.

***MOTION: Selectman Robischeau motioned to renew the Road Agent's contract for another 3 years, continuing with the same terms and conditions, to be signed at the next BOS meeting. Selectman Surette seconded, all in favor, motion carries.***

The Selectmen requested that Laurie pull the prior contract on file and add an addendum page with updated dates.

- **Mail/Bills:** Marilou MacLean read the bills aloud.

***MOTION: Selectman Robischeau made a motion to accept the bills as read on record by Marilou (with the exception of the \$1,500 bill from CivicPlus that Marilou will inquire about). Selectman Surette seconded, all in favor, motion carries.***

Budget work commenced.

Meeting adjourned at 7:54 pm.

The next regular Selectmen's meeting is scheduled for October 22, 2019 at 6:30pm, in the Town Office Building.

Respectfully submitted,

Laurie M. Champy  
Administrative Assistant