



## SELECTMEN'S MEETING MINUTES

April 26, 2022

**ATTENDANCE:** Selectman Rick Surette, Selectman Rich Zacher, Selectman Brian Robischeau, Cassandra Rodil, Joanne Dolbear, Karen Servacek, Diana Peckham, Ed Nason, Peter Donnelly, Marc Stengel, John Moore.

- **Approval of Minutes:** Public Minutes 4/12/2022, Non-Public Minutes 4/12/2022

***MOTION:*** *Selectman Robischeau motioned to accept 4/12/2022 public minutes. Selectman Zacher seconded with a modification to add Gravel Tax map and lot numbers, all in favor, motion carries.*

***MOTION:*** *Selectman Zacher motioned to accept 4/12/2022 non-public minutes as written. Selectman Robischeau seconded, all in favor, motion carries.*

- **Public Comment 1:** Marc Stengel; Asks if the public will be allowed to have input on the Agenda Item: Office space, need and solutions.

Selectman Surette tells him that it will be discussed at Old Business on the Agenda.

- **Town Clerk:** Karen Servacek; Dog Licenses are due on 4/30/2022. A \$1 a month fee will be charged to anyone with an overdue. Reminders will be sent out. Updates are being done to the database to effectively monitor licensing and the electronic reminder system. Town Clerks hours have been changed 2. Monday, 9:00 AM to 5:00 PM Tuesday, 3:00 PM to 5:00 PM the last Saturday of the month, 9:00 AM to 12:00 PM. The change seems to be working great and Karen is continuing to work on the Town Clerk's quarterly report. Just a reminder, the Open House/Retirement Reception for the outgoing Town Clerk Virginia McGinley and outgoing Treasurer Marilou McLean is on 5/7/2022 from 1pm-5pm.

- **Tax Collector:** Diana Peckham; The two properties in the Drew Farm Subdivision were Deeded per a motion made at the 4/26/2022 BOS meeting. Mrs. Peckham provides to the Selectmen the Deeds for filing.

- **Planning Board:** Selectmen Zacher; A Public Hearing for the proposed Simone Subdivision will be held on 5/9/2022 at 7:00 PM in the Town Offices.

- **Treasurer:** Joanne Dolbear; Plodzic & Sanderson has sent the Engagement Letter of services and the annual cost will be \$9000, which includes the completion of the MS-535 for 2021. The Audit is scheduled for 5/9/2022. The MS-232 is ready to be signed and uploaded into the DRA portal. The MS-232 reflects the changes made on the floor at the Town Meeting. Once submitted, DRA will revise it to a MS-232R. Joanne is currently waiting to receive the MS-9 and MS-10 from the Trustee of Trust Funds. The Grant report for the Stormwater Mitigation Fund has been completed and submitted. Also sent in are the updates for Curries Way to be added to the Town road maps. Joint Loss Management Committee will be meeting next Wednesday at 12:30 PM. Karen and Joanne have signed up to attend via Zoom the “Right to Know” training class. The check for the Drew Farm Deeded properties has been issued.

Our newly appointed Moderator, Jim Cowles is official and fully accepted by the state.

- **Cemetery Trustees:** Trustees will be resuming meetings in May.
- **Road Agent:** Ed Nason; Curb stop installation at the Town Office will take place on Friday and road grading will resume on Monday. The Road Agent has submitted a Letter of Resignation to the Selectmen with an end date of 10/15 2022.
- **Heritage Commission:** Marilou MacLean; 1<sup>st</sup> meeting of the year will be on 5/18/2022 at 6PM in the Town Offices.
- **Timber/Gravel Monitor:** Selectman Zacher; There are 3 outstanding accounts. A reminder letter to Report Cuts and pay Tax will be sent out this month.
- **Old Business:**
  - **Office Space, Needs and Solutions:** Per a public discussion it’s apparent that there is an immediate need for the Treasurer to have her own designated workspace that is secure and safe. Her position is now an in-office position and it is necessary to make the accommodations. It is also suggested to get a docking station with a dual monitor for efficiency. Public comment is made on perhaps scheduling employees differently, so that office space can be shared further and perhaps it would be more convenient to move the copier into the communal meeting space. Many suggestions are discussed about the near future need for more office space as our operations and town grows. One suggestion is to have all meetings next door in the Town House.
  - **GIS Mapping:** The proposed contract is reviewed. GIS mapping services will take many different overlays of things such as roads, elevation, property lines and even waterways and combine them. They will be available to view on the website under Assessing. Its agreed to sign the contract of service and move forward with the update.
  - **Barn on Rt. 109:** A follow up on the Zoning violation for a dilapidated barn removal needs to be sent to property owners of the Allen barn.

- **New Business:**

- Road Agent has submitted a Revised Fee Schedule due the increasing cost of fuel.
- Residents in the Drew Farm Subdivision have a safety concern with the location of their communal mailboxes on the shoulder of Rt. 109. and feel it would be safer to have residential boxes and be added to the mail route. Drew Farm HOA has sent a drafted letter to the Sanbornville Post Master requesting such change. HOA asks that the Selectmen sign it in support of the request.

***MOTION: Selectman Zacher motioned to approve the Revised Fee Schedule from Road Agent. Selectman Surette seconded. All in favor, motion carries.***

***MOTION: Selectman Surette motioned to approve, sign and send letter From Drew Farm HOA, for the Sanbornville Postmaster. Selectman Robischeau seconded. All in favor, motion carries.***

- Drew Farm Resident ask the Selectmen for help, investigate and resolve an alleged improper septic installation on his Abutters property. He feels that the violation has compromised his system and would like the CEO to inspect. He suspects that there is a boundary line violation that occurred during the septic installation. The Selectmen agree to refer the matter to the CEO for further investigation on the septic issue.

- **Carry In:**

- Town Coffee will be on 4/30/2022 from 8AM-10AM in the Town House.
- Joint Loss Management meeting will be on 5/4/2022 at 12:30PM.
- Under 91-A:II(B) a Non Public Joint meeting with Legal Counsel, Mitchel Municipal Group, Selectmen, Planning Board will be held on 4/28/2022 at 5pm.

- **Bills / Mail: Joanne Dolbear read bills into record.**

***MOTION: Selectman Robischeau motioned to accept and pay bills read into record by Joanne. Selectman Surette seconded, all in favor, motion carries.***

***MOTION: Selectman Surette motioned to enter Non-Public Session 91-A:3 II (B) Selectman Zacher seconded. All in favor, motion carries.***

ROLL CALL: Selectman Surette, yes. Selectman Zacher, yes. Selectman Robischeau, yes.

***MOTION: Selectman Surette motioned to come out of Non-Public Session. Selectman Robischeau seconded. All in favor, motion carries.***

ROLL CALL: Selectman Surette, yes. Selectman Zacher, yes. Selectman Robischeau, yes.

***MOTION: Selectman Zacher motioned to seal Non-Public minutes of 4/26/2022 indefinitely. Selectman Surette seconded. All in favor, motion carries.***

DES has been in contact with Selectmen regarding a minor clean up behind the Town Complex and will be scheduling a clean up date.

Meeting adjourned at 7:53pm.

The next regular Selectmen's meeting is scheduled for May 10, 2022 at 6:30 PM in the Town Office Building.

Respectfully submitted,

Cassandra Rodil  
Administrative Assistant