



SELECTMEN'S MEETING MINUTES

March 20, 2023

ATTENDANCE: Selectman Rich Zacher, Selectman Brian Robischeau, Ed Gauthier, Joanne Dolbear, Karen Servacek, Jan Ledbetter, Craig Evans, Chris Kinville, Mark Stengel, Peter Donnelly, Cassandra Rodil, Ed Comeau.

- **Approval of Minutes:** 3/3/23 Joanne Dolbear Minutes Approved

MOTION: Selectman Robischeau motions to approve minutes drafted by Joanne Dolbear as written. Selectman Zacher seconded. All in favor, motion carries.

- **Public Comment 1:** Peter Donnelly; Brings to attention that there is a discrepancy with the GIS Mapping on our website, as it shows that Palmer Drive continues out to rt 109 when it does not.
The Selectmen thank him for the input and will discuss it with the Assessor. However, they believe that because it was once filed as a subdivision before it was developed that it was not changed with the county deeds office to be anything otherwise by the current owner. Because it is listed as such with the deeds office and all data is pulled from county files that is most likely why it shows the discrepancy.
- **Public Comment 2:** Mark Stengel; Ask where in the Document Fee Schedule does it say that 91: A requests will be charged .50 cents a sheet.
The selectmen explain that all copies regardless of the request are .50 cents except otherwise clearly stated on the Document Fee Schedule.
When questioned by Mr. Stengel, the Selectmen re-iterated for clarification the definition of RSA 91-A:3:II (C), Discussion of matters which would likely affect adversely the reputation of any person, other than a member of the public body holding the meeting. RSA 91-A:3, II (c).
- **Public Comment 3:** Karen Servacek; Thanks, the BOS, for approving the Projector for the Town's visual presentation needs. She ordered it and it was received. Jan Ledbetter has donated a large projection screen and a stand will also be needed. It is also discussed

to also order and addition screen with stand that would be the same in cost of purchasing or building a stand. If a second more portable system is purchased, it would be more suitable for the Town House as no mounting would need to be done into the plaster and can be minimally stored in the building. This would allow the donated screen to be permanently mounted with existing hardware in the Town Office for pull down demonstrations, this accommodation will suit the Towns needs far better. It is agreed that Selectman Gauthier will look into the installation of the Town Office screen and an additional set up will be ordered for the Town House for \$79.00.

- **Board of Selectmen Reorganization:**

Selectman Zacher- Chairman

Selectman Robischeau- Vice Chairman

Selectman Gauthier- Incoming Selectman

MOTION: Selectman Robischeau motions to appoint Selectman Zacher as Chairman. Selectman Gautier seconded. All in favor, motion carries.

MOTION: Selectman Zacher motions to appoint Selectman Robischeau as Vice Chairman. Selectman Gautier seconded. All in favor, motion carries.

- **Town Clerk:** Karen Servacek; Progress is being made towards the One Check System. The process is a lengthy process with the State and will also require additional software with a contracted proposal cost of \$5,600.00 for licensing, installation, support and the processing of the Town and State portions of fees as one payment. \$2,800.00 at signing and \$2,800.00 at installation.

MOTION: Selectman Robischeau motions to accept the proposed contract for the One Check System for a total cost of \$5,600.00. Selectman Zacher seconded. All in favor, motion carries.

- **Treasurer:** Joanne Dolbear; The Investment Policy is drafted and ready to be reaffirmed for the year. The Bad Check Policy has been amended and ready to be signed. Selectmen signatures are collected, and policies will be updated to the website. The Code of Ethics and Conduct Policy has been drafted for review and it is discussed as to if the policy is for employees, elected officials and volunteers. Craig Evans comments that in other Towns it includes volunteers as well. Joanne has completed the full switch over to the new accounting software and with that brings a change that includes a financial manifest. The manifest lists all the bill amounts that need to be signed and approved making the process more proficient. The manifest will be reviewed and approved at BOS meeting moving forward.

MOTION: Selectman Zacher motions to accept amended Bad Check Policy. Selectman Robischeau seconded. All in favor, motion carries.

- **Bills:** The Selectmen and Treasurer check the bills to the manifest.

MOTION: Selectman Robischeau motions to accept the manifested bills as read into record. Selectman Gauthier seconded. All in favor, motion carries.

The Selectmen thank the Moderator, Supervisors of the Checklist and all the Volunteers for their part in a successful Election and Town Meeting.

- **Archival:** Craig Evans; Suggests that the BOS consider a Municipal Records Committee under RSA 33-A to help implement the document filings for the Town with retention schedules in mind. He also asks that departments hand in their meeting minutes as an original signed in blue ink set to his office box, there are many that have not for a lengthy amount of time. He reminds all of the importance of having these for Archival reasons.
- **Road Agent:** Chris Kinville; With the paving budget in mind he is assessing the roads/areas that are a priority and where the funds can be better allocated. Pleasant Valley rd. is in very rough condition and will need to be addressed at some level as soon as the weather will allow. The dead Ash trees along the roadside are also a priority as some of them do pose issues should they come down. It is suggested to focus on a price to have the critical trees and limbs addressed before they become an issue. He also suggests purchasing a well tile for the well at the Town Garage to protect is better, as the area gets opened and in the future during use. Chris has been in touch with Ed Swett to discuss the work scope and pricing on the Moose Mountain Bridge. Updates will be provided as they are received.
- **Assessing:** New and updated assessments will start to take place on April 1, 2023
- **Communications Committee:** At the Town Meeting, the Town voted to join the Communications District.
- **Board of Selectmen Meetings will now be held on the 1st and 3rd Tuesdays of the month at 6pm.**
- **Selectmen Committee Liaison Appointments for 2023:**
 - **Selectman Zacher:** Planning Board, Cemetery Trustees, Time Sheet Review.
 - **Selectman Gauthier:** Conservation Committee, Time Sheet Review, Joint Loss Management.
 - **Selectmen Robischeau:** Heritage Commission, Trustee if Trust Funds, General Journal Entries.

The meeting adjourned at 7:14 pm.

The next regular Selectmen's meeting is scheduled for April 4, 2023 at 6:00 pm in the Town Office Building.

Respectfully submitted,

Cassandra Rodil
Administrative Assistant