

**Selectmen's Meeting  
Monday, May 23, 2022**

Chairman Les Babb called the meeting to order at 6:30 PM. Present were Selectmen Les Babb, Ernie Day, and Melissa Florio, and Ellen White, Town Administrator, who recorded these minutes. This meeting was held at the Town Office.

Also in attendance were Scott Lees, Scott Brooks, Justin Brooks, Rob Cunio, Jamie Mullen, Debbie Plummer, and Jayne Britton.

**Non-Public Session:**

**Les made a motion to enter into a non-public session at 6:30 PM pursuant to RSA 91-A:3, II (c) for reputation. Ernie seconded. Roll call vote was taken: Melissa-yes, Ernie-yes, Les-yes. All in favor, the motion passed. Ernie made a motion to reconvene public session at 6:58 PM. Les seconded. All in favor, the motion passed.**

**Review of Mail, Sign Manifests, Approval of Minutes:**

The accounts payable and payroll manifests were reviewed as well as the red folder containing correspondence.

**Department Head Updates:**

Highway Department – Road Agent Scott Brooks informed the Board that the new Mack is scheduled to complete around June 1 after many delays from awaiting components. Shipping is not estimated until mid-July. Ernie questioned how much additional time will be needed to outfit? Scott replied that it may not be in service until fall. The old Tahoe and new 5500 were subjects to recent theft; the Tahoe had the catalytic converter stolen and the DPF filter was cut out of the 5500. The Tahoe is in queue for disposal and the 5500 is at the garage for repair. The specs are due to come in for the highway sand/salt shed and then will be put out to bid. The camera system at the highway garage is in the process of receiving an upgrade. Roads west of Eaton Road have been graded and will receive dust control next week. Ditch clearing will be completed before the hills are graded. Scott noted there are still some soft areas present delaying the road grading in those areas.

Transfer Station – Supervisor Justin Brooks reported the good weather has resulted in large volume disposal of pine needles and leaves. John Edwards has been contacted to haul away the brush due to the fire danger and inability to burn. Reminder that the Transfer Station will be open Saturday-Monday of the Memorial Day holiday weekend and will be closed on Tuesday. Recycling bin is scheduled to be pulled tomorrow and the other cans have been moved around to accommodate the upcoming weekend. Permit sales are still high.

Fire Department Chief Rob Cunio reported 6 active Covid cases and call volume consisting of 4 medical aid, and 1 car vs. deer with no injury. Another trail meeting was held last week and the next is scheduled for Friday. There may only be 1-2 more as they have been very productive meetings with good participation and input. The dry basin on Watson Hill is being scheduled to be drained to see whether brush removal is needed or if it requires dredging. The State is sending out the paperwork for the two new AEDs to be purchased through the LEMP grant. Forestry II is out of service with

brake fluid leak; the booster is leaking back into the cab. The brake and training lines are to be replaced. May call volume is up with over 30-calls for service.

Police Department – Chief Jamie Mullen reported the new cruiser will not be finished up at NEVO until the end of June. The cruiser is being used to attend meetings and for very limited use only until it is fully outfitted. Many pending cases are being heard and Jamie expressed his appreciation for the support of the County Attorney. Officer Diaz is applying for a grant to obtain another radio and AED. Jamie discussed an incident with a self-reported accident that Rob took in. The department remains down one officer due to illness. Ernie questioned if the missing person has been located. Jamie responded that they are still unfound although a considerable amount of time and effort has been given in trying to locate him.

Town Office – Administrator Ellen White reported property tax bills went out around the 16<sup>th</sup>. Payments have been coming in steadily and many phone calls are being fielded regarding ownership and address updates. Preparation for the audit that started today has been the primary focus. In the absence of Building Inspector Dave Senecal this week, ***Zoning Officer Gary Williams requested permission to step in and issue any necessary permits and conduct inspections. The Board was in favor of this. Les reiterated that Gary can call with any questions.***

#### **Appointments:**

*Don Johnson re: State Primary and General Elections Planning* - Don reported the State Primary is on September 13 and the General Election is on November 8. He requested input on the polling location. Don's recommendation is to use the Town Hall unless extenuating circumstances present the need to relocate. The school is noted to be a great venue although it is difficult to move everything over from the Town Hall. Discussion ensued. ***All were in agreement to proceed with the Town Hall as the polling location for both elections.*** Don announced the polls will be open from 8 am to 7 pm. He will be requesting assistance from Mark McKinley for setup. Don will fine tune the details and will report back as it gets closer to the State Primary.

#### **Old / New Business / Discussion:**

*Open/ Review Bids Received – 2016 Ford F-550* – Ernie announced the opening of the bids received. Results are as follows:

Town of Hiram	\$15,000
Les Babb	\$ 7,100

Les stated his offer was based on what additional cost he would have to pay to outfit the vehicle for plow use. Scott Brooks stated that the high offer is where he figured it would be and he was surprised there was an offer of \$24,000 in trade value; the mileage is work mileage and a new truck would be in the \$50-60k range for cab and chassis. Les discussed the limited availability of new vehicles. Ernie had reached out to a few potential buyers but did not hear back. ***Ernie made a motion to sell the truck to the Town of Hiram for \$15,000. Melissa seconded stating there is no longer an option for trade. All in favor, the motion passed.***

*Open/ Review Bids Received - Crushing* – Les announced one bid has been received from Northeast Earth Mechanics. Scott solicited the RFP to three vendors: Northeast Earth, Ambrose and John Neville.

Result is as follows:

Northeast Earth	¾” gravel @ \$8.80/unit	\$26,640
	4” gravel @5.88/unit	\$17,640
	5” minus RIP RAP @10.88/unit	<u>\$ 2,176</u>
	Total	\$46,456

The Town Report was reviewed for the amount raised by Warrant Article which was in the amount of \$40,700. Scott stated the ¾” is \$2.80 more than he estimated but this is a result of fuel and steel prices driving the increase. There is no money saved by buying the gravel and having it hauled. Scott estimates it will \$12-13 per yard to purchase. Ernie questioned where the additional \$5,756 will come from? Scott responded that he can reduce quantities or can use the summer maintenance budget line to offset the difference. ***Les made a motion to award the contract to Northeast Earth and further to authorize the Road Agent to use the summer gravel budget to make up the difference. Melissa seconded. All in favor, the motion passed.***

#### **Public Input:**

Debbie Plummer discussed her concern with patrons using the Transfer Station without a valid permit. She stated that she has been witnessing it now for awhile and it is frustrating. The cost is inexpensive for trash removal at \$10/year. She offered to volunteer to get license plate numbers of violators or another way she can assist to make it right. Ernie explained that the pandemic was a factor in the rules loosening up because they did not want the attendants interacting with the public to sell the permits so they were honored through the end of the year, past the May expiration. Now permits expire at the end of December so there is a transition phase. Debbie stated that she understands how busy the staff can be and it is difficult to monitor every car coming through. Discussion on enforcement and a change to the layout of the Transfer Station including a one-way in, one-way out with attendant monitoring vehicles entering – no permit, no dumping. Jamie stated it is a trespass issue without a valid permit but also that there are more important matters the police department should be attending to. Justin stated that scales may need to be considered in the future and he does not want to encourage police action. He would like to avoid implementing any changes in the summer when they are busiest. He will work on educating until a redesign can be accomplished. Debbie offered her time over the holiday weekend to collect some data on the number of vehicles entering without a valid sticker. No interaction is desired, just surveying so she can report the data back to the Selectmen. Justin and the Selectmen were in favor. Melissa stated an email was received from another taxpayer stating similar concerns to what Ms. Plummer has voiced.

#### **Old / New Business / Discussion Continued:**

*Review Transfer Station Ordinance/Policies* - A letter received from town counsel following their review of the ordinance was discussed. Suggested clarification was recommended as was a increase in the potential fines of up to \$3,000.

Justin would like to consult with Scott Brooks regarding new traffic configuration. Needs include power, relocation of brush storage, etc. and verification of boundary lines. Scott suggested the berm of gravel be relocated to open up area for leaves, mulch, etc. which would open up the lower end.

Discussion on fee implementation and case load within the court system. Justin stated that he has never had to implement a fine enforcement.

Ellen announced that she emailed with Dianne Battles and confirmed that the campground is providing dumpsters and removal of other items; access to the Transfer Station is unnecessary and will be recomunicated to the campers.

Ellen updated on the status of the State Bridge Aid reimbursement. She will be contacting Mark McConkey for assistance. There is a variance totaling approximately \$12,000 that is holding up reimbursement. Jayne questioned if there is a deadline for the reimbursement to be settled before the fiscal year end?

Discussion on the assembly permit requirements at the Masonic Lodge. An assembly permit is not required for less than 100 people. Ellen will contact Primex to determine applicability based on the buildings use. Ernie suggested Dave Senecal check with a third party to evaluate the structural integrity of the building that has been questioned by Bergeron Technical Services in their recent report to the Town Office Advisory Committee. Melissa is not in favor of allowing anyone to occupy the building until they know more about what the building is up against.

***Ernie made a motion to have Les sign the audit engagement letter with Vachon Clukay. Melissa seconded. All in favor, the motion passed.***

***Ernie made a motion to appoint Don Harris to the FAISC at his request. Melissa seconded. All in favor, the motion passed.***

***Melissa made a motion to appoint Linda Mailhot as an alternate to the FCC as recommended by the FCC. Ernie seconded. All in favor, the motion passed.***

Melissa stated she checked the Secretary of State's website regarding a wedding venue in Eaton and it is registered as a business in Freedom. Contact will be made with the Secretary of State's office.

It was announced that there will be no meeting Monday, May 30<sup>th</sup>. Melissa will be unavailable after Tuesday, 5/31.

Jayne Britton questioned why the EFTPS tax payments come out of the operating account rather than the payroll account? Ellen responded that this can be changed. She further questioned how the tax liens are processed so the are not recording the figure twice. This will be a question addressed with the auditors for response. She is concerned that revenue would be overstated. She updated the Board on opening up better communication between her, the bookkeeper and Ellen. She has a call into NHMA regarding who holds hiring/firing authority for employees. Jamie responded that it lies with the Board of Selectmen except in the instance of the Police Chief. Jayne stated the payroll program does not allow sick and vacation time tracking. Ellen responded that it does and she will reeducate John on how to get it to report correctly. Jayne questioned why we purchase vehicles and equipment through an agency rather than through the state bid process. Les responded that they do use the state bid which awards a specific list of vendors and then the town piggy backs off the state bid requirements to obtain the vehicles at state bid pricing. The highway trucks differ because they are built to meet the needs of Freedom's hills and dirt roads. Les further explained that the town has been successful in purchasing using fleet pricing which is often cheaper than the state bid.

Les asked Ellen to contact Courtney Jordan at the NH HSEM to check availability for funding for assistance with the Danforth Bay concerns on cyanobacteria blooms.

**Non-Public Session(s):**

Not applicable.

**Adjournment**

Being no further input, Les made a motion to adjourn. Ernie seconded. All in favor, the motion passed.

The meeting adjourned at 8:31 PM.

**Consent Agenda**

Accounts Payable – Week ending 5/20/2022	Approved
Payroll Manifest – Week ending 5/18/2022	Approved
Intent to Cut – Robert Kin & Jessie Dubuque, 91 Kidder Drive (Map 3, Lot 79-28)	Approved
Request for Appointment – Linda Mailhot, alternate to FCC	Approved
Request for Appointment – Don Harris, FAISC member	Approved
Request for Abatement – Anne Marie Graceffa, Owls Head (Map 60, Lot 1-YOW47)	Approved
Letter to JoJo Howlett re: Response to STR email of 5/9/2022	Approved

**Correspondence**

Minutes – FCC Meeting – 5/17/2022	Reviewed
Minutes – Town Forest Trail Mapping Committee – 5/18/2022	Reviewed
Letter – Frank Lalumiere re: Impact of cyanobacteria on Danforth & waterbodies	Reviewed
Letter – DTC Lawyers re: Returns of Service re: 100 Burnham Road	Reviewed
Letter – to Paul Elie re: Response to inquiry on request for appointment	Reviewed
Letter – Bergeron Technical Svcs. re: Summary from evaluation of Masonic Lodge	Reviewed
Email – Robert & Kaye Noullet re: Transfer Station permitting concerns	Reviewed
Email – Kyle Clifton re: Request for grandfathered status of STR property	Reviewed
Email – Tom Gross re: Thanks for opportunity to present on feasibility study	Reviewed
Bulletin – NHMA Legislative Bulletin No. 22	Reviewed
Report – Facilities Update – May 23, 2022	Reviewed
Report – Lead Compliance Sampling Results	Reviewed

Respectfully submitted,  
Ellen N. White, Town Administrator

Approved by the Board of Selectmen on \_\_\_\_\_:

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Leslie R. Babb

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Ernest F. Day, Jr.

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Melissa M. Florio