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APPROVED
BOARD OF SELECTMEN – MEETING MINUTES
December 14, 2021

CALL TO ORDER – Chairman Haverty called the meeting to order at approximately 6:30 pm.

PRESENT: Jaie Bergeron, Kevin Cote, Robert Haverty, Hal Lynde, Doug Viger, Brian McCarthy
Town Administrator

*Mr. Lynde arrived at approximately 6:45

PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

November 16, 2021

MOTION: (Cote/Bergeron) To approve the November 16, 2021 meeting minutes as amended.

VOTE: (5-0-0) The motion carried.

OPEN FORUM:

No one came forward to address the board in open forum.

APPOINTMENTS:

CONTRACT SIGNING: JENN BEAUREGARD/PLANNING DEPARTMENT, JIM HOFFMAN/HIGHWAY DEPARTMENT, BOB LONG & DOUG CHRISTIAN/TRANSFER STATION.

Mr. McCarthy noted there were four employees present to have their contracts signed and approved by the board.

Jenn Beauregard came forward. Mr. McCarthy noted she has worked for the town for over 22 years. She was zoning administrator before being promoted to interim planning director. She has been in that position since Mr. Gowan retired in June. Mr. McCarthy said she has done a fantastic job and has been very proactive and has a wealth of knowledge having been in the department for 22 years. He said she has a lot of experience and has done an outstanding job.

Ms. Beauregard told the board she appreciated the opportunity and thanked the board.

Mr. Cote said that Ms. Beauregard has been very, very good with what she's been doing, is attentive to detail, and informative.

There were no other questions or comments from the board.

Chairman Haverty officially welcomed Ms. Beauregard.

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Her contract was circulated for the board and Ms. Beauregard to sign.

James Hoffman came forward from the highway department. Mr. McCarthy noted he has been employed by the town since 2001 and has been involved in all kinds of road projects in the town. It was noted that he brings a wealth of experience in the industry and a lot of institutional knowledge, which has been very helpful to the town. Mr. McCarthy said he has been very professional and does a great job. Mr. Hoffman is taking the position of interim highway director.

Mr. Hoffman thanked the board for the highway garages. He explained it's made a huge difference and they are loving it. They no longer have to do oil changes outside in the cold weather. They are very appreciative.

Mr. Hoffman's contract was circulated for the board and him to sign.

Bob Long came forward from the transfer station. Mr. McCarthy explained that he has worked for the town since 2000. He has a lot of institutional knowledge and a very good idea of how the transfer station works. He is being put in the position of interim transfer station director. Mr. McCarthy explained these positions are one-year positions and will be made permanent, with the blessing of the board, if done well. Mr. McCarthy said he has high hopes for the transfer station. He also explained that the town does a lot of promoting from within recognizing the talent of its employees.

Chairman Haverty noted this is a very visible position and town residents have good things to say. The transfer station has come a long way in his years in town politics. Chairman Haverty is looking forward to Mr. Long being at the helm. Chairman Haverty confirmed they are all interim positions for a year and if all goes well, they will become permanent. Mr. McCarthy said he will be evaluating every 90 days and will bring recommendations to the board at the end of the one-year period.

Mr. Long's contract was circulated for the board and him to sign.

Doug Christian came forward. Mr. McCarthy said he is new to the town this year and started as a part time employee. With the retirement and the movement of Mr. Long, an opening was left for a full-time position. Mr. McCarthy noted that Mr. Christian is very conscientious and friendly, a quick learner with a lot of background in the position and it was natural for him to move into a full-time position.

Mr. Christian said he is grateful for the opportunity.

There were no question or comments from the board.

Mr. Christian's contract was circulated for the board and him to sign.

PAUL GAGNON/CONSERVATION COMMITTEE: CUTLER SPAULDING/CLASS VI ROAD/EMERGENCY LANE ISSUE.

Paul Gagnon, 103 Dutton Road, came forward representing the forestry committee and he is on the conservation commission. He explained the issue is with two class VI roads that have become problematic. Class VI roads are unmaintained, unpaved, official town roads and usually thought of as woods roads. The two roads with issues are Tower Hill Road, which the entire length of is a class VI road, and the end of Spaulding Hill Road, approximately a half mile or so. The remainder of Spaulding Hill Road is a class V,

103 paved road. Forestry has struggled with the two for years because they have had a small amount of full-
104 size truck, Jeep, off road use. The forestry committee has blocked the hiking trail entrances that join the
105 class VI roads to keep the vehicles off them. They did a timber harvest recently and blocked the skidder
106 trails. In the spring, people had been target shooting. Mr. Gagnon explained that in his conversations with
107 Chief Roark, you can hunt but you can't discharge weapons for target shooting. However, Chief Roark has
108 explained there is actually no ordinance that says no target practice and no fine, even though the signs say
109 so. Target practice started a significant, 30-acre fire. The fire department spent a lot of time and money to
110 get in and fight the fire. They had to move the boulders and logs that used to block the skidder and hiking
111 trails. Mr. Gagnon explained there is an app that tells people there are trails in the area to go on. The trails
112 are now destroyed and there are muddied skidder trails, and the class VI roads are a mess. He explained
113 the Cormier family that lives at the end of Spaulding Hill Road said there are now 10-15 vehicles a day on
114 the weekend, where there used to be 1-3 vehicles a week. Mr. Gagnon said Mr. Bergeron said someone
115 was stuck a few days ago. Woody's had to use an excavator to get someone out. Mr. Gagnon doesn't
116 believe police or fire could get in to save somebody if necessary. State law doesn't let class VI roads be
117 shut down. The options are in the hands of the selectmen as they manage the class VI roads. There are at
118 least 3 options Mr. Gagnon is aware of. One option is to declare them an emergency lane. Mr. Gagnon
119 said he understands this is done by having a public hearing to declare them emergency lanes and then they
120 could be closed seasonally. He said Northfield closes theirs from December 1 to June 1. He explained the
121 fire happened in April and they were destroyed during the time they would be open. Mr. Gagnon said this
122 is not a long-term solution. Option 2 would be to put it on the warrant and discontinue the class VI roads,
123 which Mr. Gagnon is not an advocate. He explained that if you discontinue a class VI road, the land reverts
124 back to the original owners. Mr. Gagnon said he feels option 3 is the solution that was looked at today with
125 emails and Attorney Rattigan and involves reclassifying as Class A trails.

126

127 Chairman Haverty explained that a class VI road can be paved. He also explained that if the town walks
128 away from a stretch of road for more than 5 years and doesn't maintain it, it reverts to class VI road.

129

130 Mr. Gagnon said in this case, these are not paved. Mr. Gagnon believed from information from Attorney
131 Rattigan, if the selectmen put out a warrant article to reclassify the two portions of roads to class A trails,
132 the town would maintain ownership and be able to repair them to a point where fire and police could get
133 down them in the event of an emergency. Mr. Gagnon believes they could be closed to the public for off
134 road vehicles. Chairman Haverty added the town could close them for motorized vehicles, but they open
135 to hiking, which Mr. Gagnon agreed and added they would be open to abutters for forestry or agriculture.
136 Mr. Gagnon feels there should be a phone call with Attorney Rattigan to find out if there needs to be a
137 public hearing, if abutters have to be notified with certified, registered mail, the details as to the steps, etc.
138 Mr. Gagnon said he learned from Deb Waters that if this approach is pursued, he believes they'd find there
139 are relatively few steps to this approach. He feels that Attorney Rattigan could draw up a warrant article,
140 which could be withdrawn later if needed, to get it onto the warrant and find what is needed in regard to
141 public hearings and notice to abutters. Mr. Gagnon thinks there are 9 abutters. One is New England
142 Forestry, three are at the beginning of Tower Hill Road and a few are at the end of Tower Hill Road. Mr.
143 Gagnon believes a few would welcome the road being closed as it would reduce traffic. He believes the
144 most effective abutter would be the Eleanor Burton Trust as it has over 70 acres of land here.

145

146 Chairman Haverty said in reading the RSA for Class A trails, he doesn't see anywhere that says town could
147 spend money to maintain or fix the roads, which is the attractive part to him with having it be an emergency
148 lane. Chairman Haverty read part of the RSA and noted again that he doesn't see anything that allows the
149 town to maintain the road. He said he agrees with Mr. Gagnon and would like to see the current class VI
150 roads restored to a condition where police and fire could get down them but eliminate the access to
151 motorized vehicles. Mr. Gagnon said the question of the town's ability to maintain them is a question for
152 Attorney Rattigan.

153

154 Mr. Viger noted that Attorney Rattigan might have the best information but said that as a class VI road, the
155 board and town can use gates and bars to block the roads but not lock them, which could deter people. He
156 said that his understanding is that to have a town meeting, it's a discontinuance of a highway, which the
157 only benefit is the town doesn't have to maintain anymore. Mr. Viger doesn't know if there is a benefit to
158 having a town meeting to abandon the road. Mr. Gagnon agreed that he doesn't believe discontinuance is
159 the right answer. Mr. Viger explained that from what he is reading now, class VI roads can have unlocked
160 gates and bars. He doesn't feel that those in offroad vehicles are going to take the time to get out of their
161 vehicles and open the gates to drive through the roads. Mr. Gagnon explained that he went out with Charlie
162 Gale about a week ago and put out a rope and a sign that said no wheeled vehicle and he has been told it
163 has been knocked down already. Mr. Viger said to that point, he doesn't see how the discontinuance of a
164 highway would differ from gates and bars that currently exist.

165
166 Mr. Gagnon explained that he believes you have to go to town vote for class A trail or discontinuance. He
167 feels they need Attorney Rattigan to answer the questions. He said they only want to go to class A trails if
168 you can lock the gates. He feels the public will find out a gate can be opened and drive through them.

169
170 Chairman Haverty said if it goes to a town meeting and the roads are discontinued, there is nothing left to
171 gate as the property reverts back to the landowners.

172
173 Mr. Viger confirmed that they can reclassify to Class A or Class B trail and no wheeled vehicles would be
174 allowed at all. Mr. Gagnon said that was his understanding but in reading, it doesn't say specifically that
175 they can be closed but it is implied.

176
177 Mr. Cote said that as far as putting gates up, if they are not locked, he feels clubs and groups will post online
178 that they can be opened. He guarantees word will get out and gates will be opened. Mr. Cote said he thinks
179 the class A trail is probably a good idea. He explained he likes to put things out to voters. He said his
180 understanding was that on one end the town would still own the land. Mr. Gagnon said the town may not
181 own the land, but they have an easement over the land and that would continue with the trail. Mr. Cote
182 explained that he was going back to the statement that the properties would merge and whoever owns the
183 property, which would become their property and the town would own the entry if it went to a class A,
184 which Mr. Gagnon said was his understanding. Mr. Cote said in that case, the forestry committee could
185 put up a gate, which Mr. Gagnon said forestry or the town highway. Mr. Cote believes it would be forestry
186 as they are in charge of the forest. Mr. Gagnon said that forestry wants to put two gates up and would rather
187 put them at the beginning of the road. Mr. Cote said his point was to question who owns the land at the
188 entry. He asked if it goes to class A whether the abutters would own the land. Mr. Gagnon said he believes
189 it would remain in the control of the town. He read an excerpt that said a trail shall be a full, public right
190 of way so it would not be owned by landowners. He also noted that to Mr. Viger's point, it says subject to
191 public trail use restrictions. He questioned what public use restrictions of a class A trails are and said his
192 assumption is if there were restrictions, he would think you would restrict big vehicles from driving on
193 them.

194
195 Mr. Cote asked if with a class A trail, is there an RSA that gives the police department the ability to fine
196 someone. Mr. Gagnon said he was unaware. Mr. Cote said he believed there would be, but he would have
197 to look into it.

198
199 Mr. Lynde said that it was mentioned in one of the classifications that the town is not obligated to maintain
200 it, but this doesn't mean you can't maintain. Chairman Haverty said it does. He explained that if you do
201 meaningful maintenance on a class VI road, it is automatically adopted as a class V road. He said the town
202 went through this last year with a couple of roads they were plowing. He said if the town maintains it, it is
203 accepted as a class V road but if you don't maintain it and walk away from it for more than five years,
204 reverts to a class VI road.

205
206 Mr. Bergeron said his point was similar as it says the town is not liable but questioned if there is something
207 stopping the town. He asked what if forestry wanted to upkeep it, get rid of ruts, as this is the only service
208 Mr. Bergeron believes is needed for emergency vehicles to get out there. He doesn't think the town should
209 pave them but just do forest maintenance.

210
211 Chairman Haverty agreed. He said he believes everyone is trying to get to the same end. He explained that
212 he believes forestry could maintain it from a trail perspective but thinks there is more work needed to keep
213 them passable for fire and police apparatus. Chairman Haverty believes these current class VI roads provide
214 an important corridor to get into the back side of the trails for emergencies if needed.

215
216 Mr. Cote read RSA 231A:7 and said the town can still maintain if chosen.

217
218 Mr. McCarthy said in this case, the town would be maintaining as a trail, not a public road, which Mr. Cote
219 agreed but added or as a means for emergency vehicles to get down there. He said the town could instruct
220 the highway department to do some maintenance if they chose but didn't have to.

221
222 Chairman Haverty said he believes they need a conversation with Attorney Rattigan, which Mr. Gagnon
223 agreed. Mr. Gagnon said they need Attorney Rattigan to draft a warrant article and to give official answers
224 to the questions that were raised. Mr. Gagnon explained he doesn't think that is a huge issue and could be
225 done in a conference call, which Chairman Haverty agreed.

226
227 Mr. Lynde asked if they had until the end of January for a warrant article. Mr. McCarthy said he believes
228 the town warrant has to be posted on January 24.

229
230 Mr. McCarthy asked whether the conservation commission has the authority to put up locked gates for
231 accessing their trails that are getting violated by the vehicles until this is resolved. Mr. Gagnon said that
232 was true and the forestry committee has voted to spend \$3,000 each on two gates but they can't find a
233 supplier to install them. They have gotten estimates but are struggling to get them installed. Mr. Gagnon
234 said they do have enough money to install two gates. Mr. McCarthy said that he could try to help Mr.
235 Gagnon with trying to find vendor but said that is a two-pronged approach, gating off access and working
236 with Attorney Rattigan. Mr. Gagnon feels this could be resolved in March if it got it on the warrant.

237
238 Chairman Haverty said that in conversations and emails, the situation seems pretty dire. He asked if there's
239 anything that needs to be addressed prior to the March vote. Mr. Gagnon said you can't block the roads
240 before then. They can block the trails but not the roads. This could be done with boulders, which is the
241 cheapest way, but would need the approval of the fire department because they could get in the way if
242 there's an emergency. Gates would give fire and police access but given the condition he doesn't think
243 they can get to the gates. Mr. Gagnon said he will work with Mr. McCarthy on the gates.

244
245 Chairman Haverty explained the board is hearing from the public and other committee members asking for
246 something to be done quickly and the board has been looking at it for three or four meetings. He explained
247 that the board hears all of this, but they can't make decisions outside of meetings. Progress can be slow.
248 This is being worked on. They hear the abutters and committee members and will get to a solution but can
249 only work at the speed of the government. Mr. Gagnon said he feels the conversation tonight will be
250 encouraging to people because people were assuming they were going to have to wait until the warrant of
251 2023.

252
253 Mr. Cote noted a vote isn't guaranteed and there has to be a plan B. Mr. Gagnon said that would be the
254 benefit of the gates as trails would be blocked. Mr. Gagnon explained they use combination locks, and the
255 fire and police know the code.

256
257 Mr. Gagnon asked if someone would take the action item to set up a conversation with Attorney Rattigan,
258 which Mr. McCarthy said he will. Chairman Haverty and Mr. Gagnon said they want to be a participate in
259 that.

260

261

262 **THOMAS CUE/CASELLA: SOLID WASTE DISPOSAL PROGRAM.**

263

264 Thomas Cue thanked the board for the opportunity to speak. He noted the talking points were in their
265 package. He explained there will be numerous bills in 2022 concerning importing and exporting waste. He
266 said he is the director of landfill development for Casella and his job to make sure facts are out. He said
267 the six facts were written by the Casella legal department and asked the board to read them when they have
268 a moment. Mr. Cue said the reason there is a disposable crisis in NH is because every landfill is at daily
269 capacity and can't take more every day. Casella has a landfill in Bethlehem that will be closing over next
270 2 years and in 2 years, when they close their landfill, there will be 150 communities that have nowhere to
271 dispose of their waste. Casella has no idea how long they will be able to do things because of the amount
272 of airspace they have left and DES' process to site a new site in Dalton. Mr. Cue said customers are already
273 feeling the crunch and shipping their waste to New York and paying triple the amount of hauling. He said
274 this can be avoided and companies are fighting. They do not have the capacity to handle waste over the
275 next 8 or 9 years. Casella has 80% in state waste and has exported and imported waste. When they close
276 Bethlehem in the next few years, 80% of the state will be scrambling for a place to go. Casella is in the
277 process in of trying to put a landfill in Dalton, NH but there is loud opposition which is stalling the effort.
278 Over the next year or two Casella will be forced to slow down what they take in. Mr. Cue explained it takes
279 about 4 years to site a landfill and they have 2 to 3 years of airspace left. Casella is volunteering to build a
280 MRF in the Manchester area. He said NH is not good at recycling as it is costly. If they site the Dalton
281 landfill, they will immediately build a MRF in the Manchester area. He urged the board to contact him if
282 they have any questions. He said he is happy to talk privately.

283

284 Chairman Haverty asked what the ideal outcome was from his conversation with towns. Mr. Cue said he
285 divided his travels through NH by senator. He said Senator Morse has been okay with Casella in regard to
286 votes, but there will be more this year. He said he will reach out again and ask the board to reach out to
287 Senator Morse supporting Casella's right to attempt to permit a landfill because it is necessary. He is asking
288 towns to let Senator Morse know how they feel. He explained the companies don't generate the waste, but
289 just take care of everyone else's. Waste hasn't declined and is pretty much running a flat line and is not
290 going away.

291

292 Chairman Haverty confirmed that there is a landfill shortage and Casella is proposing a solution and it
293 would be helpful for Senator Morse's area to reach out to Senator Morse and ask him to support Casella's
294 solution, which Mr. Cue agreed was what they'd like.

295

296 Mr. Cote asked if Casella's stance is to only do landfills or were they looking into other technology or
297 building incinerators for renewable energy. Mr. Cote explained there is a landfill in Pelham, and he believes
298 there is leakage that has made it to the high school. He is concerned that landfills seem to be the only
299 solution. Mr. Cote asked what Casella is doing with trying to promote and look towards the future and
300 some of the new technology.

301

302 Mr. Cue said Casella is the leading recycler on the east coast. They have a recycling center in Charlestown,
303 Massachusetts that recycles and reuses more recyclables than any other state on the east coast. He said they
304 take the gases from landfills and put it into renewable energy. In Bethlehem, they generate a certain amount
305 of megawatts that go right to the grid. Mr. Cue said he is tasked with meeting a lot of the technology people
306 and they have engineers and scientists reviewing ways to modernize. Burying waste seems archaic and Mr.

307 Cue understands there is nothing attractive about a landfill. He said he has spoken to a large percentage of
308 towns in NH and the reaction is they don't hate landfills but don't want them in their town. He said this is
309 directed towards landfills because the disposal crisis is immediate. Casella thinks they have a disposable
310 issue resolution for the next 10-15 years. When new technology comes up, they will lead with that.

311
312 There were no further questions or comments from the board.

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316 **DISCUSSION:**

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318 **KOSIK TERRACE/TOWN ROAD ISSUE**

320 Mr. McCarthy explained that he met with Ms. Beauregard and the highway department the end of the
321 summer. Earlier in the summer, they received a complaint that water was pooling in a number of locations
322 and there were concerns. They took a look and surveyed area, and it was apparent the road hadn't been
323 maintained. Mr. Ferrara had been engaged with a contractor to correct the issues and regrade the road. Mr.
324 McCarthy was concerned about whether or not it was a town road. Ms. Beauregard researched it and Kosik
325 Terrace has never been adopted as a town road. Mr. McCarthy said the board has info in their packets and
326 an email today with a memo from a previous town administrator and meeting minutes indicated they
327 believed it was a town road. Mr. McCarthy said the problem is the town is currently doing snow removal.
328 Now that it has been identified as not being a town road, but a private road, after the winter season, Mr.
329 McCarthy believes the town should stop plowing the road and should notify the homeowners that after a
330 certain date, the town will no longer be plowing.

331
332 Chairman Haverty asked if the town has done any other maintenance to this road. Mr. McCarthy and Ms.
333 Beauregard said they couldn't find any. Chairman Haverty asked if it was a dirt road. Mr. McCarthy said
334 it is a broken down, paved road and that stuck out to him. Ms. Beauregard said only the first 90 feet or so
335 are paved. Mr. McCarthy said that with the blessing of the board, his plan is to forward correspondence to
336 the residents if the road to let them know that after the spring, the town will no longer be plowing the road
337

338 Chairman Haverty asked if the road appeared in any town inventory of roads. Ms. Beauregard said it is on
339 the maps, but she believes it is shown as a private road. She believes it was on the NHDOT's list of town
340 roads in error. Ms. Beauregard explained they just completed project with the NHDOT and highway
341 department going over which roads are actually town roads which are private and believes it is all up to
342 date and Kosik Terrace now shows up as a private road.

343
344 Chairman Haverty confirmed that Mr. McCarthy needs a motion and a vote and Mr. McCarthy would like
345 a motion.

346
347 Mr. Cote confirmed the town plans to plow the whole season, which Mr. McCarthy agreed. He thinks the
348 letter should say it will be effective June 1. Mr. Cote said he is okay with sending a letter more immediately.
349 Mr. McCarthy said he can send correspondence out soon saying effective June 1, the town wouldn't be
350 plowing the roads.

351
352 **MOTION:** (Cote/Bergeron) To allow TA McCarthy to send a letter, more sooner than later,
353 indicating that as of June 1, 2022, the town of Pelham will no longer plow the road
354 in question as it is not a town road.

355
356 Mr. Cote said he would include all pertinent information. Mr. McCarthy said he will include a brief history
357 of the research.

358
359 **VOTE:** (5-0-0) The motion carried.

360
361
362 **2021 EMCUMBRANCES**

363
364 Mr. McCarthy explained the board has the encumbrance request in their packets which is broken down by
365 department and contains memos, quotes and pertinent information. He said Deb has gone through to make
366 sure the requested funds are available. Mr. McCarthy noted some department heads were present.

367
368 Mr. Viger noted as he looks at encumbrances, the number seems very large with \$700,000 over 22 lines
369 and it led him to ask what the definition was of encumbrances. Mr. Viger paraphrased RSA 32:7. He said
370 in this list of 22 items, he only sees one thing that was talked about during budgets, which was the police
371 department motorcycle, which he was not in favor of during the budget process but shows up here. Mr.
372 Viger explained that this led him to question what they were doing with encumbrances. He said he doesn't
373 want to make a decision for the board or ruin it for everybody but feels there should be a discussion. There
374 are \$700,000 in encumbrances that could go against the tax rate next year if they were put back into the
375 general fund. He asked to go through the list so they could be talked about individually.

376
377 Chairman Haverty said they should go through the list and said what Mr. Viger indicated is of interest to
378 him.

379
380 **Assessing:** Mr. McCarthy said that in assessing there will be staffing shortages in the beginning of year.
381 The \$10,000 will staff the office while they have the shortage.

382
383 Chairman Haverty asked if they should vote per line or at the end, which Mr. McCarthy said he would do
384 it however the board wanted. Chairman Haverty said they will do it per line for the sake of recording the
385 minutes.

386
387 Mr. Viger said he believes that office coverage should be heard by reconsideration at budget committee to
388 be added to next year's budget. If the budget doesn't pass it will put the department in the position of not
389 having coverage. He believes it should be put in the budget and not encumbered from this year.

390
391 Chairman Haverty confirmed if they don't encumber it this year and it's put in the budget and the budget
392 doesn't pass, they will be short office coverage, which Mr. Viger agreed.

393
394 Mr. Lynde asked if it was implying that there is not money budgeted for the position for 2022. Chairman
395 Haverty said he believes they are saying there will be a staff shortage for a period of time in regard to a
396 certain individual and this will cover the additional resource needed. Mr. Lynde agreed it should be in the
397 2022 budget.

398
399 Mr. Cote asked if there was a contract with the said organization that says they can be used. Mr. McCarthy
400 said this is not covered in the contract.

401
402 Mr. Viger asked Deb how they would satisfy the auditor's requirements to encumber this money. Deb said
403 that her understanding is the position would start in December and it would cover time worked in December
404 that would probably not be paid until January. Mr. Viger confirmed the absence would start this year and
405 carry over into next year.

406
407 **MOTION:** (Lynde/Viger) On the assessing office coverage, \$10,000 to encumber into next
408 year.

409
410 **VOTE:** (5-0-0) The motion carried.
411
412
413 **Fire:** Mr. McCarthy noted the request to purchase an EMS UTV. He explained the data was in the board's
414 packet including the cost and the equipment associated with the purchase.
415
416 Lt. Ignatowicz came forward noting the chief couldn't make it.
417
418 Chairman Haverty said this was the board's first time seeing this. They didn't see as a wish list item through
419 the budget season. He asked where this idea is coming from.
420
421 Lt. Ignatowicz said the item had come up to be put on a budget request during 2012/2013 for the exact
422 reasons they're doing it now, to protect both public and private land. It was scrapped back then as other
423 things took priority. The incident in April brought it back to the forefront and the department needs to make
424 a move on it.
425
426 Mr. Viger asked if there was an excess in the fire budget for this year to handle expenditure or if they were
427 looking to take it from other parts of the town budget. Lieutenant Ignatowicz said that as far as he knows,
428 it's in the fire department's budget, which Deb verified.
429
430 Lieutenant Ignatowicz added in the conversation with Mr. Gagnon, he is told that that specific area is one
431 of several areas in town that fire is in charge of protecting. A unit like this will help the department achieve
432 the goal.
433
434 Mr. Viger noted that the packet has a purchase order that locks them into the price to buy into for 2022,
435 which Lieutenant Ignatowicz confirmed.
436
437 **MOTION:** (Lynde/Viger) For \$36,299 to be encumbered into next year from fire department
438 budget for the purpose of purchasing a fire EMS UTV.
439
440 **VOTE:** (3-2-0) Mr. Cote and Mr. Bergeron voted no.
441 The motion carried.
442
443
444 **Ambulance:** 2021 warrant article, \$277,992. Mr. McCarthy explained the ambulance they need to purchase
445 won't be ready until 2022 so they are just carrying this money over from the warrant article.
446
447 **MOTION:** (Cote/Bergeron)
448
449 **VOTE:** (5-0-0) The motion carried.
450
451
452 **GPS communication clocks:** Lieutenant Ignatowicz said he believes this has to do with the radio project.
453 Chairman Haverty said it was part of the project and there was a delay in purchasing. Chairman Haverty
454 said it is necessary to the communication system that supports the first responders.
455
456 **MOTION:** (Cote/Lynde) for discussion to approve \$49,941 from the fire budget to encumber
457 to next year for GPS communication clocks.
458

459 Mr. Cote asked if this was coming out of the fire or police or both. Chairman Haverty and Deb said it was
460 just fire. Mr. Cote noted that it said fire/police. Lieutenant Ignatowicz said he believed that was because
461 the infrastructure works for both. Chairman Haverty said he believed Chief Roark submitted a memo in
462 support, which Chief Roark confirmed. Mr. Viger noted there was a purchase order in the packet supporting
463 the amount.

464
465 **VOTE:** (5-0-0) The motion carried.

466
467
468 **Communications receiver at Blueberry Circle:** for \$25,863. Chairman Haverty said he believed this is
469 part of the same project.

470
471 Mr. Cote asked if this was the same project or part of the new tower going into Blueberry Hill. Lieutenant
472 Ignatowicz said he believes that tower will tie into the entire system in the town and he believes this is for
473 whatever infrastructure the chief needs to provide at this site. Mr. Cote noted there is a tower going up in
474 Blueberry Circle. He asked if some money can be saved by not purchasing it this year if the tower won't
475 be ready and it can be put off.

476
477 Chief Roark came forward. He said he is not familiar on the technical side, but his understanding is this
478 would be on a Dracut tower by Blueberry Circle which already had communication equipment from Dracut
479 PD and Dracut Fire. Chief Roark explained this replaces the function of the old St. Margaret's tower that
480 has been down for several years and that was never ideal for the area's topography. The Blueberry Circle
481 tower will allow clearer communications, particularly on their mobile radios, in the Harris Pond and Spring
482 Street areas as the hill causes radio problems when they are down low by Harris Inn. This infrastructure
483 would be put on a tower that's controlled in Dracut.

484
485 Mr. Cote explained there is a tower going in on Blueberry Circle and the town is getting the top 25 feet.
486 He asked if that will that help and whether or not this is needed when that tower goes in. Chief Roark said
487 he cannot speak to the technical side, but he trusts Chief Midgley's research on the matter. Mr. Cote said
488 he wasn't sure if it's going on the new tower but now understands it's going on an existing tower in Dracut.
489 Chief Roark said through his conversations with Chief Midgley, this is going on a tower in Dracut. Mr.
490 Bergeron said the packet references the town is getting a good deal because Dracut is putting it on their
491 tower. Mr. Lynde said this is a different tower than the one being built. Mr. Cote questioned if this was
492 the same area. Chairman Haverty said they don't know the area per say. It's being said it's Blueberry
493 Circle but in Dracut. Chief Roark said his understanding is it's a tower in Dracut that will allow them to
494 get to the backside of Lannon Drive hill and he's not sure Blueberry Circle could do that. Chairman Haverty
495 questioned if they could table this and vote at the next meeting. Mr. McCarthy explained this was the last
496 meeting of the year. Mr. Viger said they could vote to approve pending retraction at a meeting next year.
497 Chairman Haverty said they could vote to approve it and if it's not spent, it would go back to general fund.

498
499 **MOTION:** (Cote/Bergeron) for discussion to approve \$25,863 for a communications receiver
500 to be installed on a tower in Dracut.

501
502 Mr. Cote said the tower going on Blueberry Hill is going there because Dracut wouldn't allow access on
503 their side and that is why he's questioning this. He noted he is a big proponent for safety and
504 communications so he will go along with it. Chief Roark said he will try to endeavor to get a clearer
505 explanation of the project and whether or not it is redundant to Blueberry Hill. He said this is a valid
506 discussion as the two towers are similarly located. Mr. Cote explained that the tower was a big selling point
507 to the planning board and the town was getting the top 25 feet of that. Chief Roark said he doesn't want to
508 over speak, but he believes the Blueberry Hill tower is still part of the long-range communications' plan.
509 He is not sure if Blueberry Circle will reach back side of the hill. Mr. McCarthy explained that many years

510 ago, Chairman Haverty negotiated a deal with a radio tower communications company that set a standard
511 that if towers went up, the town would get a space on the tower for current or future needs. Mr. McCarthy
512 said he thinks this is for future needs, but the town always reserves space for emergency services. Chief
513 Roark said he is almost certain Blueberry Circle has a piece in the communications project going forward
514 and believes this is an addition resource to that tower.

515
516 **VOTE:** (5-0-0) The motion carried.

517
518
519 **IT:** BitTitan migration tool. Mr. McCarthy explained this was a project the board approved to commence
520 this year and it is progressing. This is a onetime fee to change over the email licensing to complete the
521 project.

522
523 **MOTION:** (Cote/Bergeron) To approve the \$6680 for the migration tool.

524
525 **VOTE:** (5-0-0) The motion carried.

526
527
528 **Fire dept network security cameras:** Mr. McCarty noted the word “server” is missing and there is a
529 project further down for the replacement of the fire station cameras. Mr. McCarthy explained that the
530 cameras in the fire station now are old, analog cameras at their end of life and are starting to break down
531 and it doesn’t make sense to replace them with analog technology. This is for the server to run the
532 cameras. Chairman Haverty confirmed the \$7359 is for the server to support the cameras.

533
534 **MOTION:** (Cote/Bergeron) To approve \$7359 for the purchase of a server for the fire
535 department security cameras.

536
537 **VOTE:** (5-0-0) The motion carried.

538
539
540 **Library:** Mr. Viger asked whether or not it was up to the BOS to approve encumbrances where the
541 library has control of their own budget. Deb said the auditors will be looking for approval from BOS to
542 carry the money into next year.

543
544 Mr. McCarthy said this is kind of “ceremonial” since the library does control their own budget, but the
545 auditors like to see an endorsement from the board. The request is for bar code scanners (\$1,176.21),
546 sound panels and bookcases (\$16,244.52), noise abatement (\$56,148) and housing for the grandfather
547 clock (\$315.00).

548
549 Mr. Cote asked about the noise abatement. Mr. McCarthy said it is part of the project they have been
550 working on for the last couple of years and the project is not complete. They are trying to carry the funds
551 into next year so they can complete the project. The noise abatement is being done as the renovate their
552 space and Mr. McCarthy believes this is why they are asking to carry the funds over.

553
554 **MOTION:** (Cote/Bergeron) For library encumbrances for the value of \$73,883.73.

555
556 **VOTE:** (4-1-0) Mr. Viger was a no vote. The motion carried.

557
558
559 **Planning:** Mr. McCarthy noted there is a project, if approved in March, for renovation space of the
560 offices, and they will need furniture for the new office space (like was done with highway department).

561
562 **MOTION:** (Lynde/Cote) For planning, from their budget, \$17,007 for office furniture to be
563 encumbered into 2022.
564

565 **VOTE:** (3-2-0) Mr. Viger and Chairman Haverty were no votes. The motion carried.
566
567

568 **Police department:** Chief Roark and Captain Ann Perriello came forward. Chairman Haverty noted the
569 request for Motorola portable radios for \$13,951.32.
570

571 Chief Roark asked to speak to the items in general and address Selectmen Viger's point that these are not
572 in purchase order form. He said he doesn't want the board and those at home to think it's his Christmas
573 list, which is not the intention. Chief Roark said he tried to think of items that they'd be asking for in the
574 near future, less than 3 years out. He explained that his thought process was that if the excess in his
575 current budget, he would purchase the items now in lieu of bringing them forward over the next two
576 years. He said he is respectful of Mr. Viger's point on the motorcycle and respects the budget process.
577 The motorcycle was placed on the list because they would be asking for it again, not to "backdoor it
578 through" and it was not his intention to supersede the board's vote as he respects the process. He
579 explained that he had a question when Mr. Viger spoke of encumbrances and that his budget, as it stands
580 today, should come up in the black. He explained that he doesn't need to have the items encumbered to
581 January but could seek purchase orders now and get the approval from the town administrator for those
582 items that require it. These items then wouldn't necessarily be encumbrances, as they can raise flags in
583 some respects. Chief Roark explained that if it was more convenient for board, some of the items could
584 be reduced to a purchase order, signed and paid for before December 31. Chairman Haverty confirmed
585 Chief Roark was saying he could get the items purchased and paid before the end of the year. Chief
586 Roark confirmed he could, and it would avoid the encumbrance. He explained that they can sometimes
587 get enthralled with encumbrance because if budget is very close, you don't want to spend money and
588 come up short at the end of the year. However, the way his budget sits, they could be signed and
589 submitted the last week of December and be paid for out of the actual budget. They would overspend a
590 line item, for example, new equipment, and would require a signature on the purchase orders. Chief
591 Roark said that was up to the board.
592

593 Chairman Haverty asked Deb's opinion. Deb said they can do that, and she would need an invoice dated
594 with 2021 date. Chief Roark confirmed they would need a purchase order with a '21 date, which Deb
595 confirmed the invoice would need to be dated 2021. Mr. Viger confirmed the items could be taken in
596 February but had to be paid for before the end of the year.
597

598 Chairman Haverty asked if we buy and pay for items before they receive on a PO. Mr. McCarthy said
599 yes. Deb said sometimes. Deb also explained that it would be okay if an item is invoiced in December
600 but not paid for until January. Chairman Haverty confirmed the invoice just had to be dated in December.
601 Mr. Lynde said if it was ordered this year, it's this year's budget. Chairman Haverty said it needs to be
602 invoiced this year. Chairman Haverty asked Chief Roark what items that could be done with.
603

604 Mr. Viger explained the board always supports mainlining a level of service. During the budget process,
605 they talked about the fingerprint machine, etc. and had told Chief Roark to let them know if his budget
606 was close and they would find a way to do anyway. Mr. Viger said he felt three items maintain a level of
607 service dealt with on a daily basis. Chief Roark agreed that those are items 1, 2 and 3. Mr. Viger said he
608 would be in favor of supporting those items out of this year's budget to maintain their level of service but
609 have a separate conversation on the motorcycle with more explanation. Chairman Haverty confirmed that
610 Mr. Viger was okay for encumbering the funds for items 1, 2 and 3 because they address a level of
611 service. Mr. Viger explained that if it could be done this year, it makes the accounting process easier. If

612 it can be fit into the budget, Mr. Viger said they need to have a conversation because they are needed to
613 maintain a level of service. Mr. Cote noted that Chairman Haverty said Mr. Viger was talking about
614 encumbering the funds but confirmed that Mr. Viger is talking about doing now it now. Mr. Cote
615 explained that he was thinking the same as Mr. Viger on items 1, 2 and 3. Mr. Viger said that approving
616 them for this year is easier than fighting the auditors next year.

617
618 Mr. Lynde asked if the motorcycle was in the budget this year or if they are now thinking they wish they
619 had it. Chief Roark explained they have one at the end of its life and is due for replacement and had
620 asked for it in the 2022 budget but did not make the cut. Chief Roark said he doesn't have a problem with
621 it not being approved at the meeting and he will bring it back to discuss next year. They can maintain a
622 level of service as they have a motorcycle, and he can bring it up at next year's budget process.

623
624 Mr. Viger confirmed that the chief understands what the board goes through talking to the taxpayers
625 about body cameras, guns, etc. versus a motorcycle. Chief Roark said he has no question about that. He
626 explained that the motorcycle is more of a place keeper so the board can understand that as the fleet is
627 replaced, this is part of the fleet.

628
629 Chairman Haverty asked Chief Roark which of the first three items could be ordered and invoiced this
630 year. Chief Roark said all three. Chairman Haverty confirmed he is saying the board doesn't need to act
631 on the encumbrance request. Chief Roark confirmed that in order to make the purchases, he would get
632 the invoices dated in 2021, submit them to TA McCarthy to sign off and they won't go into the
633 encumbrance audit.

634
635 Chairman Haverty explained the board is good if that's how the chief wants to handle the items.

636
637 Mr. Viger asked if there was any value to vote to encumber the items with the intent of Chief Roark
638 getting the items invoiced this year or whether the chief was confident in vendors invoicing him this year
639 Chief Roark said he was confident in his vendors.

640
641 Mr. McCarthy confirmed whether the motorcycle was in or out. Chairman Haverty said he would take a
642 motion for the Harley to encumber the funds into 2022. There was no motion made.

643
644
645 **Selectmen, actuarial valuation for GASB 75:** Mr. McCarthy explained that the town's auditor,
646 Melanson, has been performing this service for a number of years but there have been changes have been
647 made with the GASB 74 and 75 and Melanson can no longer do the actuarial information. Mr. McCarthy
648 said the information of the company they recommended is in the packet. This is something they will need
649 to do for audit next year.

650
651 Mr. Lynde confirmed it wasn't in this year's budget, which McCarthy said was correct as they didn't get
652 the information until after the audit was completed. They became aware around the beginning of
653 November. Mr. McCarthy said that Zack was trying to work magic for 2022 but couldn't do it. The
654 budgets had been done when they found out. Mr. Lynde asked if the board said no whether Mr.
655 McCarthy could put into the 2022 budget. Mr. McCarthy said he could go back for reconsideration and
656 go through the review process with the budget committee. Deb explained she is currently working on it
657 because it has to be done for 2021 information and has to be completed by February 2022. Mr. Lynde
658 said we should do now.

659
660 **MOTION:** (Lynde/Cote) For \$5,750 for the actuarial valuation GASB 75 to be encumbered
661 into 2022 from selectmen's budget.

662

663 **VOTE:** (5-0-0) The motion carried.
664
665

666 **CARES ACT FUND:** Mr. McCarthy explained they encumbered \$69,000 last year, which was left over
667 from \$368,000 of CARES ACT money received from the federal government for COVID-19. The
668 balance of \$69,000 was used to pay for the health officer salary this year, as the position was changed
669 from a stipend position to an hourly position. Mr. McCarthy said they haven't had the need to expend for
670 COVID related building materials or screens. There is some money left if something should change but it
671 is currently being used to pay for a health officer. Mr. Lynde asked what happens this isn't done. Mr.
672 McCarthy said we lose the money. Mr. Viger said in the past, with money such as FEMA, it was
673 considered a grant and didn't expire. He asked whether this fell into grant type status. Deb said she was
674 unsure. Mr. McCarthy said he researched it last year and the money has to be encumbered or it is lost.
675

676 **MOTION:** (Cote/Lynde) For \$39,178 from the selectmen's budget for CARES ACT fund
677 encumbered into 2022.
678

679 **VOTE:** (5-0-0) The motion carried.
680
681

682 **Town buildings, installation of ceiling tiles in municipal building:** Mr. McCarthy explained that this
683 project and the one below, the installation of three additional roof drains for Sherburne Hall, were slated
684 to get done this year but didn't get done for variety of reason. Mr. McCarthy wants to encumber the
685 funds into next year to complete the projects. Mr. Cote mentioned he saw the items estimated from April
686 27.
687

688 **MOTION:** (Cote/Bergeron) To encumber \$4,500 and \$8,260 for the installation of ceiling
689 tiles and roof drains from the town building's budget and encumber it into 2022.
690 (Mr. McCarthy confirmed it was \$12,760).
691

692 **VOTE:** (5-0-0) The motion carried.
693
694

695 **Town buildings, security cameras for fire station.** Chairman Haverty noted that Mr. McCarthy covered
696 this earlier, moving from the old analog cameras to digital video. The server funds have already been
697 encumbered.
698

699 **MOTION:** (Lynde/Bergeron) To approve \$16,800 for security cameras at the fire station
700 from town buildings to 2022.
701

702 **VOTE:** (5-0-0) The motion carried.
703
704

705 **Transfer station can separator:** Mr. McCarthy explained the town got a \$5,000 grant late this year from
706 New Hampshire the Beautiful for the purchase of a can separator. They had budgeted \$20,000 for a glass
707 crusher, but research showed they couldn't buy glass crusher to suit the town's needs for \$20,000. The
708 board voted to approve this \$21,000 towards the purchase of a can separator in conjunction with the grant.
709 Chairman Haverty confirmed we are not buying a can separator because we found \$22,000 and there is a
710 plan behind the purchase of a can separator that is tied to revenue, etc. Mr. McCarthy explained we are
711 going to separate cans and aluminum and it will create a revenue source. This is the first step in
712 accomplishing increasing revenues at the transfer station. Mr. Lynde asked if it will separate out

713 aluminum or steel-based cans. Mr. McCarthy said he understands it will be both. Mr. Viger confirmed
714 the \$22,080 is in addition to awarded grant, which Mr. McCarthy said was correct.

715
716 **MOTION:** (Lynde/Cote) For \$22,090 from the transfer station's budget encumbered into
717 2022 for a can separator.

718
719 **VOTE:** (5-0-0) The motion carried.

720
721
722 **Paving of old brush area at the transfer station:** Mr. McCarthy explained that as part of the
723 restructuring of the transfer station, the area that used to be for burning brush, will be restructured for
724 dumpsters and other accessories and utilize the space. This can't be done on dirt ground with dirt, mud,
725 snow and it's best to have it paved to set up trailers, etc. on a solid surface. They got three quotes for this.
726 Chairman Haverty confirmed this was not talked about during budget season. Mr. McCarthy and Mr.
727 Cote said it was discussed. Mr. Cote said he thought it was in conjunction with the can separator. Mr.
728 McCarthy said it may be, but he can't speak to that. He said they will have the mattress trailer and a
729 number of other trailers there. He added that he actually does think the can separator will go there and
730 they have to figure out the creation of some type of housing.

731
732 **MOTION:** (Cote/Bergeron) For \$24,520 to pave the old brush area at the transfer station to
733 be encumbered from the transfer station's budget into 2022 for discussion.

734
735 Mr. Cote asked if there was plenty of money in the budget to do this, which Mr. McCarthy confirmed.
736 Mr. McCarthy added it won't be done until spring and he doesn't want to pay for now.

737
738 **VOTE:** (5-0-0) The motion carried.

739
740
741 Mr. McCarthy asked Deb to confirm the new number, taking out all the police items. She stated the new
742 number was \$626,112.73. Mr. Lynde said motions were made to encumber all of these items. It was
743 agreed that a motion was not needed. Mr. Viger stated, for the record, the board's total approvals for
744 encumbrances was \$626,113.

745
746
747 **HIGHWAY BUILDING PROJECT FINALIZATION**

748
749 Mr. McCarthy explained the project was officially completed. It began in March of 2020 and the final
750 paving was completed about a month ago. The town accrued \$850,000 from capital reserve giving a starting
751 balance of \$887,000 for the project. The project's estimated cost was \$1,153,614, which only included the
752 basic building construction and basic infrastructure, heat, AC, electrical and minimal accessories. The
753 actual completed cost was \$1,057,754, a savings of \$95,859.96. Items done but not included in the project
754 were steel railing system for the mezzanine (\$2200), additional IT infrastructure (\$3,835), an emergency
755 generator and associated electrical and IT work (\$25972), security cameras and door FOBS and a security
756 system (\$40,161), the parking lot (\$102,000) and were able the Highway Block Grant money for a large
757 portion. Mr. McCarthy said he believes only \$36,000 was paid out of town funds for the parking lot. Office
758 furniture was purchased for \$6,000. Landscaping was at no cost because the highway department took care
759 of it all. Total additional costs were \$180,168. Mr. McCarthy pointed out if they did not have the above
760 additional costs and constructed the building based upon the original design provided by the project
761 manager, Mr. Soucy, the cost of the project would have been \$877,586, \$586 above total number accrued
762 in the capital reserve. As the financial aspect of the project was being compiled, Deb discovered some
763 invoices not approved by the BOS that have to be signed off on tonight. The total amount of those invoices

764 was \$100,215 and the board needs to approve those expenditures to close the financial aspect to a close.
765 Mr. McCarthy noted the costs were included in the final cost calculations he discussed.

766
767 Chairman Haverly asked if the board needed to approve something. Mr. McCarthy said they have a request
768 to expend remaining \$100,215.28 from the highway building capital reserve.,
769

770 **MOTION:** (Cote/Viger) To expend that money from the highway building capital fund, for
771 discussion.
772

773 Mr. Viger clarified the amount discussed has already been paid and they are moving money from one
774 account to another with no additional expense to the bottom line presented, which Mr. McCarthy confirmed.
775

776 **VOTE:** (5-0-0) The motion carried.
777

778

779 **HIGHWAY BLOCK GRANT EXPENDITURE REQUEST**

780

781 Mr. McCarthy explained that as previously discussed, he is requesting to spend funds from the highway
782 block grant to replace the oldest highway department plow truck and sander. This truck is a 2005
783 Freightliner plow truck with 69,000 miles. It is 16 years old, and the body and frame are starting to lot. It
784 is at its end of life and not worth expending town funds to operate and maintain it. The sander is 23 years
785 old with multiple leaks and frequently breaks down. Mr. McCarthy explained the timing is critical. The
786 vendor explained if a vehicle were to be ordered in the coming year, it would likely not arrive until
787 December of 2022 or later. The vendor has a vehicle on its premises now that will meet all needs and
788 prevent delays. Mr. McCarthy mentioned this has been discussed before and pushed off, but at this point,
789 it needs to be replaced. Mr. McCarthy said he is anxious to get done because they have one on the lot and
790 if we wait and the current vehicle breaks down, we'll be in trouble. The new vehicle is a 2022 International
791 plow truck with an HP Fairfield sander, which will meet the town's needs. The cost of the International is
792 \$161,450. The sander is \$12,300. The total cost of the request is \$173,750 out of the highway block grant,
793 not any budget or tax dollars.
794

795 Mr. Lynde asked if they're using steel. Mr. McCarthy said he believes this has an aluminum bed. They
796 are transitioning dump bodies to aluminum. Mr. Lynde said he just asked because whatever the old material
797 used to be used to erode from the salt. Chairman Haverly confirms amount with Mr. McCarthy.
798

799 **MOTION:** (Lynde/Cote) To expend \$173,750 from the highway block grant.
800

801 **VOTE:** (5-0-0) The motion carried.
802

803

804 **COMPENSATED ABSENCE & CISTERN REPAIR TRUST FUND WITHDRAWALS**

805

806 Mr. McCarthy said there is a request to spend money out of the compensated absence fund, the fund used
807 to pay out employees when they leave the town's employment. The request is for \$68,392. Mr. Lynde
808 asked what it will be used for and Mr. McCarthy said it was for people who have moved on.
809

810 **MOTION:** (Cote/Bergeron) For \$68,392 from compensation absence fund.
811

812 Mr. Viger asked if it was financially better to spend out of the existing budget rather than the capital reserve
813 fund because the capital reserve fund can be carried forever. If it is taken out of budget, it protects the nest
814 egg in the capital reserve fund. Deb said that can be done. Mr. Cote asked where they can spend that from.

815 Mr. Viger said the overage of the budget. Deb said each department's salary account. Mr. Viger explained
816 that in the past, they have taken the money from the capital reserve fund and then add to it in following year
817 in a warrant article. If it is taken out of the budget, money doesn't have to be raised by a warrant article.
818

819 Mr. Lynde asked if there was a line item in the budget for this. Mr. McCarthy and Deb said it would be
820 taken out of salaries.
821

822 Mr. Cote said he would change his motion to expend it out of this year's budget out of salaries. Chairman
823 Haverty asked if it had to be encumbered. Deb said it's already been paid out. Mr. Lynde confirmed it was
824 just a matter of where it was allocated to. Deb explained she'd just have to reclassify it.
825

826 Mr. Cote said he liked Mr. Viger's idea of keeping the money there, which Chairman Haverty agreed. Mr.
827 Cote modified his motion.
828

829 **MOTION:** (Cote/Bergeron) To expend the money from this year's budget from salaries.
830 Chairman Haverty confirmed \$68,392 from salaries.
831

832 **VOTE:** (5-0-0) The motion carried.
833

834 Mr. Lynde asked if there was a line item in the budget that just said salaries. He said it's always salaries
835 for each department. Deb said that for each individual paid out, she would hit the salary account for the
836 department they worked for.
837

838

839 **CISTERN REPAIR TRUST FUND REQUEST**

840

841 Mr. McCarthy gave the amount of \$257.76.
842

843 **MOTION:** (Lynde/Cote) To approve \$257.76.
844

845 **VOTE:** (5-0-0) The motion carried.
846
847

848 **TRANSFER STATION BUDGET EXPENSE REQUEST**

849

850 Mr. McCarthy explained that in the board's packet of information, there is a memo with the request to
851 expend funds the from transfer station budget for a couple of items. The first is a transfer station office
852 trailer. We currently expend approximately \$600 per month to rent the trailer from William Scotsman. Mr.
853 McCarthy said that with the help from Selectman Bergeron, they were able to negotiate a price of \$15,335
854 to purchase the office trailer from William Scotsman. The second is to purchase a fourth trailer for MSW
855 trash. This was previously discussed in the 2022 budget process. The transfer station is in need of another
856 trailer to handle the increased use of the transfer station. If the current trailer becomes full, the issue is that
857 trash is put on the floor and that creates a rodent issue and additional work for the staff. The request is for
858 \$101,985 for the new trailer. We could take delivery of the trailer in 12 weeks. The last request is for a
859 Bobcat at transfer station. The current one is nonfunctional and out of service. It's 12 years old, with over
860 4300 hours and is not worth investing town funds to repair. The replacement cost is \$52,5000. There were
861 three quotes with this being the middle quote that best suits the town's needs. The distributor has agreed
862 to take the old machine and give a credit of \$3200 for the trade. This request is for \$49,000 request. Total
863 request for all three items is \$166,320 out of the current budget.
864

865 Chairman Haverty asked if this will be done this year, which Mr. McCarthy confirmed.

866
867 Mr. Cote noted this is a lot of money to be for at this time of the year asking now. Mr. McCarthy confirmed
868 the money is in the budget. Mr. McCarthy explained that he has been working with Deb and they have
869 been aggressively looking at budgets as year closes. There were a number of projects not done at the
870 transfer station that contribute to a good portion of this surplus. Mr. McCarthy noted that had some strategic
871 planning been used, these items could have been plugged into the budget, but it didn't happen. These items
872 are needed and there have been talks with the transfer station staff on what is needed to get the transfer
873 station efficient and functioning to maintain the level of service that the town prides itself on giving the
874 citizens.

875
876 Mr. Cote mentioned the issue is not the items as they have been talked about for a while. The issue is
877 having more than 10% of the budget available for the purchase and Mr. Cote finds that of interest. Mr.
878 McCarthy explained that when the budgets for the transfer station and highway department were presented,
879 there was no director or interim director in either position. Mr. Cote noted he was talking of this year's
880 budget, not next year's budget. Mr. McCarthy explained that his point is that his goal of level funding
881 budgets is to put people in place to look at the numbers and see if they need to be adjusted. He also said
882 Deb has a grasp on the budget and he will rely on her heavily moving forward to adjust things. Mr.
883 McCarthy and Deb have been talking and looking at making changes going into the future. He explained
884 that they took over from a different type of management style. Mr. Cote mentioned that looking at this
885 percentage, they probably need to look at tightening up the budget. Mr. McCarthy said they are evaluating
886 it very strongly moving forward.

887
888 Chairman Haverly explained that he believed Mr. Cote is saying he is willing to overlook it because of the
889 change in management there, which Mr. Cote said was a great way to put it. Chairman Haverly said that
890 in the future, items of this dollar value should have more forethought and be in a strategic plan. He
891 understands where Mr. McCarthy is coming from, and the hope is it won't be the same in the future.

892
893 Mr. Lynde confirmed that the money needed is in the budget right now, which Mr. McCarthy said it was.
894 Mr. Lynde said he didn't think they needed to vote because the budget is there for it. Mr. McCarthy
895 explained he can't spend money out of the budget for a different purpose than what it was budgeted for
896 without the board's approval. Mr. McCarthy mentioned they have been talking about a lot of things. The
897 highway department squared away, and they are moving on to transfer station. There is new management
898 in place, and they are looking into the future.

899
900 Mr. Viger explained that the fact that there is the ability to spend this amount at the end of budget cycle
901 leads him to believe that the budget isn't being done properly and maybe should be looked at next year as
902 you essentially want to be net zero in a perfect world.

903
904 Mr. Lynde said as a counterpoint, you need to budget for close to the worst case because if you don't, you
905 won't have the money. Mr. Viger said you also don't have to spend the extra, which Mr. Lynde agreed.
906 Mr. Lynde said you budget based upon what you might have to get. We are trying to make the most of it.

907
908 Mr. McCarthy said to Mr. Viger's point, looking at the list of encumbrances, the ambulance is there but
909 needs a warrant article, all the police department items have been removed, the CARES ACT has been
910 carried over, the ceiling tiles, roof drains and can separator have been carried over. With those items out,
911 encumbrances are down to approximately \$300k. Mr. McCarthy said he agrees with Mr. Viger's point and
912 he has been looking at it and talking extensively to Deb about it.

913
914 **MOTION:** (Lynde/Cote) For \$166,320 for the transfer station items. Mr. Cote
915 seconded the motion for discussion.

916

917 Mr. Cote asked to confirm the number is correct. Chairman Haverty said he double checked the number.
 918

919 **VOTE:** (5-0-0) The motion carried.
 920
 921

922 **REVIEW OF ARTICLES 10, 11 & 14**

923
 924 Mr. McCarthy said this is because a couple of questions have come up. There was a question on article 10
 925 relating to the increase from 75% to 100% from the conservation fund and what it might represent and if
 926 there was a way to add money to compensate for the increase. Mr. McCarthy said his short answer was
 927 you can't. Chairman Haverty confirmed that it was because it was revenue, and you can't forecast it.
 928

929 Article 11: Mr. McCarthy explained there was a change with the approval of town counsel. The wanted to
 930 wordsmith it better. Mr. McCarthy read the revised wording. He asked if Chairman Haverty wanted to
 931 revote or leave it as is. Chairman Haverty said to leave it as is.
 932

933 Article 14: Mr. McCarthy explained this dealt with the elderly exemption and came from the budget
 934 committee by Mr. Sherman. Mr. Sherman had some concern based on the information he had, which Mr.
 935 McCarthy believed was a 2016 town report with an elderly exemption article in it. Mr. Sherman used those
 936 numbers and tried to make a connection for the numbers in this article. Mr. McCarthy believes Mr. Sherman
 937 wasn't aware the numbers were based off the 2020 warrant article approved by the voters. There has been
 938 confirmation that the numbers represented in this article are accurate and Mr. McCarthy said he will explain
 939 that to the budget committee.
 940

941 **SELECTMEN/TOWN ADMINSTRATOR REPORTS**

942
 943
 944 **Mr. McCarthy**

945
 946 **Mr. Cote** none.

947
 948 **Mr. Viger** no report.

949
 950 **Mr. Lynde** no report.

951
 952 **Mr. Bergeron** no report.
 953

954 **Chairman Haverty** reported that the budget committee is meeting in a special meeting Thursday night to
 955 talk specifically about the two police officers and adding them to the police department's operating budget
 956 as opposed to taking them out and making them warrant articles. They were initially pulled out, but the
 957 budget committee agreed to have further conversation on that, which is Thursday night, and then another
 958 vote will be at reconsideration.
 959

960 **REQUEST FOR NON-PUBLIC SESSION**

961
 962
 963 **MOTION:** (Cote/Lynde) Request for a non-public session per RSA 91-A:3, II, (A&D).
 964

965 **ROLL CALL VOTE:**

966 Mr. Bergeron - yes

967 Mr. Lynde – yes

968 Mr. Cote- yes
969 Mr. Viger - yes
970 Mr. Haverty - yes

971
972 (5-0-0) The motion carried.

973
974 It was noted that when the Board returned, after the non-public session, the Board would not take any other
975 action publicly, except to seal the minutes of the non-public session and to adjourn the meeting. The Board
976 entered a non-public session at approximately 9:00 pm.

977
978 **ADJOURNMENT**

979
980
981 Respectfully submitted,
982 Jill Atkinson
983 Recording Secretary
984
985