

## **MINUTES OF THE NOVEMBER 9, 2020 SELECT BOARD MEETING**

**MEMBERS PARTICIPATING:** Board Members Chair Mike Houghton, Vice Chair Joe Lovejoy, Board Member Allison Knab along with Town Administrator David Moore and Finance Administrator Dawna Duhamel.

The Board Chair opened the meeting at 7:00 p.m.

Ms. Knab motioned to accept the minutes from October 19<sup>th</sup> and 26<sup>th</sup> and the amended minutes from October 5<sup>th</sup>. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Houghton recognized Police Chief Anthony King and stated that Sargent Emerson had written a letter commending Chief King on his leadership and work he's done for the department thus far. The Board expressed similar sentiments and thanked the chief and congratulated him on this recognition from his Department. Chief King expressed his gratitude for the letter and the support. Chief King reviewed his department report, noting that the budget is on track. His department continues to work towards finalization of policies to earn accreditation toward CALEA police standards. They've all attended frequent trainings. He believes they are ahead of what will be national standards. He praised the members of his department saying he's impressed with their professionalism and dedication.

Chief King continued his department report, highlighting certain items. The School Resource Officer will return to CMS next week. The department has completed their presidential certification. They've also been awarded three small grants. Looking forward, the budget in 2021 includes a new officer, building improvements, body cameras, updating the cruiser replacement plan. He extend an invitation to the Board to attend a Police Dept. employee appreciation lunch. They plan to once again hold a toy drive this year.

Chief King then made two requests: Chief King stated that he is in immediate need of an admin cruiser. He would like to purchase a sedan out of the Detail Fund. This would allow for him to remove a vehicle from the CIP fund. He's researched prices and described to whom the vehicles would go. A cruiser had gone to auction because of its high maintenance cost, but we have yet to receive the proceeds. Mr. Moore will follow up. Chief King described his selection process and reasoning for wanting the Dodge Charger. Mr. Lovejoy motioned approval for the Police Chief to order the Dodge Charger, as requested, and pay for the vehicle and necessary outfitting equipment in an amount up to \$40,000 from the Detail Fund. Ms. Knab seconded the motion. All voted in favor.

Lastly, Chief King reported needing to replace a dysfunctional radar detector in one of the cruisers. He also would like to purchase two speed detection signs. Both expenses would come out of the Traffic CIP fund. Mr. Lovejoy motioned to authorize release of the funds for the requested items from the CIP. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton recognized Town Clerk/Tax Collector Joyce Charbonneau who came before the Board to report on the election procedures. Overall, she reported receiving positive feedback from the voters. Although turnout was steady for the entire morning, the wait was no longer than

35 minutes. She apologized for the accounting error which kept them there until 3:00 am. The Board commended her and Deputy Town Clerk Deb Bakie on an outstanding job. They will be holding a meeting to analyze what worked well and what didn't. Ms. Charbonneau was happy to report that the change in polling hours passed. Mr. Houghton motioned to change the polling hours for town elections from 8 am – 8 pm to 7 am – 7 pm effective immediately. Mr. Lovejoy seconded the motion. All voted in favor.

#### NEW BUSINESS

Mr. Moore presented the revised Select Board meeting schedule, updated to reflect some conflicts which had been brought to his attention. Mr. Houghton motioned to approve the new schedule. Mr. Lovejoy seconded the motion. All voted in favor.

Next, Mr. Moore directed attention to the commissions' appointment process. This revised version incorporates feedback from board and commission chairs. He recommends adoption for inclusion in the Policies and Procedures manual. Documenting this process is an attempt to provide predictability and transparency of committee openings and clarify expectations for the process for the Board, Chair, candidates and appointed members as well as staff. Mr. Lovejoy motioned to adopt the policy as revised. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore reported on the budget development status and next steps. He presented a draft schedule and a draft budget. Department heads have worked with Finance Administrator Dawna Duhamel on their budget requests. Mr. Houghton shared his thoughts on the process and timeline. They discussed what the easiest, most efficient, transparent process would be. The CIP should be ready next week.

Ms. Duhamel reviewed the big budget drivers: NH Retirement System rates; the new waste contract. In addition, there has been increased trash since Covid began, causing increased cost to haul it away. We will receive some reimbursement through the CARES Act funding. Mr. Houghton noted that the town had deferred spending on containers. We will be receiving a recycling grant. There was a decrease to the paving budget last year but in order to maintain our roads to our standards, the DPW Director will suggest an increase this year. Health insurance costs are up. We'll know more after Open Enrollment. Town Meeting expenses were reimbursed this year, but if that reimbursement isn't available next year and we don't have a vaccine, hosting a safe town meeting will be an expense. Summer camp expenses will be moved to the Rec Revolving fund. Debt will go down almost \$26,000. Wages are up. Revenues from the state are expected to be down. The tax rate should be set soon. Ms. Duhamel presented the tax impact summary and reviewed some of the numbers. This is a base budget; Mr. Houghton requested she add an ala carte line item to the preliminary tax rate impact sheet.

Mr. Moore requested a re-appointment be made for the Conservation Commission. Ms. Knab motioned to re-appoint Dan McAuliffe to the Conservation Commission as a full member for a three-year term. Mr. Lovejoy seconded the motion. All voted in favor.

Mr. Moore reported that the search for a Town Planner is ongoing. He will follow up with Bailey Grijalva, who spoke during public comment at a recent meeting, to determine exactly what her request from the Board might be. Performance evaluations are taking place. He

presented a bond release request, noting that he had consulted with Code Enforcement Officer Shanti Wolph and Director of Public Works Nate Mears on the project. Ms. Knab motioned to allow the Treasurer to release the bond in the amount of \$17,033.10 for the Murphy Lane subdivision. Mr. Lovejoy seconded the motion. All voted in favor.

At 8:58 pm, M. Houghton motioned to go into a non-public session to discuss a personnel matter in accordance with RSA 91-A:3 II (a). Mr. Lovejoy seconded the motion. All voted in favor.

At 9:54 pm, Mr. Houghton motioned to come out of the non-public session and seal the minutes, noting that failure to do so might render the proposed action ineffective. Mr. Lovejoy seconded the motion. All voted in favor. At 9:55 pm Mr. Houghton motioned to adjourn. Mr. Lovejoy seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary