

## **MINUTES OF THE JANUARY 4, 2021 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.

Mr. Houghton asked for the Treasurer's Report and the status of tax receipts. Ms. Duhamel reported collection was higher than average.

The minutes from December 21, 2020 were not available for review.

Mr. Houghton directed attention to correspondence from the Conservation Commission regarding the Trail Management Plan. Mr. Lovejoy motioned to accept the Trail Management Plan as provided and recommended by both Parks & Recreation and the Conservation Commission. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore reported on the upcoming Budget Advisory Committee meeting stating that the presentations for Thursday are ready and will be sent out prior to the meeting. He suggested scheduling additional meeting dates to review recommendations. Process and structure of the meetings were discussed.

Next Mr. Moore raised the subject of elections and Town meeting dates. He noted the state legislature is planning to address meeting delays and the like related due to COVID. He stated that it is the Select Board's responsibility to determine a date and time for the business session after the election. We are on schedule to meet the requirements for the election. They again discussed dates for the Town Meeting, including conflicts with other dates and events and the goal of accommodating an outdoor meeting.

Mr. Moore requested Finance Administrator Dawna Duhamel give an update on the budget. Ms. Duhamel said that open enrollment has ended. Adjustments have been made to the budget to reflect the changes. She continued to review the budget, giving reasons for increases and decreases in the numbers based on new information since November. Mr. Moore indicated they will review these updates from the November budget at the upcoming BAC meeting. A significant adjustment was made to reflect the ongoing COVID impacts on tonnages for trash and recycling volumes. Mr. Houghton requested a detailed listing of revenues.

Mr. Moore informed the Board of preparations for the Town Report.

Mr. Moore requested the Board sign the grant extension for the Hazard Mitigation Plan. A number of factors contributed to the delay, including the availability of the grant-funded report writer specializing in these plans as well as delays in the approvals process at FEMA due to COVID impacts on their operations. Mr. Lovejoy moved to approve the extension. Ms. Knab seconded the motion. All voted in favor.

The part-time office assistant position for the Town Clerk's office has been advertised.

Town Clerk / Tax Collector Joyce Charbonneau has notified Mr. Moore about open positions for the upcoming election and they have been posted in the Municipal Center, the website and in the Select Board Newsletter.

Mr. Moore requested the Accrued Benefits Liability Trust be used to fund the sick / vacation leave payout for Andrea Lewy. Mr. Houghton moved to approve. Mr. Lovejoy seconded.

After discussion, the Board decided to postpone having the Legislative delegation participate in a board meeting until later in the year. Mr. Moore noted the next scheduled interaction with the delegation is on June 7<sup>th</sup>.

Mr. Moore noted that Nicky Denton had recently sent in a donation from the Boy Scouts of America Troop 185 to the Town for the future maintenance of his Eagle Scout project. The Board voted to accept the \$379.36 as a general revenue.

At 8:12 p.m. Mr. Houghton moved to enter into a non-public session in accordance with RSA 91A:3, II(a); Ms. Knab seconded the motion. All voted in favor.

The public session resumed at 9:30 p.m. Ms. Knab seconded the motion and moved to seal the minutes determining that failure to do so would render a proposed action ineffective. All voted in favor.

#### ADMINISTRATION

Mr. Lovejoy motioned to accept the resignation of Andrea Lewy as of 12/31/20 and thanked her for her years of service. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore requested he be authorized to enter into a professional services agreement with Andrea Lewy for assessing services. Mr. Lovejoy motioned to authorize the Town Administrator to enter into a professional services agreement with Andrea Lewy for assessing services. Ms. Knab seconded the motion. All voted in favor.

Mr. Moore presented an abatement as given to him by Ms. Lewy. Mr. Lovejoy motioned to accept the abatement as described. Mr. Houghton seconded the motion. All voted in favor. Mr. Moore then presented three warrants for Land Use Change Tax. Mr. Houghton motioned to accept the three warrants. Ms. Knab seconded the motion. The Board signed the documents.

At 9:42 p.m. Mr. Houghton motioned to adjourn. Ms. Knab seconded the motion. All voted in favor.

Respectfully submitted,

Karen Richard  
Recording Secretary