

## **MINUTES OF THE SEPTEMBER 5, 2023 SELECT BOARD MEETING**

**MEMBERS PRESENT:** Board Members Chair Mike Houghton, Vice Chair Allison Knab; Joe Anderson

**ALSO PRESENT:** Town Administrator David Moore; Finance Administrator Christiane McAllister

At 7:00 pm Mr. Houghton opened the meeting and asked for motions on the minutes. Ms. Knab noted she had a correction to a date which has since been corrected. Mr. Anderson motioned to accept the minutes of August 14, 2023. Ms. Knab seconded the motion. All voted in favor.

Mr. Houghton moved to the Financial Reports and recognized Ms. McAllister for an update. Ms. McAllister reported that the budget is on target. Earlier in the week, the Board signed the MS-1 that was submitted by Chris Murdough, Town Assessor. Ms. McAllister referred to a spreadsheet she created which includes projections and adjustments that would have to be made to maintain the tax rate that was projected. They discussed the fund balance. Ms. McAllister identified three ways in which the State allows fund balance to be used. Mr. Moore reviewed past Board and staff conversations regarding a future fund balance policy where, if a certain threshold is reached, then a specific action would be taken. Mr. Houghton noted the fund balance can be used to fund town purchases as part of the budgeting process but it must be transparent from where the funds are coming. Ms. McAllister noted that until the audit is done for the prior year, the fund balance is not certain. We have a more accurate estimate when taxes are done than during budgeting process. They discussed how the 2024 reval will affect the 2024 tax rate. Ms. McAllister outlined next steps.

The Board signed paperwork to add the new deputy treasurer, Rebecca Tremblay, to the bank accounts. Ms. McAllister said the transition is going well.

Mr. Houghton directed attention to the Comcast correspondence. Mr. Moore reported hearing a lot of frustrations from residents regarding their service. Many residents are under the mistaken impression that we have an exclusive arrangement with Comcast, which we do not. Mr. Houghton suggested reaching out to other providers to see what options might be available.

### **INFORMATIONAL**

Mr. Houghton called attention to the SVFD donation letter for a second set of fire gear. Mr. Moore noted that a formal public hearing is necessary and will be held at the October 2<sup>nd</sup> meeting. He has arranged for Chief Denton to be present will be able to attend to answer questions.

Mr. Houghton then addressed the NHSPCA contract. Mr. Moore explained that Police Chief Anthony King met with the NHSPCA and recommends signing this agreement. The contract outlines the rates and terms of service for impounding and other services that Town needs from time to time. Ms. Knab motioned to authorize the Town Administrator to sign the contract between the Town and the NHSPCA. Mr. Anderson seconded the motion. All voted in favor.

Mr. Moore stated he had additional information from Deborah Bakie, Town Clerk, regarding the electric vehicle fee. The fee is being collected and she has additional information to give residents if they request it.

Mr. Moore indicated the Governor & council has acted on our Phase II work for PFAS alternatives. Next step is to work with Underwood Engineers who have been performing our Phase I work.

#### ADMINISTRATION

Mr. Moore reported on the previously approved work taking place at the Historical Society building. Upon commencement of the work, it was discovered that additional work outside the original scope would be needed related to gutter and hardware work. Two options were given. Mr. Houghton expressed appreciation for the work being overseen by the Historical Society and noted that for future requests and phases he welcomes the budget to include contingencies. Ms. Knab moved to authorize up to \$2,000 additional contribution to the Historical Society renovations from the Building and Grounds Maintenance Trust. Mr. Anderson seconded the motion. All voted in favor.

#### RESERVATIONS

Mr. Moore noted there were two requests. The first is for a wedding to be held in Room A on 11/11/23. Although there was no waiver requested, they discussed alcohol use in the room. Ms. Knab voiced concerns regarding clean-up after such an intensive use. Mr. Moore noted we are working on a clean-up checklist for the Morgera Room, but one has not yet been developed for Room A. Mr. Anderson motioned to approve the use of Room A for Joyce Peterson for a wedding on Nov. 11, 2023. Ms. Knab seconded the motion. All voted in favor.

Ms. Knab motioned approval for the NH SPCA to use the 4-H pavilion on 9/20/23 for a staff outing and waive the fee. Mr. Anderson seconded the motion. All voted in favor.

#### APPOINTMENTS

Mr. Moore explained that the Library Trustees recommend Gale Lyon be appointed as an alternate to the Library Trustees. He provided some introductory information. Mr. Anderson motioned to appoint Gale Lyon as an alternate to the Wiggin Memorial Library Board of Trustees for a one year term. Ms. Knab seconded the motion. All voted in favor.

At 7:48 pm Mr. Houghton motioned to go into a non-public session in accordance with RSA 91-A, II (a)(b)(c). Mr. Anderson seconded the motion. All voted in favor. Roll call: Houghton-yes; Knab-yes; Anderson-yes

At 9:36 pm Mr. Houghton motioned to come out of the non-public session and seal the minutes noting that failure to do so may render the proposed action ineffective. Mr. Anderson seconded the motion. All voted in favor.

At 9:36 pm Ms. Knab motioned to adjourn. Mr. Anderson seconded the motion. All voted in favor.

Respectfully submitted,  
Karen Richard, Recording Secretary