Office of Board of Selectmen
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Selectmen's Meeting Minutes
Monday, March 16, 2020, 10:00 a.m.
Corner Meeting House

Chairman Ruth Mooney called the meeting to order at 10:00 a.m. Also present were Selectman Claude Patten, Selectman Jon Pike, Town Administrator Jeanne Beaudin, Assistant Town Administrator Alicia Jipson, DPW Director Craig Clairmont, Fire Chief Mike Newhall, Assistant Fire Chief Deborah Black, Sarah Weeks, Deputy TC/TC Jenn Cashman, Norma Patten, Peter Harris, Tom Garfield, General Assistance Director Donna Cilley, Police Chief Mark Lewandoski, Josh Huestis, and Code Enforcement Officer Steve Paquin.

Those present stood for the Pledge of Allegiance.

Abatements, Manifests, Exemptions & Credits

The appropriate abatements, exemptions, credits and manifests were signed by all attending Board members.

Selectman Patten moved to approve the minutes of the meeting held on March 2, 2020 as written; seconded by Selectman Pike and the motion passed unanimously.

Swearing in of New Town Officials and New Committee Members

Deputy Town Clerk/Tax Collector Jennifer Cashman gave the oath of office to the following individuals: Claude Patten, Jr. as Selectman; Norma Patten as Cemetery Trustee, Budget Committee and Zoning Board; Tom Garfield as Trustee of the Trust Fund; and Peter Harris to Planning Board and Zoning Board.

Selectboard – Chairman, Vice Chairman and Committee Assignments

Selectman Patten moved to appoint Ruth Mooney as Chairman, seconded by Selectman Pike, and the motion passed unanimously.

Selectman Patten moved to appoint Jon Pike to serve as Vice Chairman, seconded by Selectman Mooney, and the motion passed unanimously.
The Board agreed to the following assignment of Boards, Commissions and Committees; Planning Board – Selectman Pike; Budget Committee – Chairman Mooney; Heritage Commission – Selectman Patten; Conservation Commission – Chairman Mooney.

New Business

New Police Station- Chairman Mooney commented that at Town Meeting the New Police Station passed successfully. TA Beaudin added that since the discussions began, we had discussed how we would structure the process and felt that a Construction Management company is the best plan as they oversee the entire process. TA Beaudin has drafted an RFQ to be posted on various sites to get qualifications from interested firms. Lavallee Brensinger has reached out to us and has expressed interest in continuing architecture services for us. It is TA Beaudin’s recommendation that we continue to work with them. Police Chief Lewandowski is also in favor of their continued work. Selectman Pike expressed that he is not in favor of continuing to use them for services. He was not impressed with how ill prepared he felt they were at some of the public meetings and felt that the added expenses at the end were not just. TA Beaudin will advertise the RFQ soon and give businesses 30 days to respond.

Code Enforcement Update- Code Enforcement Officer Steve Paquin updated the Board on code enforcement issues that he is currently addressing that have been on going that he has been keeping the Board updated on since October. Mr. Paquin currently has 13 zoning enforcement cases that are ongoing and may result in legal action and 5 new cases he is monitoring. Selectman Pike suggested a newsletter article informing the public on the importance of sending in signed complaints if they want code enforcement issues to be looked at and addressed. Selectman Mooney asked Steve to send a letter to DES about the sewer issues on route 107 and try and seek proof that the homeowner is complying with DES orders.

Highway Truck- TA Beaudin commented that Director of Public Works Craig Clairmont has done the research with seeking pricing for the purchase of a new truck, that was approved at Town Meeting. The lease price ended up being lower than anticipated. Selectman Pike asked what kind of body we will use? Craig replied that it will be a regular steel body. Selectman Mooney noted that with an interest rate of 4.99 %, given what is currently going on in the world with the COVID-19 crisis will we see an adjustment in the rate? TA Beaudin replied that the 4.99% rate was as of yesterday, but she will continue to monitor the rates and it is very possible that the rates will decrease. Selectman Pike mentioned that he would like to discuss later with Craig the engine options.

Road Reconstruction 2020 plans- TA Beaudin is advising that we defer this discussion to the next meeting in April.

Wage Schedules- TA Beaudin is seeking the Board to sign the wage schedule that was approved at Town Meeting for Police, Fire, DPW, and non-union staff.
Non-Public

Chairman Mooney moved to enter non-public session in accordance with RSA 91: A:3 II (i) consideration of matters relating to the preparation for and the carry out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life at 10:52 a.m. Those present and voting were Ruth Mooney, Claude Patten and Jon Pike. Also present were TA Beaudin, Asst. TA Jipson, DPW Director Craig Clairmont, Fire Chief Mike Newhall, Assistant Fire Chief Deborah Black, Sarah Weeks, General Assistance Director Donna Cilley, Police Chief Mark Lewandoski, Josh Huestis, and Code Enforcement Officer Steve Paqulin.

Discussion was had about the current situation of the COVID-19 outbreak and plans and preparation on how to move forward with keeping employees and the public safe.

The non-public session concluded at 11:45 a.m.

[Signature]
Ruth P. Mooney, Chairman

Jon Pike, Vice-Chairman

Claude B. Patten, Jr., Selectman