



# Office of Board of Selectmen

143 Main Street, P.O. Box 310, Belmont, New Hampshire 03220-0310  
Telephone: (603) 267-8300 Fax: (603) 267-8327

## Selectmen's Meeting Minutes

Monday, August 23, 2021, 10:00 a.m.

Belmont Mill Tioga Meeting Room

Chairman Ruth Mooney called the meeting to order at 10:00 a.m. Also, present were Selectman Jon Pike, Selectmen Claude Patten, Town Administrator Jeanne Beaudin, Assistant Town Administrator Alicia Jipson, Police Chief Mark Lewandoski, Public Works Director Craig Clairmont, Finance Director Katherine Davis (Zoom).

### Pledge of Allegiance

Those present stood for the Pledge of Allegiance.

### Abatements, Exemptions & Credits

There were no abatements, exemptions, or credits for signature this week.

### Minutes

Selectman Claude Patten moved the minutes of the meeting held on August 2, 2021, as written; seconded by Selectman Jon Pike and the motion passed unanimously.

### New Business

Police Department Detail Rate- Police Chief Mark Lewandoski discussed the police detail rate that we currently have is \$70 charged to the vendor. He would like to increase that to \$75. That would put us closer to the surrounding communities with the going rate. NHDOT said that we are actually lower, than other towns. The admin and cruiser charges will remain the same at \$15.00 and \$10.00. The increase will be to the Officer rate from \$45.00 to \$50 per hour. Selectman Pike motioned to accept the increase in detail rate charged to vendors to \$75 per hour for detail work starting September 1, 2021; seconded by Selectman Patten and the motion passed unanimously.

New Hire Incentive Policy Consideration- Police Chief Mark Lewandoski submitted a memo to TA Beaudin and the Board regarding a request for us to look at our Town policy regarding new hires and vacation and sick time. Stating that he feels that our current policy is outdated. When we hire a new employee, they have to wait 1 year to receive vacation time. The policy is way behind the times. If we are trying to attract new hires, we need to show that we are keeping up with what other towns are offering. Selectman Mooney asked if this is town wide policy? TA Beaudin responded yes. TA Beaudin advised the

Board against allowing new hires using the vacation time during the probationary period and allow them to accrue and use it after the 6-month probationary period. There is also a risk to allowing a new hire to bring their vacation from a previous employer to here. In most instances when they leave, they are paid out for that vacation time. This would cause some discontent with other employees. Chief Lewandowski agreed and would allow the 2 weeks to accrue immediately and then allow it to be used after the 6-month probationary period. TA Beaudin added that we are waiting to hear back from Anna Cole as to when we should discuss this. We are in the 3<sup>rd</sup> year of our bargaining agreement. Do we bring this up now or at the time of negotiations? We could also discuss a PTO system. We have a pretty lucrative sick time system. There are many facets to this as we need to decide on, do we make it retroactive to new hires? We did reach out to the other communities and it is nice to see that they are also adding that added caveat to their process as well, but not allowing it to be used until after 6 months. Selectman Mooney suggested that we ask the other department heads to come to a meeting and have a discussion and get their input.

Police Department Update- We are still waiting for the part for the elevator. The generator will ship at the end of the month. Tomorrow at 11:00 we do a walk through with the Board, and BPS. Chief Lewandowski plans to start emptying the storage units out and move stuff that we have already acquired and move files from the Mill. We won't move out of the building until we have an agreement from the three vendors that they can all be here on the same day to do the full move and install. The phone lines have been installed. Atlantic Broadband will be in this week. The radio and alarm systems are active. We won't be able to open to the public until the elevator is installed. TA Beaudin will tell Barrett Salta of BPS, to tell DBU to come back and finish the site work on the sidewalks. We will plan to have an open house as soon as we can open to the public.

HealthTrust Return of Surplus- It is anticipated in October that we will receive approximately \$70,100.98 in a return of surplus on our health insurance and \$4,557.22 on dental. A percentage of this is returned to employees based on what their associated share was at the time premiums were paid. We anticipate the surplus funds going to the General Fund will amount to about \$60,987. This will be shown on our estimated revenues when we set the tax rate. We will receive the check in early November but will know the amount before tax rate setting.

Ladd Hill Mobile Home Park Cooperative-The Park owners have requested a refund of the taxes they paid on the property located at 22 Cherry Street formerly owned by Lougee Knox. At some point last year, it was quitclaimed it to an individual for \$1.00 and he walked away. The MH Park got wind of it and realized it was not a valid sale and was able to evict the person. The property was then quitclaimed to the cooperative and they paid the back taxes. We have not given a refund in this manner in the past, but typically a mobile home park would inquire about an abatement of the taxes were they to take ownership. They feel that they are a small cooperative and this is burdensome. TA Beaudin is looking for approval to make the potential offer to them of forgiving the taxes but not the interest. Selectman Pike added that the owner should have come in and asked for an abatement before this point. TA Beaudin added that we have always worked with MH park owners on this so that they can get old units out and new units on and on the tax roll. Cynthia Deroy TC/TC suggested we refund the tax but not the interest. Selectman Mooney took the position that they did not know the process. Selectman Pike would like to know where we stand at this point with the unit. Is it standing? Is it slated to be demo? TA Beaudin to get them the details to decide at their next scheduled meeting.

Mill Street- The town received an application from Patricia Bushey for a special event to be held on Mill Street to have a block party for the neighborhood. They have requested having Mill Street closed from 22 Mill Street to Lawrence court to Main Street on Saturday September 4th. Land Use is prepared to issue the application pending approval from the BOS. Director of Public Works Craig Clairmont indicated we can provide the road closed signs, but they will need to put them up and take them down. Selectman Pike motioned to allow the road closure from 22 Mill Street to Lawrence court to Main Street on Saturday September 4<sup>th</sup>; seconded by Selectman Patten and the motion passed unanimously.

### Old Business

Status update ARPA Guidance- When we received our funds from ARPA there was some question as to if we would have to go out to bid on the well repair. We received notice from the treasury that non-competitive procurement is allowed under certain circumstances, TA Beaudin has contacted GOEFFR for the proper agency to send our request to as Treasury documents indicate the approval must come from the pass-through entity which would be the State of NH.

Legislative Action Requests- Representative Douglas Trottier had reached out to TA Beaudin last week. He wanted TA Beaudin to pass onto the Board, that if there were any Legislative actions that we would want him to act on, behalf of the Town the time to submit is by September 13- 19th. Selectman Mooney asked about the funding for the police body cams.

Police Chief Lewandowski responded that the department has submitted a grant for the full body cams but does not think it will go anywhere. TA Beaudin suggested arranging a meeting with Mr. Trottier for him to further understand where we are coming from on topics.

### Other Old Business

PD Walk through- There is a walk through scheduled for Tuesday, August 24, 2021, at 11:00 a.m.

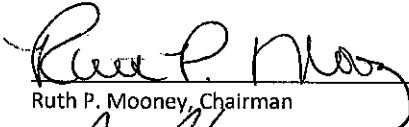
### Non-Public Session

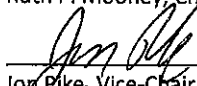
Chairman Ruth Mooney moved to enter non-public session in accordance with RSA 91-A:3 II (a) at 11:03 a.m. Roll call was taken and those present and voting were Ruth Mooney, Jon Pike and Claude Patten. Also, present were TA Beaudin and Assistant Town Administrator Alicia Jipson.

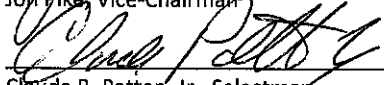
Discussion was had on applications received so far for the Town Planner position.

The non-public session ended at 11:50 a.m.

The meeting adjourned at 11:55 a.m.

  
\_\_\_\_\_  
Ruth P. Mooney, Chairman

  
\_\_\_\_\_  
Jon Pike, Vice-Chairman

  
\_\_\_\_\_  
Claude B. Patten, Jr., Selectman