



Office of Board of Selectmen

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Selectmen's Meeting Minutes

Monday, December 6, 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, Selectman Claude Patten, Jr., TA Jeanne Beaudin, ATA Alicia Jipson, DPW Director Craig Clairmont, Police Chief Mark Lewandoski, Town Planner Sarah Whearty, Candy Daigle, and Fire Chief Mike Newhall.

Those present stood for the Pledge of Allegiance.

Minutes

Selectman Claude Patten, Jr., moved the minutes of the meeting held on November 15, 2021 as written; seconded by Selectman Jon Pike. The motion passed unanimously.

New Business

Personnel Policy Amendment- TA Beaudin explained that we needed to more clearly identify the limits on political activity for employees in the policy while on the job. To make it easier we took the RSA language right from the State and placed it in our personnel policy. Selectman Pike motioned to accept the addition of the Electioneering Policy as presented, seconded by Selectman Patten and the motion passed unanimously. Alicia or Katherine will copy that new section and have them placed with paychecks this week.

Lakes Region Planning Commission- we received a request from our Town Planner Sarah and LRPC to assign an alternate representative to the TAC Committee. It is recommended that we appoint Sarah Whearty to fill the currently- vacant position typically held by the Town Planner for the remainder of the 2020-2022 term. Selectman Mooney motioned that we appoint Town Planner Sarah Whearty as the LRPC alternate TAC representative; seconded by selectman Pike and the motion passed unanimously.

General Assistance Lien Authority- TA Beaudin stated that in the past a long time ago a prior board had given the authority to the General Assistance Director to place liens on for general assistance on individuals who own real estate in Belmont and seek assistance from the Town. When Donna readopted her guidelines, the question came up whether she should have that authority delegated once again by the current Board. Selectman Patten motioned to allow GA Director Donna Cilley to continue to sign General Assistance Liens; seconded by Selectman Pike and the motion passed unanimously.

Restrictive Covenant- the Town over the years has received back or taken ownership of the former Stephinovicus subdivision located on Dutile Road, we have 2 restrictive covenants that will merge many of these lots into 1 bigger lot. They are owned by the Town not the Conservation Commission. They were either land locked or substandard lots. Land Use Tech Rick Ball has been keeping an eye on them over the years. Lots 218-115 and 218-097 will merge and he is recommending the new lot number be 218-097. The 2nd is merging 6 lots together: 38, 49, 63, 46, 45, 49 and they will in the future be referenced as lot 217-038. There are no tax implications on these as they are currently owned by the town. Chairman Mooney signed the Declarations of Restrictive Covenants.

Adopt 2021 Encumbrances- TA Beaudin presented the Board with a list of encumbrances that will get carried into 2022. The balances may differ slightly as we move closer to year-end. Many are grant and recovery fund amounts. Selectman Pike motioned to accept the 2021 encumbrances as presented; seconded by Selectman Patten and the motion passed unanimously.

Old Business

Police Chief Contract- TA presented the Board an amendment to Police Chief's current contract noting that the only change is the term of the contract from 1/1/2022 to April 2025, there are no changes to wages or benefits, just changes to the term. Selectman Patten motioned to accept the terms of the Police Chiefs' new contract; seconded by Selectman Pike and the motion passed unanimously. Selectman Mooney thanked the Chief for his hard work this past year and all his hard work on the new Police Department.

Land Use Budget- TA Beaudin noted that as you recall the BOS have previously been through this budget with the interim Town Planner and had wished to have a discussion with the new Town Planner after she started. Town Planner Sarah Whearty discussed the positions and the need for the new part-time Planning Clerk as we will be seeing retirements in the office in the very near future and the need for succession planning and how important it is to get someone in there to learn and be trained before the retirement of current employees happens and we lose that knowledge. Selectman Mooney asked where will this person sit? Sarah indicated that we will place them in the Land Use Tech's office. Selectman Mooney added that it is really hard as we have been trying to keep budget numbers inline. Do we know or have we received any indication as to when anyone is going to retire, since we are adding a good sum to this budget? Sarah responded that we have 1 employee suggesting retirement before next June. Also, in defense we have had an increase in building permits, and applications, noting that in over 20 years we have not added any personnel and or hours. Selectman Mooney asked when this employee retires will the person being hired be qualified? Sarah responded that she does have experience that overlaps with Rick's that she can tap into to assist with. This would just be planning for Elaine's retirement. Selectman Pike added that he understands the need and I see the need, I worry about the space and I know that we are planning on moving to the Mill so space will be less of an issue. TA Beaudin noted that legal and professional fees was increased to include consulting hours for Candy to assist Sarah. Sarah added that fuel and maintenance was increased as the Land Use vehicle was taken away and employees are having to take their personal vehicles and we had to move those funds into that account to cover that, also we had to increase publications as what we now have to put in the newspaper due to having to add the zoom notice is a longer notice costing more money. Selectman Mooney added that she was on the fence for the addition of new employee. Sarah responded back that she understood the concern and, in the event, that the need was not there anymore we could look at dissolving the position. TA Beaudin added that she has sat in on numerous conversations and the planning and development and commercial development does not seem to be slowing down, and she

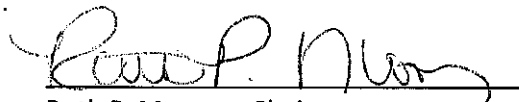
felt the building inspector can attest to that. The biggest issue we have now is we changed the concept for building and code enforcement. Colleen now truly needs to be dedicated to code and building. In fairness to Elaine she is taking calls for code and building when they are out of the building, there is a lot of other stuff that happens that others absorb. Sarah added to TA Beaudin sentiments that she sees the concerns, with the few weeks that she has been here the office has been very busy. Noting that although we have not had a full commitment of retirement from Rick or Elaine we will be in a bad spot if we do not have the person hired ahead of time to learn the roles of the job. TA Beaudin noted that the Land Use technicians job covers a number of departments at TH, he is currently working on a project for TA Beaudin, and does support other departments. Selectman Pike motioned to accept the Land Use Budget as presented; seconded by Selectman Patten, Selectman Pike and Mooney voted in the affirmative and Selectman Patten voted against; the motion passed in favor 2-1.

Cemetery Trustees- TA Beaudin forwarded the request from the Cemetery Trustees indicating they would like to withdrawn their CIP request for the fencing at Highland Cemetery. The Board asked for clarification as their initial request was for \$60,000, and wanted clarification if this was for the entire request or just Highland. TA Beaudin will reach out for clarification if the request is for all the fencing or just for Highland and will also ask what type of fencing they are going to have bid out.

Grant for PD- Police Chief Lewandoski indicated that he applied for a grant a while ago for ballistic shields, we were notified by email last Saturday that we had been awarded the grant. The grant is through the Spirit of Blue Foundation. We were awarded 2 ballistic shields and the total package is \$8,390. TA Beaudin noted that we do need have the acceptance of the equipment identified on the agenda and we can do this on our next meeting on the 20th.

PD Update- Police Chief Lewandoski commented that the new elevator has come into an additional hold up. This is a new elevator that the company has put in, the new part is being shipped to the company. It is working but only 60% installed. Site work will be finished next spring on the exterior. Fencing is going to happen this week. The other thing we are waiting on is Irving and waiting for them to set the generator fuel tanks. Then the generator company will come and do the final install of the generator so that they are liable not us. The 2nd coat of paving will be done on or before June 1st. Selectman Mooney inquired about the body cameras and where we were at with receiving them. Chief indicated that they should be here shortly and once they get here we will then receive training on them. TA Beaudin added that we have already paid for them.


The meeting adjourned at 10:55 a.m.



Ruth P. Mooney, Chairman



Jon Pike, Vice-Chairman



Claude B. Patten, Jr., Selectman