

DRAFT



WEARE BOARD OF SELECTMEN
MEETING MINUTES
AUGUST 21, 2023

PRESENT: KEVIN J. CAHILL, SELECTMAN; FREDERICK W. HIPPLER, CHAIRMAN;
BENJAMIN D. KNAPP, VICE CHAIRMAN; SALIM BLUME, SELECTMAN; SHERRY M.
BURDICK, SELECTMAN.

ABSENT: None

TOWN ADMINISTRATOR: Naomi L. Bolton

GUESTS: Jack Meaney, Frank Campana, David Herrick, Andy Fulton-Conservation Commission Chair,
Vinnie Iacozzi, Eileen Meaney

Chairman Hippler called the meeting to order at 6:38 PM.

Public Comment: Frank Campana presented the Board of Selectmen with documents and rescheduled for
7/24. He asked the Board of Selectmen to let people know if they will not be heard.

MANIFEST: Chairman Hippler moved; Vice Chair Knapp seconded:
**To order the Treasurer to sign the payroll and accounts payables checks dated August 24, 2023, as
included in the following manifests:**

Checks Dated August 24, 2023

Payroll Manifest	\$ 71,716.02 (<i>Weekly payroll checks</i>)
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Accounts Payable Manifest	\$ 24,426.53
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TOTAL:	<u>\$ 96,142.55</u>
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Passed: 5-0-0

Minutes:

August 7, 2023: Chair Hippler motioned to accept the minutes with the following amendments: Line 40
would “we” still. Line 141 Felch Field to Felch Town Forest. Seconded by Selectman Burdick. Motion
passes 4-0-1 (Knapp).

August 14, 2023: Chair Hippler motioned to accept the minutes with the following amendments: Line 26,
Line 36 learning curve, Line 61 he agreed with the Chair of the Conservation Commission, Line 108,
113,131,143,186,193,209,222. Seconded by Selectman Blume. Motion passes 4-0-1 (Knapp).

Public Hearing Gravel Permit Renewal: Chair Hippler opened the public hearing at 7:00 p.m. to hear public testimony regarding the renewal of the gravel pit permit. Application submitted by Thibeault Corporation of New England with a Tax Map of 409 Lot 107. Vincent Iacozzi spoke on behalf of the Thibeault Corporation. Mr. Iacozzi said they are seeking a renewal of their Gravel Permit that expired on August 1st, 2023. Mr. Iacozzi said they submitted their updates to NHDES on July 24th, 2023 which conforms with the existing permit. Mr. Iacozzi said they have done minimal excavation at the pit within the past few years and have 100,000 to 120,000 cubic yards in the area where they abut the mobile home park. Chair Hippler asked about lot 103 and the pile that is on it that has been reclaimed. Mr. Iacozzi said that material was going to go to the back end to be used for reclaiming the fields for Devriendt Farms. Chair Hippler asked if the lot had an active excavation permit. Mr. Iacozzi said that they are in the process of restoration and the last time he thinks they had an active permit for the lot was in 2015 or 2016. He said they checked on the regulation and if everything was not going off-site and was going towards restoration, they would be okay. Selectman Blume asked where on-site the material was going. Mr. Iacozzi said that it would be going into the back of the pit for restoration. Selectman Blume asked if the material had to leave the property to get where Mr. Iacozzi was describing. Mr. Iacozzi said no it is a straight 210-acre piece. Selectman Blume said the reason he is asking, is because he went to the site today and dump trucks were leaving the site with fill from that pile. TA Bolton said that the Town has also received complaints about dump trucks leaving the site. Mr. Iacozzi said he was unaware of that. Chair Hippler said the bigger question would be what is going on up front because it is moving property lines. He understands it is a working pit but it is crossing property lines and does not know if that is a problem. Mr. Iacozzi said it is one contiguous piece of property. Chair Hippler asked where the line for 103 was verse 107.

TA Bolton said 103 is the smaller property. Chair Hippler asked if from 104 to 107 was in the boundaries. Mr. Iacozzi said from where MDM water is to the trailer park is one contiguous piece of 210 acres. The boundaries are marked and he provided the Board of Selectmen with an ariel view of the pit. TA Bolton asked for clarification of the material behind the brown place where it was being moved. Mr. Iacozzi said it should be going to reclamation. TA Bolton stated that the zoning ordinance requires a special exception for anything over 5,000 yards even when it is incidental to the further development of the property. Mr. Iacozzi said that it is not going off-site and is being used on-site. TA Bolton said that the Town has been receiving many complaints and suggested that the Board of Selectmen go out and familiarize themselves with the site because they do have new members of the Board and trucks were leaving the site today. Mr. Iacozzi said that he does not have a way of addressing that tonight. Chair Hippler said they understood that. TA Bolton said they do not know why a permit is not needed with the amount of material that is currently been processed and piled there. Mr. Iacozzi said AoT disagrees. TA Bolton said she would like something from AoT stating that because that is not how they have handled it in the past. Selectman Cahill asked Mr. Iacozzi why they would be processing the material if it was being used for the reclamation. Mr. Iacozzi said he is not sure that is why he is not able to address that question tonight because he has not been out there since July 23rd or 24th and they were taking and bringing stumps off to the area. Selectman Blume asked if 104 was the area where the clearing was happening of the trees. Mr. Iacozzi said that if they are driving where MDM is; to the right is the farmhouse and MDM is on the left you will see the piles slightly to the right of the driveway. The piles should be on lot 107. Chair Hippler said not according to the tax map. TA Bolton showed Mr. Iacozzi where they were referring to. Mr. Iacozzi thought it was down further. Chair Hippler stated he was not trying to discredit the process, he wanted to make sure they were on the same project. Mr. Iacozzi said he was not aware of the trucks being there. Mr. Iacozzi asked TA Bolton when the trucks were leaving. TA Bolton said the complaints that have been made state that the trucks have been leaving at 3:00 a.m. and then going for a second run at 7:00 a.m. Mr. Iacozzi said he would address the situation.

Chair Hippler opened the public hearing.

Jenny Belcourt of 20 Clough Park Road. Ms. Belcourt said she would agree that the trucks have been leaving early. There is a lot of truck traffic on Clough Park Road and believe that part of the reason is

because of the weight limit on the bridge on the north end of River Road. She has concerns about the condition of the bridge on Clough Park Road because of the current potholes and the patching of them each year. It is hard to avoid the potholes on the bridge because of the oncoming traffic. She stated as an abutter she was unaware of the garden going in. She also has concerns about the river behind and what has gone into it and how it is affected. Ms. Belcourt would like more information regarding what permits went to DES. Mr. Iacozzi said that they have water quality reports. Chair Hippler said that the farms have been there for six to eight years. Ms. Belcourt asked if there had been inspections performed on the bridge. Ms. Belcourt asked for clarification on the hours of operation. Chair Hippler asked Vice Chair Knapp if the State inspects the bridge. Vice Chair Knapp said he believes it is either the State or Army Corp. Mr. Iacozzi said there is a truck limit in the permit. He said that the reason for people leaving early could be a different contractor does use the gravel pit, which is Boston Concrete. He will address the early travel with the contractor.

Chair Hippler closed the public hearing at 7:19 p.m.

Chair Hippler asked Mr. Iacozzi to come back with answers. Mr. Iacozzi agreed to come back. Selectman Cahill asked his fellow Board Members if they would ask to cease work on lot 104 and allow for an extension on lot 107 until they receive the answers to the questions they have asked. The Board of Selectmen members agreed.

Chair Hippler made a motion to extend the renewal for Map 409 Lot 107 until September 11, 2023, and to cease operations of excavation and removal of material on Map 409 Lot 104. Seconded by Selectman Blume. Motion passes 5-0-0.

Felch Farm Timber Bids: Chair Hippler recognized Conservation Commissioner Chair Andy Fulton to speak. Selectman Cahill explained to Chair Fulton that the bidders that originally had put in a bid had not all been notified about the rebid process. Selectman Cahill said the Board had specifically asked Mr. Turner if all the bidders had been contacted and he said yes. The Board of Selectmen has been notified by Hopkinton Land Clearing that they have not been notified about the rebidding process. Selectman Cahill said he would like to table the matter indefinitely until they can get it squared away. Lastly, the Board had laid out specifically how they would address evaluating the rebidding plan form drawn up by Mr. Turner and they received it last week with a request to expedite it. There was only a 21 minute period time stamp from when Mr. Fulton received the draft to when it was sent to TA Bolton to send to the Board of Selectmen. Selectman Cahill asked Mr. Fulton if the Conservation Commission approved the draft and reviewed it. Mr. Fulton said there was never any intention to have the revised documents approved or modified by the Conservation Commission. Selectman Cahill said he reviewed them and it appeared to have a scoring system that was not implemented into the bid form before. Selectman Cahill said that it was his understanding that they were not changing the intent but simply clarifying the road, gate, and landing. In the revised document the gate is not mentioned so there is no specification for the gate even though it was supposed to have a value on it. Selectman Cahill asked Mr. Fulton if all the bidders were contacted. Mr. Fulton said his understanding is that they were, except for Hopkinton Land Clearing because they were sitting in the room at the time of discussion of a rebid. Mr. Fulton said that there was an opportunity for Hopkinton Land Clearing to speak to the concept of the rebid during the meeting. The forester did contact the bidders who were not present at the meeting about the decision to rebid. Mr. Fulton said he believes there was a misunderstanding and there was no intention on Mr. Turner's part to imply that he had come to an agreement with Hopkinton Land Clearing that he informed others what was going on and the instigation of Hopkinton Land Clearing to discuss what they found objectionable to the bid process.

Mr. Fulton said he does agree that Mr. Turner did not say he contacted all except Hopkinton Land Clearing. He believes there was a mistake there. Selectman Cahill said it's not a matter of saying it was malicious in any way. It is just from the get-go there was no public bid opening and the specifications were not asked for. It was heavily debated whether it was an incomplete bid form or if it was not. Mr. Fulton said it was

151 not a part of the Conservation Commission deliberations. The Conservation Commission clearly stated a
152 week ago that it was the will of the commission to move forward with the rebid. Mr. Fulton stated that the
153 commission wanted to move forward with the rebid recognizing there was unintentional confusion.
154 Selectman Cahill said he is not disagreeing with Mr. Fulton but there was an assumption made by
155 Hopkinton Land Clearing that would be willing to rebid because they attended a meeting. Selectman Cahill
156 said that he would heavily debate that it could have been assumed that they were going to agree with the
157 rebid process because they had consistently said that they did not submit an incomplete bid form and that
158 they were the highest bidder. They said they had met all the criteria and wanted to move forward. Chair
159 Hippler said that Hopkinton Land Clearing was present for the discussion at the round table with Mr.
160 Turner. They had left that meeting with the consensus that we would have Mr. Turner would come back
161 with a decision. Mr. Turner came back with a decision to rebid and Hopkinton Land Clearing was not
162 present at that meeting. Chair Hippler said that he would also believe there was no implied rebid consent
163 as an individual. Selectman Blume said he would agree with that and the only part he would disagree with
164 is the clarification on adjusting the bid sheet because it would allow for adjusting the parameters. Chair
165 Hippler said when Mr. Turner said he contacted the bidders, he understood it as he picked up the phone
166 and called all the companies. Mr. Fulton said he left the last joint meeting with no understanding that the
167 Selectmen were not willing to move forward or would oppose moving forward on the rebid. Selectman
168 Blume said he did state that in the last meeting. He said he came to the meeting thinking it should be left
169 alone and addressed that mistakes were made and they will do better in the future. Selectman Blume said
170 his mindset had been changed when they were told that all the bidders had been contacted.

171
172 Mr. Fulton said when he interpreted leave it alone, he took it as leave it how Mr. Turner selected it
173 originally. Selectman Blume said that was correct but because Mr. Turner said that everyone had been
174 contacted it would be okay to go with the rebid process. Selectman Blume said he felt that there was no
175 fair way to back out of the situation, but when Mr. Turner said he had contacted all the bidders that made
176 it okay because everyone was okay to go back to the start. Mr. Fulton asked what the preference was of
177 Selectman Blume. Selectman Blume said his preference would have been to leave it alone and keep the
178 original bid that Mr. Turner had awarded. Selectman Blume said there did not seem like a fair way out of
179 the way the bid was awarded until Mr. Turner said he contacted the bidders and explained they would be
180 okay with a rebidding process. Mr. Fulton said if three out of the four do not agree then it would not be a
181 fair way to move forward with the rebid. Selectman Blume said that is correct. Chair Hippler said but how
182 do they know that four did not agree if they were not contacted.

183
184 David Herrick president of Hopkinton Land Clearing said his wife and himself had attended the
185 Conservation Commission meeting and at that point, the discussion was tabled for a discussion with the
186 Board of Selectmen. Mr. Herrick said that at that point he did contact another competitor that bid on the
187 project as well and they told him he was contacted about the rebid process. Mr. Herrick said at that time he
188 still had not been contacted about the rebidding process. Mr. Herrick said it does feel as though they were
189 slighted and the fact that the Board of Selectmen was told that all the bidders were contacted in regards to
190 the rebidding process. There were the issues of us putting a zero down and then it went to an issue of no
191 references when we did put references down. Mr. Herrick said it came to his attention today that a forester
192 whom they do a lot of work with had been contacted in the two days and gave a high recommendation for
193 his company. The reference check should have happened weeks ago rather than now. Mr. Herrick said he
194 does not agree with the rebid because they look at it as if they have played all their cards and now, we are
195 giving the three other bidders the opportunity to come in and meet or beat the bid that he put in. Mr. Herrick
196 said just because he was at the meetings did not mean he agreed to the rebidding process. Chair Hippler
197 asked Mr. Herrick if Mr. Turner had contacted him about the re-bid would his opinion have been no, he
198 would not like to re-bid because he had already shown his hand. Mr. Herrick said yes. Mr. Herrick said he
199 is not here to create havoc. He has never in 32 years had a forester reject a bid that he won. Mr. Herrick
200 would like to know what Mr. Turner's main issue is with Hopkinton Land Clearing. He would like to know
201 if it is with them, with the company, or if they have done something wrong. Mr. Fulton said he cannot
202 speak for Mr. Turner, but he can speak for himself. He had looked at four bids himself and he would have

203 awarded the bid the same way Mr. Turner did. Mr. Fulton said that when he looked at the Hopkinton Land
204 Clearing bid, he had a hard time deciphering if they were able to understand the requirements of the bid.
205 Mr. Fulton said he was not present at the pre-bid walkthrough, so he is not sure of what Mr. Turner said
206 during that time, but it was made clear that those were important pieces to the harvest. What was submitted
207 was not clear in what was expected to be done. Mr. Fulton said unfortunately the lack of information meant
208 that he did not choose the highest dollar in this case. Mr. Fulton said if they cannot approve it now, they
209 could sit on it until they sort it out. They would not like to do that. The way that the commission came up
210 with to improve would be to do the rebidding process. Selectman Cahill said the way he understood it was
211 the bids came in midday and there were recommendations made by Mr. Turner. The way the commission
212 currently functions is that the commission does not review the bids as a commission. The public bid process
213 is well spelled out and when those bids are opened if the criteria have been met then the bidder at least
214 should have a reasonable explanation why they might not have been picked. Selectman Cahill said he
215 understands it is an estimate and the estimate was created by the forester. Mr. Fulton said Mr. Turner
216 discussed the reasons why they were not selected. He said Mr. Turner expressed who he believed should
217 have been awarded the work and contacted them like he has always done. His recommendation then comes
218 to the commission. It is not a contract with the forestry services company or harvesting company until it
219 gets to the commission to decide. The commission then makes a motion to approve the selection. Mr.
220 Turner had not come to the commission to make his recommendation. Selectman Cahill said that the issue
221 is, is that the other bidders had been contacted saying they were not being considered. If it had gone back
222 to the commission and they chose not to go with the recommendation of the forester, then the ship has
223 sailed because other companies have moved on. Selectman Cahill asked Mr. Herrick where he stands on
224 the issue if the Board of Selectmen were to put a hold on Felch Farm until the system gets cleared up and
225 there is more clarity and transparency. Mr. Herrick said he feels that would be a fair approach rather than
226 a rebid. Selectman Cahill asked if he would not take exception if the Board went that way. Mr. Herrick
227 asked how long they would take. Selectman Cahill said he believes it would happen again on or around
228 this time. Chair Hippler said that would then obviously have a change in numbers because the market will
229 change. Mr. Herrick said he guesses. Selectman Cahill said there are a lot of layers in the package and
230 things that need to be cleared up. One of the items is there is no current agreement with the forester and if
231 they were to unleash the project tomorrow, they would technically have no one to oversee it. Selectman
232 Cahill would like to make a motion to take the Felch Farm Timber harvest off the table for eight months.
233 Mr. Herrick said he would like to point out that they would miss the comb crop harvest if they were to do
234 so. Selectman Blume asked if Mr. Herrick would prefer to participate in a rebid or see the project delayed
235 for a year. Mr. Herrick asked if they were to delay it for a year would the bids be accepted the way they
236 are? Selectman Cahill said they would have a transparent system a year from now. Selectman Blume said
237 there are two paths either they come up with new bid documents or they move forward with the ones that
238 were provided to them. Mr. Herrick said they did contact Mr. Turner the day they received the
239 denied/incomplete on the bid and tried to discuss with Mr. Turner. It started out with the zeros being the
240 issue, but it seems to keep going down the line now to other things.

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242 Mr. Herrick said he would prefer deferring it for fairness and it would also allow for the process to be
243 straightened out. Selectman Cahill said there is a lot to sort out. Selectman Blume said it still has not been
244 resolved as to who the governing body is in RSA 36A and does agree with the interpretation of the
245 Conservation Commission Chair. Selectman Cahill said he does not disagree that the Conservation
246 Commission as stated in the RSA has managerial responsibilities and powers. Selectman Cahill said he
247 does not believe they can write the rule book or have the authority to write the rule book on how to execute
248 public bids of town property as he has stated before he believes that they are the high bid winner. Selectman
249 Blume said they need to figure out who is allowed to decide on the bidding. Selectman Blume said if they
250 are not trying to meet a timeline then they should not make any decisions that may not be allowed to be
251 made by this board. TA Bolton said she did send the question out to Town Counsel. Selectman Burdick
252 said she had suggested reaching out to the government center. Selectman Blume would suggest tabling the
253 harvest until they can get an answer from Town Counsel. Chair Hippler said there is the question of whose
254 authority it is to make a decision and he does not disagree that mistakes have been made. Chair Hippler

255 said the way he reads it has ultimate authority over conservation land he has doubts in that. Selectman
256 Cahill said the reason he is debating this is because he does not think it is healthy that they can have an
257 arm of the Town that affects the taxpayers that is a multi-member board and actions are happening that do
258 not include all of the board members he does not know how that would not be outside of the framework of
259 the law. Selectman Blume said that is a good point. Selectman Cahill said if a single board member can
260 allow an uncontracted agent of the town to make a decision that affects the taxpayers that is going to be
261 tough regardless of what Town Counsel may say. Selectman Blume said he does not know who would
262 disagree with that. Vice Chair Knapp said it sounds like there was no clear expectation of the road work
263 from the gate and the fact that there is no contracted forester. Mr. Fulton said it has been stated multiple
264 times that Mr. Turner and Meadowsend Timber are an uncontracted entity. He said Meadowsend Timber
265 has worked for the commission for fifteen years on a contract and admittedly they have not been able to
266 produce a copy of it nor has Mr. Fulton, but that does not mean that they are not contracted to the town to
267 do the work. If there was a contract that expired after five or three years, then he would agree with the
268 board. Mr. Fulton said they went through the proper process to find and award the town's forestry
269 professional services to an entity properly. It was pointed out to them years ago to update the process years
270 ago and they have produced it to the Board of Selectmen. Mr. Fulton said he does take issue with the claim
271 that the commission is working with an uncontracted agent of the Town. Mr. Fulton said this was not
272 someone they had just selected. Chair Hippler said that maybe but as Mr. Fulton stated himself if push
273 came to shove there is no documentation on file stating what term we have with them, and no one can seem
274 to locate the contract. Selectman Burdick has been on the commission for about five and half years and she
275 does not believe that they have ever looked at the bids and had a recommendation. Selectman Burdick said
276 that the bids should be opened at the meeting and look at what is being presented and then talk with the
277 forester as a group. Chair Hippler said he agreed with Selectman Burdick. Vice Chair Knapp said any other
278 time they have done a public bid it is opened in a public session. They still need to decide whether it is the
279 Conservation Commission's decision or the Selectmen's decision. Vice Chair Knapp said he would like to
280 see it move forward because of the comb crop and the market but there is a lot up in the air. If they are
281 going to manage the properties properly rather than just cutting trees down. He does not want to go a year
282 blindly saying they do not have anyone. If it is the consensus, we need someone's name on a piece of paper
283 and a specific amount of time on the contract they need to begin that now because there is a lot of Town-
284 owned property.

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286 Chair Hippler motioned to table the Felch Farm Harvest to the next seed germination. Selectman Blume
287 said he still does not feel they have jurisdiction to make that decision. Vice Chair Knapp said he would
288 rather not put a time frame on it until there is a forester in place that could tell them what to do. The motion
289 does not pass due to a lack of second. Selectman Cahill asked if Mr. Turner would recommend Hopkinton
290 now to the Conservation Commission because they have clarified their vote. Mr. Fulton said he could not
291 answer the question. Selectman Cahill asked if Mr. Fulton could ask Mr. Turner the question. Mr. Fulton
292 said he could ask the question but would like to know how that would allow them to move forward.
293 Selectman Cahill said because if the verbal agreement with Meadowsend says they now have the clarity
294 my recommendation is X. Mr. Fulton said that is one part of it but then it would go back to the commission
295 and then must have a motion and approve or disapprove the recommendation. Mr. Fulton said that he does
296 feel bad that Mr. Herrick feels that he is a moving target, but other items needed to be clarified. Vice Chair
297 Knapp asked his fellow Board members if they agreed that no decision could be made until they had some
298 clarification from Town Counsel on who has the authority. The Selectmen agreed. Mr. Fulton asked the
299 Board of Selectmen if they were not considering the rebid documents. Selectman Cahill said they could
300 revisit the issue, but the Board had based their decision on rebid from what they were told by Mr. Turner
301 that all the bidders had been contacted. Now it has come to their attention that not all the bidders were
302 contacted they have decided not to move forward until there is clarification. Chair Hippler said that his
303 takeaway from the meeting is the Felch Farm Timber harvest is on hold until they have the clarification
304 from Town Counsel. Chair Hippler would ask that the Conservation Commission check for accuracy and
305 make updates on the forester contract. Chair Hippler asked if they would need a public hearing because it
306 is a contract. TA Bolton said they have not had anything for 15 years and the purchasing policy states that

an RFP needs to be done for five thousand dollars or more. She said the Board does have the authority to forego the purchasing policy, but it is time to make everyone honest and put out an RFP. This is something they do with lawn care and Avitar. Mr. Fulton asked if they would do this with the Town Engineer. TA Bolton said the Town Engineer is hired by the Planning Board and they have done the RFP process for it. She just does not know when the last one was done but can ask that. Selectman Blume said the things they are talking about are not going to get resolved in the next week or two. He asked Mr. Herrick for his opinion on whether the harvest is still doable if it is not in September. Mr. Herrick said yes, the seed is still there. Selectman Blume asked if it would then be a question of mud or frost. Mr. Herrick said you will want to do it before frost. Chair Hippler clarified the next steps in the process:

- 1.) Clarification from Town Counsel on who has jurisdiction over decision-making.
- 2.) Who has jurisdiction to accept or appoint a forester?
- 3.) Request from the Board of Selectmen to the Conservation Commission to revisit the contract of the town forester and put out an RFP.
- 4.) Felch Farm Timber harvest is tabled without a final decision.
- 5.) If the Conservation Commission puts out a timber bid who makes the final decision on making on how and what the bid looks like?

Mr. Fulton said it would be a simple thing to look at what was suggested a while back, to look at the document recently shared as a contract for Meadowsend and have them continue as the Town Forester. Mr. Fulton agrees with TA Bolton that the solicitation of services via bid for Town Forest Services is something they would not be able to do in a short amount of time. Vice Chair Knapp asked why. Mr. Fulton said because they are a volunteer board it is not the same document that goes out and in. Chair Hippler said the framework is there. Selectman Cahill said they know what they are hiring and why they would recommend Meadowsend so they would know what the criteria is that they would want to go into the RFP. Mr. Fulton said he would disagree that it is a simple characterization to send something out to bid. Vice Chair Knapp said he does not know why it would be any different with the RFP for a forester because the Commission should know what they want in a forester. Chair Hippler asked what the term would be for the forester. Mr. Fulton said he could not answer that because he could not speak on behalf of the commission. Chair Hippler understands that the recommendation would be to move forward with the current forester that was made in the past, but he would like to know the term and it would be going against the Town's purchasing policy. Mr. Fulton said he cannot answer the question and he does not feel the RFP for a forester can be done in a quick turnover time. TA Bolton said there are other Towns where they can get sample RFPs. Mr. Fulton said he would bring to the Commission's attention the thought of the Board of Selectmen.

Town Administrators Report 8/21/23:

1. DPW Department Items:

- River Road Bridge – need to review the agreement and Town Counsel's comments that need to be addressed so that we can move forward – I would suggest putting this on next week's agenda so we can keep this moving.
- River Road Bridge Steel Fabrication Bid – Bids are due on Friday, 8/25 @ 9 AM – This could also be added to the work session
- Hazardous Waste Day – Saturday, August 26, 2023 @ DPW
- Transfer Station Stickers – posted in 2 places at Town Offices, Facebook, and Website; given to Police to add to their Facebook page as well
- Update on T-3 – at The garage being worked on

2. Police Department Items:

- Radio Communication Project – Chief going to Zoning Board on 9/12/23 for variances for tower
 - CBA MOUs & Negotiations – emailed Attorney Broth for an update on the MOU's as well as possible available dates for negotiations. Attorney Broth is on vacation until August 29th, so will have to wait.
- #### **3. Parks & Recreation Items:**
- Minute Taker – emailed current minute taker to see if she may be interested. She is going to think about it and let me know.

- Bolton Field – Driveway and drainage work – DPW putting together proposal.
 - Boat Ramp Repair Options:
 - DPW proposal – after water is drawn down in the fall
4. Conservation Commission Items:
- Asbestos Remediation on 487 North Stark Highway – Mr. Lemay of the Conservation Commission is working on an RFP for the asbestos remediation that he will bring to the Commission's next meeting on Wednesday, Sept. 13th for approval to post.
5. Town Office/Town Administrator/Board of Selectmen Items:
- Joint Loss Management Committee – on hold until DPW & Fire Chief positions filled.
 - Contracts for Forester - needs to be finalized.
 - Collins Cemetery – to be worked on as time allows.
 - Asbestos Testing on Buzzell Hill Road property returned positive for asbestos – does the Town want to proceed with prices for asbestos remediation? If so, could be added to the RFP with Conservation Commission. The Board will hold off on abating for the time being.
 - Rental/Hospitality Ordinance – tabled, will be revaluated and resubmitted in the future.
 - Police Job Description – on hold
 - Ethics Committee – August meeting 8/23
 - Perambulation with Dunbarton – To be scheduled in Fall of 2023.
 - Perambulation with Neighboring Towns: Letter to be sent to all other communities as well
 - TA schedule – Off all Tuesday's (8/23) & off Friday (8/25) – vacation day
 - Building Inspector Position – reached out to NHBOA (NH Building Official's Association) they have employment opportunities on their website. There are currently several openings. Concord- 1 FT Electrical Inspector; Concord-1 FT Building Inspector; Nashua – 1 FT Building Inspector & Plans Examiner; Hudson – 1 FT Zoning Administrator; Wolfeboro – 1 FT Engineer and Assistant Town Manager. I have emailed asking who to send the advertisement to, so we can get it posted. Waiting on reply. Reposted today – 2 public places, Town website and Town Facebook. Gave to Police to put on their Facebook page too.
 - CIP Subcommittee – the subcommittee has selected dates and times to schedule departments for the 2024 upcoming year. The dates are all Wednesdays at 8:30 AM as follows: Sept. 13, Sept. 20, Sept. 27 and Oct. 4th.
6. Correspondence:
- Complaint from D. Pratte regarding 55 Winter Road. Chair Hippler said he would believe it would go to the Code Enforcement Officer.
 - Email from Town Clerk about probing her lot so corner markers can be ordered. Selectman Blume suggested a training session. TA Bolton said to let her know so she can notice it.
 - Selectman Cahill said there was an email forwarded to the Board of Selectmen regarding the Board of Fire Wards appointing a full-time Chief. He said he certainly hopes the TA is not leveraging her position and authority in making or influencing board decisions so if there is a recommendation such as that or if they have an interest, it should be brought to the Board.
 - Selectman Blume said he attended Jackson Barnes Eagle Scout ceremony and gave him a letter on behalf of the Board and was appreciated by the scout and his family.
 - Selectman Blume said last week the PARC wanted to do a site walk with the BOS for East Road and Ineson with the DPW Director. TA Bolton will spear head the site walk and put the meeting together.
7. Work Session Items:
- Cemetery Trustee's & Sexton – new information was provided from the Town Clerk regarding to a fee for the sexton. Also, a proposal will be provided for the next work session for mapping the cemeteries.

- Policy for Unsealing Non-Public Session Minutes
- Policy for Contacting Town Counsel
- Policy for Right to Know Requests
- River Road Bridge agreement

8. Right to Know Requests pending:

- Travis Corcoran - all emails between TA Bolton and him, at either of his two addresses
- Cronin, Bisson & Kalinsky – any and all documents related to the property at 428 Reservoir Drive
- Marlo Herrick – any and all emails and correspondence between members of the conservation committee and Jeremy Turner; plus, all Timber Harvesting bids from the last 10 years and how they were awarded and to who.

Building and Maintenance report:

1. Town Hall List of Projects – open – Casey Rodd from Rodd Roofing Company, St. Johnsbury, VT – one possible contractor for the Stone Building and Town Hall
2. Library Chimney – Clay has left a couple of messages with the contractor and no return calls. The contract says that all work must be done by the end of September. The contractor in previous conversations with Clay indicated it would only take a couple of days.
3. Riverdale Road/River Road – town has final plan, need to get in front of planning and zoning boards.
4. Solar Project – will reach out to the committee members to see if the Board can get an update on what is happening with them.
5. East Road Barn – roof needs repair – panel needs refastening. Waiting on Walker Roofing.
6. Town Office Building Replacement Generator - \$15,000 was PO'd at the end of 2022 from surplus. An RFP was advertised today with bids due back here on September 11, 2023 by 2 PM and to be opened at 2 PM.
7. Town Office HVAC in the vault in the basement – waiting on quote from Granite State Plumbing and Heating. A follow up email was sent this afternoon (late) waiting for reply.
8. Town Office Furnace Repairs – a bolt was broke during the furnace repairs this summer. A follow up email will be sent to the vendor for a follow-up.

Being there was no further business to come before the Board, Vice Chair Knapp made a motion, and Selectman Burdick seconded to adjourn at 9:41 pm. Passed 5-0-0

ADJOURNMENT

A True Record.

Kearsten O'Brien

Kearsten O'Brien, Minute Taker

These minutes were transcribed from the following link: <https://www.youtube.com/watch?v=Z0m1UdkOhkY>