

FINAL



WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
December 18, 2023

**PRESENT:** SALIM BLUME, SELECTMAN; SHERRY M. BURDICK, SELECTMAN; JANICE MATHEWS, SELECTMAN.

**ABSENT:** FREDERICK W. HIPPLER CHAIRMAN; BENJAMIN D. KNAPP, VICE CHAIRMAN

**TOWN ADMINISTRATOR:** Naomi L. Bolton

**GUESTS:** Officer Seth Guilmette, Austin Maguire, Lieutenant Wayne Meattey Fire Department, Sargent Ryan Frisbie, Andrew Vollaro, Beth Rouse Finance Administrator, Captain Frank Hebert, Jaqueline Vollaro, Leah Cushman, Officer Chad Averhill, Frank Campana, Steve Roberts, Tom Clow, Clay Kriese, Richard Butt, Neal Kurk.

**These minutes were transcribed from the following link:**  
[https://www.youtube.com/watch?v=m3\\_zqgWPzXw](https://www.youtube.com/watch?v=m3_zqgWPzXw)

Selectman Blume called the meeting to order at 6:30 PM.

**Promotion of Police Officer:** Captain Hebert with the Weare Police Department presented the promotional process for the position of Police Supervisor 1- Corporal. Officer Andrew Vollaro has been recommended by the Police Chief has completed the testing requirements and received a cumulative score of 90.36/100. Captain Hebert said that Police Chief Moore would recommend continuing Officer Vollaro's salary at a step 2 Corporal on the CBA pay scale of \$32.63 per hour with an effective date as of December 18, 2023. Officer Vollaro will be on probationary status for six months and at the successful completion of his probation he will be moved to a step 3 Corporal and pay is dependent on the town vote for the adoption of the proposed CBA new rates.

**Selectman Blume moved to promote Officer Andrew Vollaro to the rank of Police Supervisor 1- Corporal effective December 18, 2023, with a pay rate of \$32.63 per hour (Step 2 Corporal on CBA). Upon completion of a six-month probationary period, Officer Vollaro's pay will increase to Step 3 Corporal on the CBA's pay scale; Selectman Burdick seconded the motion. Passed 3-0-0**

Corporal Vollaro's wife pinned his badge and Selectman Blume swore in Corporal Vollaro.

**Public Comment:** Frank Campana said that he asked TA Bolton when the BOS would discuss surplus purchases and he said he believes she said at the meeting next Wednesday. Mr. Campana said he would like to point out that in 2018 there was a little over \$96,000 with a default budget. In 2021 there was \$358,000 and the BOS spent \$281,000 in surplus with a default budget. In 2022 there was an estimated \$264,000 in budget surplus and \$132,000 was spent in surplus. Mr. Campana asked why is there surplus expenditures. There should be no surplus and there should be no requests asked or granted by the BOS for

departments when they want year-end purchases. The surplus discussion should be presented as a public hearing and the public should have the right to comment on the budget surplus. Mr. Campana said the BOS did not return any money to the taxpayers this year to reduce taxes.

Richard Butt said a few months back there was a comment made by the Chairman of the BOS in regards to the transfer station and specifically the Demo Trailers. Mr. Butt said that Chairman indicated there was a \$26,000 deficit in money collected for demolition, which means the Town was not bringing in enough revenue to cover the cost of demolition. Mr. Butt said that the Chairman also indicated that there were nighttime dumping issues. Mr. Butt said he has not heard anything since and would like to know the issue with it. Where is the \$26,000 coming from to cover the fees and what kind of recording system? Selectman Blume said that they have some answers and will get them to Mr. Butt whether it is through email or in public session. Mr. Butt said that if there is money at the end of the year that has not been spent it should not be given to the department heads as an opportunity to spend it and that money should go into the unassigned fund balance.

**MANIFEST: Selectman Blume moved; Selectman Mathews seconded:  
To order the Treasurer to sign the payroll and accounts payables checks dated December 21, 2023, as included in the following manifests:**

<u>Checks Dated December 21, 2023,2023</u>	
<b>Payroll Manifest</b>	<b>\$ 70,121.09</b> <i>(Weekly payroll checks)</i>
<b>Accounts Payable Manifest</b>	<b>\$ 170,132.10</b>
<b>Supplemental Accounts Payable Manifest:</b>	<b>\$ 15,500.00</b>
<b>TOTAL:</b>	<b>\$ 255,753.19</b>

**Passed: 3-0-0**

**Minutes:**

**October 23, 2023:** Selectman Blume made a motion to accept the minutes as amended. Seconded by Selectman Mathews. Motion passed 3-0-0.

**October 30, 2023:** Selectman Blume made a motion to accept the minutes as amended. Seconded by Selectman Mathews. Motion passed 3-0-0.

**November 6, 2023:** Selectman Blume made a motion to accept the minutes as amended. Seconded by Selectman Mathews. Motion passed 3-0-0.

**Public Hearing:**

To hear public testimony and comment on acceptance of the following two items:

- 1.) One (1) AFIS machine to capture and submit fingerprint records to the NH Department of Safety to be more efficient in processing and submitting fingerprint records to the FBI.
- 2.) Acceptance of unanticipated revenue for \$79,797.36 from the State of NH for distribution of this one-time payment to the Town based on mileage of Class IV and V highways per House Bill 2.

Captain Frank Hebert with the Weare Police Department gave an overview of the AFIS machine. He said it is an electronic way of taking fingerprints rather than rolling them with an ink pad which is what they currently are doing. Captain Hebert said there were ten Police Departments picked to receive the grant. Selectman Blume said the machine will continue to be owned by the State Police and it would reside in the building of the Weare Police Department. Selectman Blume said that there is an option that the Town could purchase separate equipment that makes the transfer of information from the AFIS machine to the current system much easier. Captain Hebert said the Selectman Blume is correct and the State does take care of

the reoccurring cost approximately three and half thousand annually. Captain Hebert said they do have the option of getting a printer which the printer would be a one-time purchase and that would be \$1,300 plus supplies. Selectman Mathews asked if they were going to ask the printer some time in the future. Captain Hebert said he had not had any recent discussions with the Chief on that but he thought the Chief might be able to get it out of his budget. Captain Hebert said his role has been the AFIS machine itself. Selectman Mathews asked if it was part of the ask tonight. Captain Hebert asked if it could be part of the discussion. Selectman Blume said they certainly can hear from the public on it. Selectman Blume asked if the AFIS Machine independent of the printer was worth accepting. Captain Hebert said that he has not used an AFIS Machine but he has heard from many credible members of other agencies that swear by them and how efficient they are.

Richard Butt asked if the Police Department would be able to take any of the fingerprint cards and convert them into the system. In addition to fingerprints, what other information would be transmitted? Captain Hebert said that he knows that the cards are electronically or digitally brought over to the FBI in none of the discussions with the State has any dialogue been brought up about the current cards. Captain said the AFIS Machine will transmit the same information to the State and the FBI as the cards they do now do. There is a keyboard and software that would help with not having to input information twice. Selectman Blume asked who pays for the software. Captain Hebert said that they would have to pay for that because it is an annual expense. Selectman Blume said on October 19<sup>th</sup> the Chief of Police estimated the software fee of \$8,000. Captain Hebert said he did see that. Selectman Blume read the sentence out loud that stated "The machine is \$15,000 and the recurring fees are \$8,000 annually all picked up by the State PD." Selectman Blume would like to know how much the printer is and the software.

Captain Hebert said they try to expedite as much as they can in the booking room. Often people are not cooperative in the booking room and they do not want to do extra work and add more time for people being in there. It is certainly more inconvenient whether it be COVID times and they must wear a mask or whatever the case may be. Captain Hebert said speaking from a front line level he would say there are benefits to the machine that may not jump out on paper but in terms of expediency in the booking room, there are benefits. Richard Butt asked if the machine informs the Police of additional warrants a person may have. Captain Hebert said they receive that information now but the machine specifically communicates both ways he believes. There are different levels in his understanding, not just one machine.

Frank Campana asked if any of the BOS members had seen the grant. Selectman Mathews said the BOS will verify but she believes that the grant was written by the State Police, not the Local Police Department, and the State selected ten departments to deliver the equipment to. Mr. Campana asked what the life cycle was of the machine if it would become a burden to the town what the reoccurring costs were and if there were going to be any upfront costs to the town. Captain Hebert said it is very clear that the State is going to take care of all maintenance with the machine. Captain Hebert said to respond to Mr. Butts' inquiry earlier in regards to cards there is no need for any fingerprint cards because they would all be electronic but the state does suggest the purchase of the printer because there may be a need for a physical card for a variety of reasons. Mr. Campana asked if there was any way the machine could be abused and or making an error on the machine and if it can be corrected. Selectman Blume said he has been fingerprinted for his work on a machine such as the PD is describing and it was very finicky about taking the pictures and will tell you to do it multiple times until it is correct. Captain Hebert said he has not used the machine before but with the cards, if there are any issues it is typically not caught until it makes it to the FBI they send the card back and they need to track the person down for a new set of fingerprints. Like Selectman Blume said the machine would catch the mistake instantly. Selectman Blume said that he would like to table the decision until the questions are answered. Selectman Mathews agrees with Selectman Blume and would like a list of all the fees in writing.

**Selectman Blume motioned to table the decision until December 27, 2023. Seconded by Selectman Mathews. Motion passed 3-0-0.**

**Selectman Blume moved to close the public hearing at 7:32 PM.**

Selectman Blume opened the public hearing at 7:32 PM for the acceptance of \$79,797.36 from the State of New Hampshire for distribution of this one-time payment to the Town based on the mileage of Class IV and V highways, per House Bill 2. He said this directs the department to divide and distribute a \$10 million one-time payment between all New Hampshire Municipalities based on the distribution methods of Block Grant A. It is a one-time payment separate from the State's regular quarterly payments to the town based on the mileage of Class IV and V highways and the town's population. TA Bolton said next week they will have the Public Hearing on the bridge portion of the grant.

Thomas Clow of 125 Concord Stage Road said a few years at they established a capital reserve fund so the money would not lapse. Could this money be put into that capital reserve fund? TA Bolton said that they can through warrant article.

Richard Butt said he has some statements by the New Hampshire Municipal Association regarding this grant and was wondering if they can be confirmed. Mr. Butt said that the additional funds would not become a part of the unassigned fund balance and wanted to confirm that to be true. Selectman Blume said that is true. Mr. Butt said that it is also stated that it is not recommended that these funds be placed in a capital reserve fund and that action requires a vote of the legislative body and the Road and bridge funds are already restricted to their eligible use and may not be redesigned. Selectman Blume said that is the NHMA recommendation and would ask the Finance Administrator where the money will be going because both of those questions were related to where the money would go and what the expectation was for that. Finance Administrator Beth Rouse said after tonight it will be going into the assigned fund balance and not the unassigned fund balance which means it can only be used for a specific purpose. The only reason to put it into a capital reserve fund is to gain interest. Mr. Butt would like to know what the BOS plans to do with the money and if the money could be used for equipment for the Highway Department. Selectman Blume asked Finance Administrator Rouse if the money could be used on vehicles. Finance Administrator Rouse said it could be.

Frank Campana asked if this was the Highway Block Grant. Selectman Blume confirmed that it was. Mr. Campana said the noticed grant did not specifically say it was the Highway Block Grant as it did in 2022. Mr. Campana asked how long has the BOS known or been made aware of this grant. Mr. Campana asked what is the BOS potential plan for how the money will be used. Selectman Blume said that the Chair of the BOS received this information on November 9<sup>th</sup>. TA Bolton said that they have not discussed what they would like to use it for, DPW Director Fiske presented his budget last week. Mr. Campana said he would like to propose to use that money to offset a highway truck. Mr. Campana read the September 26<sup>th</sup> minutes about the highway block grant from 2022.

Tom Clow 125 Concord Stage Road said he would be cautious about the Highway Block grant because it is in the minds of the public that's always been associated with road reconstruction funds and just go with caution when you label it Highway Block grant.

Frank Campana said that with what the last speaker said it sounds like he wants \$260,000 to work with in the summer and do what kind of work without a new truck.

Selectman Blume said the discussion on how they spend the money will be part of a much broader discussion with things like knowing that they did not get the grant for the trucks and how many trucks are they going to end up with.

**Selectman Blume motioned to accept \$79,797.36 from House Bill two from a portion of block grant A and to be assigned to the assigned fund balance. Seconded by Burdick. Motion passed 3-0-0.**

**Selectman Blume closed the public hearing at 7:55 pm. Seconded by Selectman Mathews. Motion passed 3-0-0.**

**Department Heads:**

Chief Roarick presented the 2024 Fire Department and Emergency Management budget. The line in the emergency management budget for telephones has increased by \$600 for a total of \$3,000 for the emergency operation center. Chief Roarick said he has spoken with staff and it would make more sense to have the emergency operation center in the safety complex where they have a spot for it and that is where it was supposed to be. The numbers are in there to bring up the EOC and get the technology up to date. Selectman Blume asked if the proposed money would go in line with how the plan is going to come out. Chief Roarick said those are two separate things. The plan is a large document that if something catastrophic were to happen in the town everybody would know what their position is and what their job duties are. They are going to be expected to do it and have references and resources. This is to get the room up to date to support it. Selectman Mathews asked if Chief Roarick anticipated the warming station to still be maintained at the school. Chief Roarick said he must have a conversation with the people of the school board. Chief Roarick said in the Fire Department Budget there will no longer be stipends because there are no call company officers. Chief Roarick said he increased the telephone budget because the amount allocated last year was insufficient for that amount so they needed to increase it. Chief Roarick said that the Fire Department is part of Capital Area and they hired another position and with that comes a car, salary, and benefits. All towns that are part of Capital Area have to share that cost and it depends on the population of the town and the amount of calls there are. Selectman Mathews asked if the increase was beginning in 2024 or if there were any expenditures made towards that this year. Chief Roarick said it will begin in 2024. Chief Roarick said he increased the building maintenance line to \$10,000 from \$5,000. The infrastructure is aging and they need to fix the buildings. Selectman Blume said there was a large increase in expenses from 2022 to 2023 was that due to a handful of things? TA Bolton said some of the money was to redo the floors and Finance Administrator Rouse said that the overhead doors needed to be fixed a couple of times. Chief Roarick said the professional development line was put in for the Fire Chief to keep up with training. Chief Roarick said there are over 30 cisterns and they are maintained and owned by the town. The line increased due to the foreseeable maintenance and trying to get the line above the \$500 to maintain over 30 cisterns. Fire Hazmat supplies have gone up because Chief Roarick is trying to keep them out of the CIP so they are not purchasing them all at once and creating life cycles for things. Chief Roarick said there is an increase in the software line because he and Chief Olsen were trying to work on finding software that can help with things like payroll and keeping track of training. It works with image trends which is what they use throughout the state. Selectman Blume asked if there would be a time savings with switching to this program. Chief Roarick said that he cannot say there would be any drastic time difference that they will save but it will make their lives easier instead of using three to four different software programs. Chief Roarick said that the protective gear he is trying to spread out within his budget rather than having to buy them all at once. Selectman Blume, what happens to the equipment once it is through its life cycle can they get anything for it? Chief Roarick said they can not get anything for it. In the past, they have sent them out to third-world countries. Chief Roarick said all the firefighters should be getting the physical yearly and it is not like your normal physical and explained the physical. Selectman Mathews asked if the physical was a requirement. Chief Roarick said he would like to see it become a requirement and NFPA recommends it gets done. Selectman Burdick asked if everyone had a baseline done. Chief Roarick said yes, they have. Chief Roarick said that he increased the vehicle maintenance line because they are coming close to hitting that line this year. The fleet is aging and they need to keep up with it. Chief Roarick said they have sent many people to school this year for medical advancements and that is the reason for the increase in that line. Chief Roarick increased the uniform line because the cost of uniforms has increased. Discussion ensued regarding uniforms. Chief Roarick has added radio equipment and is trying to buy two a year. If the budget passes the line in the CIP would go away. Chief Roarick said his goal for the CIP is to keep it strictly for vehicles. Selectman Mathews asked at what point would the radio line item go down or away. Chief Roarick said he does not think it would because of the life cycle and how technology changes. Discussion ensued regarding portable radios. Selectman Blume asked if ARPA Funds could cover the cost



of radios. Finance Administrator Rouse said they could. Chief Roarick said the Fire Equipment maintenance has been increased because they have not been testing the equipment in the way they should be. Chief Roarick said that he got a quote to test the fire hose that was in the \$400 and that was a quote that was only good for thirty days. Selectman Burdick asked how often were the hoses tested. Chief Roarick said they should be tested once a year. Selectman Burdick asked how much a new hose cost. Chief Roarick said it is a little over \$1,000 for a four-inch hose. Selectman Burdick asked why you would not replace the hose every year instead of testing it. Chief Roarick said that the life of the hose is about 15 years if not longer. Chief Roarick said they have about 30,000 feet of hoses. Selectman Blume asked if the budgeted \$4,800 was per hose or if it was to test all hoses. Chief Roarick said it was to test all the hoses. Also in the line item is the ladder testing. Selectman Burdick asked about the ambulance fees not covering the cost of a new one down the road and needing the CIP. Chief Roarick said what he is saying is the department needs all the money they can have in the CIP to put towards the apparatus because the cost of the vehicles is high. He said he is not saying they aren't going to have enough money but once they start taking out money for things like portable saws and things like hazmat meters etc. then they may not have enough money within the CIP. Selectman Mathews asked what percentage of calls were fired over the rescue. Chief Roarick said he does not have an exact figure but if he had to give a rough figure, he would probably say about 75% to 80% of calls are medical and 20 to 25% are on the fireside. Chief Roarick said he could get an exact figure.

Neal Kurk asked about lines 311 and 312 under the default budget and why the lines were in there because the Chief said those positions were being eliminated. On line 315 overtime requires investigation of the board as to why the department is being run so that so much overtime is being spent. On line 319 there was nine thousand spent and the Chief is asking for seventeen thousand. The board may want to find out why this is happening. Mr. Kurk said on the 318 call that force wages spent were sixteen thousand out of a budget of thirty-four thousand in his default budget which he supposes is proper unless these folks are being eliminated in that number needs to be reduced. Mr. Kurk said he also wants the same thing in the proposed budget. Mr. Kurk said that the board needs to get a list of all the employees and their wages with overtime. The Chief is a full-time firefighter and he is also a Chief to the extent he is not fulfilling his full-time firefighter duties the board may want to find out whether overtime is being paid or whether less expensive part-time or call firefighters are being used. The default budget is 2.2% higher. The proposed budget is 7% higher, and inflation is 3.2%. Mr. Kurk said it was mentioned by Mr. Campana that no contribution was made by the board toward the tax rate this year because the reserve needs to be at 5% and there is only 3.5% with that in mind there is a surplus this year and will the board use that to get up to the 5% and then return it to the taxpayers. Mr. Kurk said that he would hope the BOS does not use the money for unassigned purchases. Mr. Kurk said the Police Chief told the Finance Committee and he hopes the Police Chief will correct him if he is wrong, about coming to the Selectmen to ask for \$46,000 to spend out of the funds at the end of the year and purchase a cruiser without going to the voters.

Chief Roarick said as far as the stipends he is not sure why they are in there because they are not paying stipends anymore. If that is a mistake then it will need to be removed. Chief Roarick said this year there was a significant amount of training and there were six people in school out of eight and required a significant amount of overtime. Chief Roarick said the call force is down to two or three people and none of the call force are qualified to be in that position. The per diem people were being used and not being eliminated.

Clay Kriese presented the library budget. Mr. Kriese said that they would like the expansion project to be privately funded and do not want to have to go to the taxpayers for the expansion. They have interviewed fundraising consulting and went with one. Mr. Kriese went through what the library needed for replacements. The old bookcases are not ADA-compliant. Mr. Kriese said there is a new line called furnishing and shelving and it is \$4,700 and will pay for one project at a time so that they can prioritize what needs to be replaced. The State has increased the price for consortiums for downloadable audio and e-books to \$500. The Libby app is very popular with the patrons. All of the utilities have gone up and the

lines were increased to cover the costs. There is a new line item of landscaping and snow removal this was previously spent out of the building maintenance line and looks like there is a reduction in that line but it is now moved into its line. There is money for staff development for staff to go to conferences. Selectman Mathews said Eversource is reducing its rates come February. Selectman Blume asked if the maintenance line considers that they have hired a handyman. Mr. Kriese said that would be great but he did not put that in the budget because he was not sure he could rely on that. It would be awesome if the handyman could help the library. Tom Clow asked if the landscaping was in the contract. Selectman Blume said the intent is to do that because it is not in the contract. Tom Clow said the library has a habit of funding things themselves and would encourage them to follow the process of coming to the town. Mr. Kriese said he has agreed but sometimes it can take months and would rather have the money in the budget for emergencies and they all fall under \$15,000 and can not fund them in the CIP. Neal Kurk asked for an explanation of the asterisk in the warrant article. TA Bolton said last year there was a warrant article for raises for the town and staff. Mr. Kurk said he hopes that the Town is looking at alternative energy sources to save money at the public utilities' commissions website.

Finance Administrator Rouse presented the entire budget to the BOS. In the Town Officer salaries if the BOS wants to make a change it needs to be a warrant article. Finance Administrator Rouse proposed a computer equipment line because there has not been one in the budget. Finance Administrator Rouse said office supplies have gone up. There are four elections this year and election costs have increased. Finance Administrator Rouse said a lot of the items in tax collecting are because of the restructuring of the town office building and there will be decreases in the Selectman's Budget. The office equipment line for the tax collector was reduced to a dollar because she does not need a lot of supplies and a new printer was purchased a few years back and they are trying to refund the account. In the assessing department there was a decrease in the telephone and an increase in seminars and training so she could attend the annual conference and the software support for assessing went up by 4%. Finance Administrator Rouse said that the legal budget has stayed the same except it was reduced for the Planning Board because they do not use it often. For Finance Administration office supplies went up and the software that she uses went up \$266 a year. There was an increase in the software support for the Town Clerk by 3%. There is a new audit contract for 2024 and that has not been through the legislative body yet. The cable committee reduced their cable equipment line because they have a CRF and they have a maintenance line of \$300 for supplies if they need it. The advertising and notices were reduced by \$1800 in land use because they no longer must post every planning and zoning board meeting in the Concord monitor. Southern New Hampshire Planning Commission reduced their fees. Land use is increasing due to planning and zoning emails for members and is \$6.00 per month per member. The maintenance position is proposed at 25 hours per week and janitorial supplies increased by \$100. Finance Administrator Rouse went through the cost of utilities. There is no change in the cemetery budget. Property insurance went up \$82,000, workers comp went up \$29,000 and the unemployment compensation went up \$3,000. The Health Officers budget added a telephone line and there was an increase in seminars by \$70.00. The Welfare department is proposing a \$5,000 increase to town assistance. The town is responsible for thirty days of a hotel and motel even if it is out of town. Parks and Rec telephone increased because they added a telephone at Chase Park and there is internet down there. They are increasing their repair line by \$2,000 for fencing. They reduced the recreation activity line by \$3,000 to be able to put it towards park repairs. Conservation Commission increased their dues by \$25.00 and then they added five new emails. Finance Administrator Rouse said the townwide proposed budget is \$349,990 higher than the default which is 4.24% higher. Mr. Kurk asked why the ambulance billing services are an expense to the town when the revenue goes into a special fund. Finance Administrator Rouse said they need to budget just in case there is no revenue there is an amount on the revenue side as well. Selectman Blume asked for some elaboration on the building maintenance line. TA Bolton said that the newly hired maintenance person has a report together as to what they have done which is incredible. Finance Administrator Rouse said they have always spent over \$5,000 in building maintenance. Selectman Blume asked about the Town Welfare assistance. Finance Administrator Rouse said if someone started in Weare it is the responsibility of the town for thirty days per law. Selectman Mathews asked how much the new law would impact the town. TA Bolton said they have been very fortunate some towns are payin

over \$250,000. They do their best to screen before assisting with services. TA Bolton said that if you only put \$15,000 in the account you could end up paying more because it is the town's responsibility to assist. Discussion ensued regarding welfare and housing assistance. Selectman Blume asked who the dues were going to for the Conservation Commission. TA Bolton said it is a conservation association that is state-wide. Selectman Mathews asked if the line for building maintenance was for both labor and supplies. It is for the supplies labor is line 183. Line 614 What is the line used for patriotic purposes? Finance Administrator Rouse said it is flags at the cemeteries. TA Bolton said this was a run-through for the board to have and that way they can move forward with suggestions. They will need to discuss as a group. Selectman Blume asked Finance Administrator Rouse about the Park revolving fund which was set up to be expended by the Selectman. Selectman Blume asked Finance Administrator Rouse to have something put together for Wednesday's meeting.

#### **Town Administrator:**

- TA Bolton said that DPW Director Fiske will come to the meeting on the 27<sup>TH</sup> to give a progress report on the bridge project.
- There is a non-meeting tomorrow for the CBA. The negotiation team will meet on the 20<sup>th</sup> at 6.
- The minute taker has been asked and Parks and Recreation Chair Pam Moul asked that the position be put out.
- TA Bolton said that she has not followed through on Bolton's field driveway and the boat ramp.
- CC will bring back the asbestos conversation to their January meeting to work on the RFP.
- The forester contract was sent to the forester. The BOS signed the forester contract.
- Perambulation is put off until spring.
- Mr. Thibeault will be back to permit what is left on the lot.
- Eviction notices have been served. Town Counsel has requested that TA Bolton accompany them to court regarding one of the prior owners and they have a hearing on merit.
- They need to discuss solid waste and how they want to go.
- There are no applicants for the cemetery sexton position.
- Right to Know Requests are being processed and worked on. One of the rights-to-know requests will need to have an extended deadline date.
- Pending litigation mediation is the 29<sup>th</sup> of January and that is all TA Bolton knows, nothing more has been provided to them.
- Exofficio Committee Updates:
  - Parks & Recreation:* Selectman Blume said PARC talked about East Road and they would like to be included in any further conversations. Dinner with the seniors went very well.
  - Conservation Commission:* Selectman Burdick said that the forester contract was discussed and signed. The commission will be working on getting the Felch Farm Harvest back out to bid.
- TA Bolton went through the building projects.
- TA Bolton said the Riverdale River Road, variance was approved and there are some additions to the plan. TA Bolton said they received a letter from Avitar stating they if it is not valued at 5,000, they can put it on the agenda and approve it. TA Bolton said she will be adding that to the agenda for the 27<sup>th</sup>.
- The work for the Eagle Project will need to be accepted as a donation at the next meeting.
- TA Bolton said the fall servicing services have been scheduled. TA Bolton said there was some flooding in the basement.

**Other Business:** Selectman Blume thanked the employees who did work to help out with the flooding.

Selectman Mathews presented the draft templates for reviews for the BOS members to review and get input back to her.

The BOS worked on setting the work session agenda.



Selectman Mathews asked about the Duck Pond wetlands permit request. TA Bolton said that the PB did make a motion to recommend the BOS to sign the application for the wetlands.

**Minutes:**

**November 13, 2023:** Selectman Blume made a motion to accept the minutes as amended. Seconded by Selectman Burdick. Motion passed 3-0-0.

**November 20, 2023:** Selectman Blume made a motion to accept the minutes as amended. Seconded by Selectman Mathews. Motion passed 3-0-0.

**November 30, 2023:** Selectman Blume made a motion to accept the minutes as amended. Seconded by Selectman Mathews. Motion passed 3-0-0.

**Being there was no further business to come before the Board, Selectman Blume made a motion, and Selectman Burdick seconded to adjourn at 10:47 p.m. Passed 3-0-0**

**ADJOURNMENT**

A True Record.

*Kearsten O'Brien*

Kearsten O'Brien, Minute Taker