**Selectmen’s Meeting Minutes**

**December 13, 2021**

**7:00 PM** Meeting called to order by Selectboard Chairman, John Esposito. Also in attendance were Selectmen Howard Brown and Tim Berry and minute taker, Joan Cleary.

Esposito led the meeting in the pledge of allegiance.

Residents of 56 Weston Hill Road were present to submit an engineering report regarding structural concerns with the occupancy of the home and garage. Berry noted that we have received complaints about the multiple vehicles on the property and asked if they can improve the appearance of their land by organizing the vehicles. The engineering report will be forwarded to the Building Inspector and next steps will be determined.

John Quinlan came before the Board to discuss meeting with Spencer Tate of Meridian Land Services regarding where they are at with the RFP and getting the information needed from Oak Engineering for the road project. They should have everything in by the first week of January.

Esposito mentioned that questions have been asked about the procedures we use to make town buildings available for use to town residents. He would like these procedures for the different town buildings made available on the new website. There was discussion on all the different departments updating all outdated information now that the new website is up.

**7:15 PM Department Head Meeting**

**Police Chief, Mark Slavin**

* He will be uploading a bunch of forms to the website; one such form is if you are a victim of fraud or identity theft. There will be a list of the first things you should be doing, such as freezing your bank account, checking your credit, etc. and then a form for all the pertinent info the PD will need for their investigation. That way they will have everything they need up front for when they meet face to face with the victim. The same kind of thing for Alzheimer/dementia patients. Family members can fill out a form with all family contacts, places the patients might go if lost, etc. They are working with the Alzheimer’s Foundation on this; it should be available on the website within the next 4-6 weeks.
* They did a donation box for CAST consisting of care packages for under privileged youth, teens and homeless teens in the Souhegan Valley area. They received a ton of stuff such as blankets, hygiene products, etc.
* One of the PD’s budget line items is over by $6,300 due to the emergency server repair. The part-time detail line item is over by $800. He wants to pull from the full-time detail line item to cover. This line item has $15,000 in it. Esposito stated that he should let the line item go over; as long as the total budget is under, that what counts.
* One of his officers is in the Nat’l Guard. Is it possible for him to use comp time in lieu of overtime? Our town manual states that comp time can only be held for thirty days. Slavin is asking if we can extend that time frame. The officer goes away for drill for two weeks at a time and training for three weeks at a time, which he has no control over. Is there a way that they can hold his comp time and can use it accordingly? Esposito stated that because he is in the Guard and there are extenuating circumstances, we should be able to change the time frame. We just need to discuss it with Laurie Brown.

**Library Director, Bonnie Angulas**

* The Mont Vernon Library Charitable Foundation raised $18,500 towards the library project on Giving Tuesday this past Nov. 30th. Matching donations from individual multiple donors helped push the total up. Final matches from Facebook and corporate matches will be reported in January; hoping to get to $20,000.00
* The library “Seats and Feets Charity Drive” was a success thanks to the generosity of the MV community. Just over 500 pairs of new underwear and 475 pairs of socks were collected for adults and children and delivered to SHARE Clothing Barn in Milford on Dec. 6th. This may become an annual drive.
* JoAnn Kitchel is collecting letters to Santa at the library for speedy delivery and response. They took the mailbox to the PTA Avenue of Lights event to create a display and encourage kids to write and drop off their letters. Collection goes until Dec. 21st.
* Bonnie was able to log in and create a home page for the library that inks residents to the library website that already exists. She will be meeting with the trustees to determine how much more they will add to the home page, such as meeting dates, meeting minutes, agendas, etc.
* The library trustees will meet on Tuesday, Dec. 21st at 7:30pm and have invited the Selectmen and the Cemetery Trustees to join to have a roundtable discussion about the new cemetery access road and plans for 2022.

**Recreation Director, Heather Kennedy**

* Our tree lighting was a great success; shifting the date due to the weather was ultimately a great decision. She thanked the Police Dept. for providing safety and for escorting Santa to the tree lighting. She also thanked the Fire Dept. for the chili cook-off; it is a fantastic addition to the event. They also helped to escort Santa down the street in the Hum-V. She thanked the DPW for all their help behind the scenes. They had 30+ dozen cookies donated; not a single crumb was left. The new sound system worked perfectly. It was a festive winter carnival. Having the addition of the Heritage Commission back-to-back with this event complimented each other very nicely. The timing was a bit tricky but they worked it out.
* Heather was able to log in to website and upload the change to the tree lighting date which was nice. She is optimistic that the website will be easy to use.
* The ski club deadline has been extended by a week; kids can continue to sign up until Dec. 20th. There are 15 kids signed up so far.

**Fire Chief, Jay Wilson**

* Getting ready to ship the tanker off in January; waiting to get confirmation on the date.
* Moving forward with the grant process for the SCBA for next year; will have that finalized within a week.

**Highway Director, Ben Crosby**

* Things so far are running smoothly with the 3 sometimes 4-man crew.
* There have been no major problems with any of the equipment so far, the new 6-wheeler went in to Liberty to have the speedometer fixed; which was under warranty.
* They are taking advantage of the nice dry weather to get stuff done before the snow comes.
* Still having the open position posted; there have been a couple of potentials but nothing solid. He’s going to try to repost the job on Indeed to make it more visible.

Eileen Naber came before the Board to discuss an issue with the use of town buildings. She stated that this is something that has aggravated many different people in town on various committees. She used the Trustees of Trust Funds as an example. They could not meet at the library as it is not handicap accessible. To use the Fire Station, there is a form. The form says they want 30 days advance notice. However, the second page of the form says that town commissions don’t need to use the form; they can just ask the Chief. The Chief works a full-time job and he sleeps. So, when can you get the Chief? In researching the use of the school, they also have a form. Nothing can be done quickly. Her thought is to have the availability of the town buildings posted on the calendar/website. The Town Hall Meeting Room is available to anybody in town but no outsiders; meaning no baby showers, etc. The Fire Station Community Room is available to outsiders with advanced notice and certain rules. It then has to be approved by the Fire Wards who meet sometime. Simplify the process; make it easier for those who want to use the facilities that the Town owns. Getting the keys to the facilities is also an issue. How many keys are out in circulation? Who tracks where the keys are? B. Angulas tracks where the library keys are. J. Wilson tracks where the Station keys are. The Town Hall was just re-keyed; L. Brown tracks where those keys are. Eileen asked if the keypad to the Fire Station works. J. Wilson responded that yes it works and accesses the apparatus bay; no one goes in there except for fire fighters. Eileen feels it should be easier for those groups who want/need to meet to access the town buildings. Esposito stated that the Fire Dept. has a lot of different groups meeting in that Community Room; it is probably used more than any other building in town. That’s why the advanced notice is needed. Jay responded to Eileen that when she last emailed him about using the building he replied back in the same day with the form. He went on to say that the 30-days can be waived for town departments/commissions. Eileen asked are the Friends of the Library not a town organization? Jay stated that they are town approved but not an elective body. If a town board or committee such as the Selectmen, Planning Board or Cemetery Trustees needs to use the community room on short notice due to something, he will move someone else out of the Meeting Room to accommodate that. They are an elective body; if something were to happen to the Town Hall on a Monday night, he would move his firemen out of the Community Room to allow the Selectmen to use it. He has the right as Chief to waive whatever the requirement is, especially in an emergency. Eileen said she needs to know, where is the line between a town group and a non-town group. Are the Friends of the Daland Memorial Library not considered to be a town organization or group because they are not elected? Jay stated yes, same as the Gun Club, the Girl Scouts, Beautification, Heritage; any non-elected commission has to fill out a form for 30 days in advance. Eileen asked if they are covered by town insurance? Berry said yes, the town has a blanket liability that covers anyone occupying a town building. Bonnie said the technology is out there with the software for meeting rooms. The Bedford Library has 6 meeting rooms; they do not have a human booking those rooms. You log in, fill out the form. We could look into the software but it costs money. Esposito said that while he understands Eileen’s frustration, he does support the time limit with the Fire Station because it is used by so many groups. The more advanced notice you can give Jay, the better for planning and scheduling. He suggested to Eileen that if she has a couple of suggestions to add, let the Board know and they can discuss it. Berry suggested that Bonnie look further into the meeting room software that would allow this scheduling to happen. It might be a good solution to the problem. Esposito pointed out that the department heads have the final say on who uses the facility; you don’t know who the group is; it has to be filtered out. We don’t allow political groups to use town facilities; that’s across the board for everyone.

Berry motioned, seconded by Brown to accept the minutes of 12/8/21 as written. All in favor.

**8:00 PM** As there was no further business before the Board, Berry motioned seconded by H. brown to adjourn. All in favor.

Respectfully submitted,

Joan Cleary

**9:00 PM** As there was no further business before the Board, Berry motioned seconded by H. Brown to adjourn.

All in favor.

Respectfully submitted,

Laurie Brown