**Selectmen’s Meeting Minutes**

**April 18, 2022**

**7:00 PM** Meeting called to order by Selectboard Chairman, John Quinlan, Jr. Also in attendance were Selectmen Howard Brown and John Esposito and minute taker, Laurie Brown.

Quinlan led the meeting in the pledge of allegiance.

Resident Anna Szok came before the Board. She read a statement regarding the community contributions of former Selectman Tim Berry. She said that he stood up the Heritage Commission 3 years ago, and has more experience working on historic buildings than anyone else on the Commission. At the “Meet the Candidates Night”, she recalls that both candidates were asking for more volunteerism. Berry wants to be appointed as an alternate to the Heritage Commission; his appointment was not seconded. She asked why.

Quinlan said that the Board had their reasons and would not discuss them in public session.

Szok asked if the non-public meeting minutes were sealed.

Quinlan said “Not yet; they have not been approved yet.”

Szok quoted the RSA for non-public minutes, and said that the minutes need to be sealed in a public session right after the non-public session, or they should be available to the public within 72 hours.

Quinlan feels that that is not correct.

Sean Mamone corroborated the 72-hour rule, and said that Mr. Berry also has the right to a public meeting.

Quinlan said that Berry could have a public meeting if he chooses.

Zoe Fimbel asked to see the non-public meeting minutes.

L. Brown distributed copies to those who wanted them.

Mamone said that some of the minutes are regarding strategic planning for the Town Office/Administration which does not fall under allowable non-public subjects.

Quinlan explained that the Board was discussing the office staff’s jobs and personal wishes.

Fimbel stated that she was personally discouraged regarding the lack of supporting volunteerism.

Quinlan explained that he did not make that decision lightly; it was a matter of trust.

Esposito emphatically stated that he disagreed 100% with Quinlan and H. Brown on this issue, and wanted Berry to be appointed to the Heritage Commission.

Fimbel asked if Berry could be appointed as an alternate.

H. Brown said that the Board should not be discussing this in public session when Berry is not here.

Mamone suggested adopting the State forms. He said that the Board did not follow RSA 91:A Right-to-Know by not sealing the minutes properly.

H. Brown said that the minutes do not have to be sealed.

Mamone said that, if he was Berry, he’d be pretty frustrated.

Mamone asked if the liaisons have already been decided.

Quinlan said that they had.

Mamone asked if Quinlan was still the head of the Library Committee.

Quinlan said that he was not; he stepped down.

**Department Head Meeting**

**Ben Crosby – DPW Director**

* Crosby introduced Mark Chase; a new-hire for the DPW that will be starting May 2, 2022.

Quinlan welcomed him aboard.

Crosby said that Chase has a lot of experience, and would be good for the Town. His background checks have passed, and we are only waiting on his drug and alcohol results to come back.

Esposito said that it is nice to have Chase joining us.

* 2022 Paving. The paving company will not put a reclaimer up on Grand Hill Rd. If we want to re-do it, the DPW will have to remove the old asphalt and rough-grade it. That is a lot of work for 3 men. The estimate of $187,000+ encompasses: Grand Hill; overlay from stop sign to loop and fine grade and asphalt on the loop, Hutchison from Old Wilton down around the corner, Old Wilton from Trow Rd to Trapist Circle, and a shim and overlay for Francestown Turnpike (it really needs a more extensive rebuild, but a shim and overlay will hold it for a few years).

Quinlan said that Grand Hill never had a proper base laid.

Crosby agreed and said that they would have to see what was needed when we get the pavement stripped.

Quinlan asked if it would hold for another year.

Crosby said that it was pretty bad, and that we already told the residents that it would be done this year.

Esposito asked if he has the man-power for this.

Crosby truthfully answered “No”.

* Crosby said that both of the wooden signs at the McCollom Building and the Town Hall are deteriorated. He plans to get Classic Signs out of Amherst to rebuild them.

Eileen Naber suggested that he speak with Karen Mitchell regarding funding from one of the Trust Funds.

H. Brown will get ahold of the Trustees of Trust Funds regarding these 2 signs.

Esposito asked about the progress on the sign that was promised by a resident for the corner of Mason and Old Amherst Roads.

Crosby said that he would check on that.

H. Brown asked who would report the sign/pole hit in front of his home; the guide wire is still on the ground.

Crosby said that he would take a look at it tomorrow.

* Crosby said that he plans to spend $7,960 of the Block Grant funds on renting a 10 ton roller to do the dirt roads like he did last year.
* Crosby said that he posted the DPW job opening on the NHMA site, the PW Network, our Website and that UNH has a couple of placers that they said they would put it.

Quinlan asked about the Fishing Derby.

Crosby said that the plan is for the first Sunday in June; June 5th.

Quinlan asked if he had spoken to NH Fish and Game yet?

Crosby said “not yet”.

Fimbel suggested holding it a little later than usual because the morning is “Church time”.

**Chief Mark Slavin – Police Department**

* Our new part-time officer looks “good to go”, and I have one more candidate that will take over for a retiring part-time officer, and we will finally be at full staff.
* Starting to publish a quarterly newsletter that will keep people up to date on the activities of the department.

Naber asked if he had thought about using the email list from the Flyer to get it to more people.

* Some of our officers are wearing blue badges that they purchased themselves to support Autism Awareness Month.

H. Brown asked if the PD has an Autism or Dementia database for Mont Vernon.

Slavin said that they have a dementia database, and that the Autism database would be coming soon.

* All the full-time officers have gone through the CIT training to be better able to assist people with mental health issues.
* April 30, 2022 is Drug Take Back Day. The bin will be at the McCollom Building.
* Spoke with our IT provider regarding our email issues. He has suggested moving our email platform to Microsoft. It will cost $3,500 to migrate to the Cloud and the monthly charges will be: $6.00/per user for email only, and $12.50 for each user that needs the whole Microsoft suite.

Randy Wilson asked if this monthly charge was per user, or per email address, and was told per email address.

**Randy Wilson – Fire Ward**

* The Tanker is back and 100% operational.
* The Souhegan Mutual Aid Association met here in Mont Vernon last Wednesday.
* The Fire Department’s web page is under construction, and he needs some guidance.

L. Brown suggested he consult Becci Schwarz regarding the website.

Heather Kennedy asked if CivicPlus could provide a printout of their training slides that we can take notes on.

* 50 seasonal permits have already been issued this year. The State site is up and running for single use permits. Please use it!! The process for Categories 1 and 2 is the same as it has been. Category 4 permits still have to go through Kevin Pomeroy or Chief Wilson.
* There have been calls for alarm activations, car accidents, and we were called in to help Milford last week.

Quinlan asked if they had had a chance to talk with Crosby about the changes to the CDL process.

Crosby said that he has spoken with Chief Wilson. We can have our own trainer, or we can find another town that has one, and pay them to conduct the test.

Wilson said that, if we have enough people, the State will come down to administer the test.

**Bonnie Angulas – Library Director**

* We are excited to announce that the Mont Vernon Library Charitable Foundation has received a grant from the National Endowment for the Humanities! The NEH Infrastructure and Capacity Building Challenge Grant is an honor to receive. The Mont Vernon library project is proudly placed on a short list of just 23 awarded projects nationally. This is a challenge grant that matches donations up to $655,000 to help make the dream of a new library for the town of Mont Vernon, NH possible. Annie Kuster is coming to look at our library project.
* On May 13th the Trustees will reveal a fundraising gauge showing where we are and where we need to go.
* Naming rights are available for each part of the library.
* The Friends of the Library are behind the “Little Free Library” being built out of the tree stump behind the library, and are hosting the plant sale and Junque Jewels sale taking place on Gala day.
* Starting June 24th there will be a senior program from 2:00 pm to 4:00 pm on Fridays. It will include food, games and crafts.
* There will be a 4th of July pot luck picknick, and a Mother’s Day event for kids and dads to make a bouquet and sign a card.

**Heather Kennedy – Recreation Director**

* Saturday’s Egg Hunt was successful. I want to thank those of you who contributed to the Golden Egg Baskets. We put out 2,800 filled eggs for the kids to find. Thank you to David Brooks for manning the egg toss, Julie Whitcomb for bringing the baby sheep, the PD for announcing and the FD for the Bunny escort.
* Spring Gala will be on May 21st with the FD Breakfast, Fun Run, 5K race, Plant Sale, Junque Jewels, Parade, open Museum and the Amherst Band marching. The games will go on until 2:00 pm, and the Mont Vernon Congregational Church will provide lunch.

Angulas asked about bicycles.

Kennedy said that they will be included and it will be advertised soon. She is looking for a motorcycle rider to kick off the 5K race.

**Rebecca Schwarz – Chairman of the Heritage Commission**

* There will be an historical architect visiting the Town Hall tomorrow to conduct a conditions assessment.

H. Brown asked what this process has been.

Schwarz explained that she (Tracy Kosack) went to the Rhode Island School of Design. We met through the NH Preservation Alliance. We applied for grants using the 146 page assessment that had all three buildings included. LCHIP said that we need to have a current assessment done with just the Town Hall on it.

There is a structural engineer coming May 5th. They have the CP Williams report and will update everything accordingly. The Heritage Commission is paying for half of the conditions assessment, and have gotten a grant for the other half. After the conditions assessment, we will need a needs assessment and then we will need the drawings.

H. Brown asked if we have to go out for competitive bids on this.

Schwarz said that the Commission is not held to that standard.

H. Brown confirmed that we will send out for bids on the actual construction.

Mamone asked how deep the needs assessment going to go.

Schwarz explained that Kosak is a preservation architect, and the structural engineer will not cut into anything – that is not recommended.

H. Brown said that his worry is that we are moving forward with the windows, and what if something structural shows up that will affect the windows.

Schwarz said that Kosack said that replacing the roof was fine, and that doing the windows is also good to go. LCHIP has already given us an extension – we can always ask them to reassess.

* The Goferr grant for equipment’s due date is June 2nd. The Board has to get a quote or receipt to me to include the AV equipment for broadcasting meetings in the Selectmen’s meeting room. There is only a 10% match needed.

H. Brown said that we need faster WIFI to run this, and that we cannot put in for anything other than the equipment needed. We will need a monitor and a camera system.

Angulas said that the NHMA is holding a webinar on April 28th teaching how to run a meeting that is in person and remote. She will send the office the information.

**8:20PM End of Department Head Meeting**

Fimbel asked the Board to appoint the Lamson Farm Commission members Heather Kennedy and Kevin Pomeroy, and for permission for Tom Wahle to remain on the Commission as an “At Large” member until such time as a Conservation Commission Representative can be appointed.

Esposito motioned, seconded by H. Brown to appoint Heather Kennedy to the Lamson Farm Commission as the Recreation Committee representative with a term ending in 2025. All in favor.

Esposito motioned, seconded by H. Brown to appoint Kevin Pomeroy to the Lamson Farm Commission as a Member At Large with a term ending in 2025. All in favor.

Board agreed that Tom Wahle may remain on the Conservation Commission until his term is up in 2024, or such time as a Conservation Commission Representative can be appointed.

Esposito reminded the Board that they had decided to request permission for the Goferr Funds from Local Fiscal Recovery Funds (LFRF) from the State under the American Rescue Plan Act of 2021 (ARPA) be used for the Brook Road Culvert project. We have until April 30th to report to the US Treasury. The funds may be spent up to 2024.

Quinlan brought up the membership of the Planning Board. Apparently, the Planning Board has been struggling to meet quorums for some time now. There are members that show up infrequently or not at all. He will get in touch with the Chairman, Jim Bird, to discuss appointing more / other members. The Master Plan and Capital Improvements Plan are both functions of the Planning Board. The Master Plan has been updated, but needs to be integrated and published on the website. I want to put that and the CIP on the fast burner to get them done by year end. The Planning Board can form its own sub-committee.

Quinlan asked about the balance of the 2021 $13,500 warrant article to rework the plans for the access road to the proposed library and new cemetery.

L. Brown said that Meridian has been billed $1,600 by Oak Engineering, but has not billed the Town yet, and that we also owe for the work Meridian did on the RFP.

Quinlan said that he would check in with Meridian to see what we owe them.

Esposito motioned, seconded by H. Brown to accept the minutes of 04/11/22 as amended. All in favor.

Esposito motioned, seconded by H. Brown to accept the intended non-public minutes of 04/11/22 as written. All in favor.

Esposito asked the Board to review the purchasing policy that he had handed out last week.

Quinlan said that the last paragraph is clunky – and asked L. Brown to rewrite it.

**9:20 PM** As there was no further business before the Board, H. Brown motioned, seconded by Quinlan to adjourn. All in favor.

Respectfully submitted,

Laurie Brown