

Minutes of the Westmoreland Selectmen's Meeting

Wednesday October 17, 2023

BOARD MEMBERS PRESENT: Frank Reeder, John Snowdon and Bill McGahie

1. The meeting was called to order at 6pm by Frank Reeder.
2. Approval of Minutes: October 4, 2023. Motion was made by John Snowdon, seconded by Bill McGahie to accept the minutes as printed. Motion passed 3-0.
3. Guest:
Dave Poklemba - Road Agent
Have an interested buyer for 3 bridge beams pulled from Makinen bridge over 10 years ago. Scrap-it value \$300, can sell for \$1500. Motion was made by John Snowdon, seconded by Bill McGahie to sell bridge beams for \$1500. Motion passed 3-0.

Planning Board - Alison Fissette and Bruce Smith

- A. Code Enforcement Officer - Planning Board would like to have a part-time code enforcement officer to be budgeted for. Reeder - Research would need to be done regarding duties, hours, and salary before it could be considered. Selectboard did not recommend it when researched a couple of years ago due to cost.
 - B. Zoning Pending - 2 properties that were given special exceptions 2 years ago are still in pending file since they have not had a site plan approved by the Planning Board. One of the property owners moved, but the new owner is now proceeding with business with an advertised grand opening. Reeder - letter can be written to the owner opening new business informing them that a site plan is required. A letter can be written to the other property owner to see if they still intend to open a business.
 - C. Response received by the Planning Board from Larkin requesting a site plan consultation. Will be meeting to discuss what he intends to add to the property and what he needs to do to update the site plan.
4. Accounts Payable: Motion was made by John Snowdon, seconded by Bill McGahie to approve Manifests for: General Fund \$44,531.97 Fire Station \$322,716.60 Motion passed 3-0.
 5. Old Business
 - A. HVAC Town Hall - Tank was delivered by Ciardelli Fuel, but is not yet connected. Ductwork not finished downstairs. There is heat in some of the offices. Dale Zajac said all first floor heat to be finished and gas lines for stoves to be relocated to the new tank before November 5th when Hall is rented for an event. Reeder to contact Zajac for update.
 - B. Complete Streets - Henry Underwood sent scope of work for the project to be submitted with the Town's letter. Selectmen agree the proposed scope of work is appropriate. No commitment to the Town. Match will be done in kind with hours of a subcommittee.

- C. Park Hill Common Damage - Received check from Casella for damages to common caused by their truck. Jason Simino to repair as soon as possible.
- D. Voting System - New systems not yet available and are in the preorder stage. System we have is working and until it is either more cost effective to change to a newer machine or the 1980s model is no longer maintained there is not a need to make a change.
- E. Basement Floor - Town Hall basement likely to have some mold, but in consulting with Steve Horton the only way to really eliminate it is to pour a concrete floor. A dehumidifier will help with moisture. Dale Zajac to get price for commercial dehumidifier to work with HVAC system. Reeder suggested follow up next year with studies and pricing for concrete.

6. New Business

7.

Signature Approval was given for the following:

Payroll 10/17/2023	Veteran Credit	HealthTrust \$6552.31
Payroll Taxes 10/17/2023	Solar Credit	Payroll Taxes \$2936.72
General Journal	Pistol Permit	Retirement \$2773.12
#842 Restitution	USPS \$5.01	Amazon \$95.78
	Eversource \$164.49	Staples \$117.82

- A. Right to Know - Snowdon attended webinar and will make links for handbook and webinar available for department chairs. Recommendations during webinar included:
 - a. Meetings - Have a written public commit protocol in place in case someone gets out of order during a meeting, agenda stating we reserve the right to add one or more non-public sessions to the meeting, and meeting notices emailed with everyone blind carbon copied. Reeder - RSAs cover what to do if someone is out of order in a public meeting as well as the selectmen's right to have non-public sessions. Not necessary to blind cc for meeting notices, and better for records to have information on where emails were sent.
 - b. Suggested that a separate email be used by town officials for town business.
 - c. Obtaining records - Can require requests be made in person - Reeder - Need to look at our Right to Know policy to see if any necessary changes are needed.
- B. Solar - John Snowdon and Harry Nelson met with John Kondos from Clean Energy NH to learn more about the state municipal solar grant program and see if the new Fire Station might qualify. Program is for municipalities only for up to 60 kw systems. There would be a 20% match for the Town. Dave Wirth will put together an estimate and John Kondos will help Town seek grant money. System could potentially power both the Fire Station and Town Hall. Grant will be open in 2024.
- C. Covid Test - Health Officer, Scott Talbot, can get 4 free covid tests per municipal employee including the volunteer fire department. The Selectboard suggested a total of 110 for fire department and Town employees.
- D. Plowing Policy - Selectboard and road agent reviewed plowing policy adopted in 1998. Policy still applicable.

- E. Motion made by Frank Reeder and seconded by John Snowdon to accept donation per RSA 31:19 for the Veteran's Memorial Fund in the amount of \$200. Motion passed 3-0.
- F. Budget work sessions for Selectboard to be scheduled in November and will be posted.
- 8. Correspondence: Cheshire EMS - Chief Spain has decided to retire and Christopher J Olsen will serve as interim chief of CCEMS. Donald P Bliss will lead the strategic planning initiative for CCEMS.
- 9. Hearing to accept \$20,000 Moose Plate Grant November 7, 2023 1pm.
- 10. A motion was made by Frank Reeder, second by Bill McGahie to enter into a non-public session per RSA 91-A:3,II(c) at 7:48pm. Motion passed 3-0.
- 11. A motion was made by Frank Reeder, second by John Snowdon, to seal the non-public session minutes and return to the public session at 8:31pm. Motion passed 3-0.
- 12. The meeting was adjourned at 8:32PM.

Respectfully submitted,
Jodi Scanlan
Town Administrator

NEXT MEETING WEDNESDAY NOVEMBER 7, 2023 1:00PM
MINUTES ARE INITIALLY POSTED AS UNAPPROVED
SELECTMEN SIGNATURES DENOTE APPROVAL

BOARD OF SELECTMEN

Frank Reeder, Chairman

John Snowdon

William McGahie