

Minutes of the Westmoreland Selectmen's Meeting

Tuesday December 5, 2023

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

1. The meeting was called to order at 1pm by Frank Reeder.
2. Open Public Hearing to accept and expend unanticipated money per RSA 31:95-b from State of New Hampshire House Bill 2 (HB-2) Highway Grant \$23,335.90
3. Approval of Minutes: November 21, 2023. Motion was made by John Snowdon, seconded by Bill McGahie to accept the minutes as printed. Motion passed 3-0.
4. Accounts Payable: Motion was made by John Snowdon, seconded by Bill McGahie to approve Manifests for: General Fund \$400,460.47 and Fire Station \$4,250.00 Motion passed 3-0.
5. Guest:
Bill Fletcher
 - A. Thanks to the board for supporting the clock project. Board unanimously agreed that the project's success was largely due to Fletcher's work.
 - B. Requested clarification of complaint process
Have to be a resident to file a complaint? Who follows up with the complaints?
Reeder - Anyone can file a complaint. Complaint has to be in writing as recommended by the Town attorney and NHMA. Can't go on private property, but in most cases problems can be seen from the road or abutting property. In some cases a real estate listing may point out an issue. When possible a member of the selectboard will verify the violation. Policy allows 30 days to respond after an informal letter sent by the Town Administrator on behalf of Selectmen. No response 2nd letter from Selectmen sent certified with information about penalty phase with 30 days to reply. Next phase would be handled by the Town's attorney and the court. Information about the complaint has to be requested in writing and may be handled by the Town's attorney in some circumstances.
6. Old Business
 - A. Wentworth Road Turn Around - Gary Hudson - Property damaged by plow trucks over the past years and has had to be fixed. Hudson will allow turn around on property for snowplowing, but would like to have a contract stating the Town will be responsible for any damage caused and repair in the spring. Selectmen agreed to have a contract established.
 - B. Fire Station Update - Steve Horton written statement
The building will be ready for its intended use by January 1st. There may be a few very minor things to be completed after that, but nothing major. All things schedule wise are on track and going well. By all indications so far, it looks like there will be savings to the project. The savings will come from soft costs not expended as well as DEW contract savings. Horton will know that for sure by January 1st and will present to the selectboard what is available for savings.

The old generator from Maplewood was deemed unfit to be used as it was too large and too old. A generator is a necessity by code, but we have permission to move in without it from the

State Fire Marshal. The generator will somehow have to be purchased, either by project savings or grant money, or a combination of both in the near future. An appropriate generator is \$127,000. The Fire Department is pursuing grants for a generator at this time.

7. New Business

Signature Approval was given for the following:

Payroll 11/27/2023	Dell \$507.98	General Journal Entries
Payroll Taxes 11/30/2023	HealthTrust \$5066.23	843 - LUCT
Selectmen Responsibility Rules and Procedure Policy	Intuit \$1299.00	844 - Restitution
Solar Exemption	USPS \$8.56	845 - Fire Dept Fuel
Timber Tax Warrant	Go Daddy \$22.17	

- A. Zoning Administrator Position and Stipend - Snowdon - Last Planning Board meeting it was decided that rather than a code enforcement officer the board would like to see the Zoning Administrator responsibilities increase to include educating property owners with property violations and helping them comply with Town zoning ordinances. ZA could then make recommendations to the selectboard if enforcement is needed. The Planning Board also discussed the possibility of a penalty fine for after the fact permits. Selectmen agreed that this increased position could help residents correct situations in a friendlier manner.

Reeder - following will need to happen for this to take place:

1. A written document with the expansion of the Zoning Administrators duties
2. Rewrite current violation enforcement policy
3. Discussion of stipend which would need to be included in the budget
4. Determine legality of penalty fine and potential amount

Each of these would need a motion for approval by the selectboard.

Alison Fissette - Zoning Administrator should be required to attend at least some of the Planning Board meetings and Zoning hearings. Reeder - Can be written into duties.

Fissette - Ordinances said minimum of 7 days to respond. Why is the policy 30 days?

Reeder - 30 days recommended by NHMA and in compliance with a minimum of 7 days.

Laurie Burt - Judicial system everything based in 30 day increments.

Snowdon to work with the Planning Board and ZA to establish duties for the next Selectboard meeting.

- B. Hurricane Road - The Town's Assessor visited property on Hurricane Road and found several differences from what we have assessed and what is there. Letter to be written to the owner requesting they contact the Assessor to schedule an appointment for a reassessment. Owner also requested to contact the Planning Board Clerk to schedule an informational session with the Planning Board.

8. Warrant Articles reviewed. Tabled for next meeting for further research and discussion before motion made to present to the Budget Committee.

9. Correspondence:

Cheshire County 2024 Proposed Budget

Thank you letter - CASA

Larry Siegel resignation letter - Master Plan Committee.

10. 2:34pm Hearing closed. Motion was made by John Snowdon, seconded by Bill McGahie to accept and expend unanticipated money per RSA 31:95-b from State of New Hampshire House Bill 2 (HB-2) Highway Grant \$23,335.90 Motion passed 3-0

11. The meeting was adjourned at 2:35pm.

Respectfully submitted,
Jodi Scanlan
Town Administrator

NEXT MEETING TUESDAY DECEMBER 19, 2023 6:00PM MINUTES ARE INITIALLY POSTED AS UNAPPROVED SELECTMEN SIGNATURES DENOTE APPROVAL

BOARD OF SELECTMEN

Frank Reeder, Chairman

John Snowdon

William McGahie