

Minutes of the Westmoreland Selectmen's Meeting
Thursday, October 10, 2019

BOARD MEMBERS PRESENT: Russ Austin, Frank Reeder, Clayton Stalker

1. The meeting was called to order at 6:00PM by Chairman Russ Austin.
2. Approval of Minutes: September 19, 2019 Motion was made by Clayton Stalker, second by Frank Reeder to accept the minutes as printed. Motion passed 3-0.
3. Guests:

Randall Walter of Bensonwood, who will be doing the conceptual design of the fire station, was present to review and answer questions regarding his proposed contract. Randall stated that the intent of Bensonwood was to design the best building for the site that it can. Bensonwood will also be forecasting costs and will be energy conscientious in their design.

 1. The Selectmen questioned putting a list of 'wants' in the contract, as they have not been discussed in length by themselves and the Advisory Committee. A meeting had been planned to do that the night prior to this meeting, but was canceled by the Committee. Chairman Tom Finnegan will schedule another meeting for the following week. The Selectmen stated that it was important for both their Board and the Advisory Committee to be on the same page with the project when presenting it to the residents of town. When the list of bays, rooms, etc. is completed, it will become part of the Bensonwood contract. Randall expressed that it was needed to give him a place to start with the design.
 2. Selectmen would like Randall to clarify the copyright portion of the contract. Randall understands that the construction of the project will be put out to bid. He added that the copyright only applies to the design contract. The purchaser (Town) has one usage of the design and it cannot be sold or lent to anyone else.
 3. The Advisory Committee has met with the Westmoreland Conservation Commission regarding the building site. The Commission expressed that they would help in any way possible.

Once the design is done, the next steps would be architectural plans and construction. Tom Finnegan stated that there might be financial assistance for an Emergency Operations Room in the Fire Station.

The Selectmen stated that it is important to keep the residents aware of what is going on with the project during the process from start to finish.
4. Accounts Payable: A motion was made by Frank Reeder, second by Clayton Stalker to approve a manifest of \$11,268.51 for the highway department and \$31,002.49 for all other bills for a total of \$42,271.00. Motion passed 3-0.
5. Old Business:
 - A. The tax collector forensic investigation is ongoing.
 - B. Work is being done on a description of duties for an Owner's Representative for the proposed Fire Station. Interviews will be held on prospective candidates.
 - C. 45 letters were sent to local businesses to gather contact and business information.
 - D. The fabric building at the highway garage is scheduled to be installed October 15th.

- E. Selectmen read a letter that was sent to Richard Cate by Kelly Wright, Westmoreland Health Officer, regarding his complaint about an outdoor furnace on Partridge Brook Road. After researching regulations and DES records, she found the furnace to be in compliance and considers the issue closed.
- F. The ability to make property tax, vehicle registration and dog license payments online will begin November 1st. Westmoreland will become a one-check town, allowing residents to write just one check instead of a second one to the State. The Town will make ACH payments to the State at a cost of \$3.50 per week.
The Tax Collector and Town Clerk will be doing notices regarding directions and any accompanying fees to make online payments.

6. New Business:

Signature Approval was given for the following:

- Balance Sheet: thru 3rd quarter
- Budget vs Actual: thru 3rd quarter
- Payroll: 9/21/2019, 9-30-2019, 10-15-2019
- GJ Entry: #682, 683, 684
- EFTPS: Payroll taxes 9-26-2019, 9-30-2019, 10/10/2019
- Amazon: Office Supplies 10/7/2019
- Britespan: Grader building payment 9-30-2019
- NH Retirement System: 9-27/2019
- Healthtrust: Insurance 9/27/2019

- A. Clayton will attend the October 21st Planning Board meeting as the Selectmen representative because Frank cannot be there.

- 7. Correspondence: *All correspondence is available for review in the Selectmen's office.* None
- 8. The meeting was adjourned at 7:14pm.

Respectfully submitted,

Jo Ann LaBarre
Town Administrator

BOARD OF SELECTMEN

Russ Austin, Chairman

Frank Reeder

Clayton R. Stalker

NEXT MEETING –Thursday, October 24, 2019, 6:00PM
MINUTES ARE INITIALLY POSTED AS UNAPPROVED -
SIGNATURES BY SELECTMEN DENOTE APPROVAL OF
MINUTES