

# Minutes of the Westmoreland Selectmen's Meeting

Thursday, September 22, 2022

**BOARD MEMBERS PRESENT:** Russ Austin, Frank Reeder, John Snowdon

1. The meeting was called to order at 6:00 pm by Russ Austin
2. Approval of Minutes: September 1, 2022. Motion was made by John Snowdon, seconded by Frank Reeder to accept the minutes as printed. Motion passed 3-0
3. Accounts Payable: Motion was made by John Snowdon, seconded by Frank Reeder to Approve Manifests for: General Fund \$285,308.19 and Fire Station Fund \$3565.75 Motion passed 3-0.
4. Guests
  - A. Bill Patnode - Winter Plowing. Since last year's contract for \$125 per hour for snow plowing fuel prices have increased approx. \$2.40 per gal. After some discussion a motion was made by Frank Reeder , seconded by Russ Austin to increase the plowing contract for winter 2022-2023to \$132 per hour. Motion passed 3-0
  - B. Peter Throop - Monadnock Conservancy. Acquisition of a conservation easement on 48 acres of land on the corner of Goodrums and Route 63 within 1500 feet of the Connecticut River. Monadnock Conservancy requested a letter of support from the Selectmen to support their pursuit of funding from the State's Source Water Protection Grant Program and the Land Source Water Protection Grant Program. Motion was made by Frank Reeder, seconded by John Snowdon to sign a letter of support. Motion passed 3-0
  - C. Elaine Moore - Old Home Day Funds - \$3600 remains of funds raised for last Old Home Days that have resided with Moore. When the Committee first formed to plan an event in 2012 the Selectboard determined they would need to be covered by insurance and therefore members were appointed to serve. Reeder - Legal Counsel for NH Municipal Association said Funds need to be given to Trustees of Trust Funds. ToTF can then set up an account for Old Home Days as they have for other town projects to accept donations and funding. Moore - A lot of people want to see another Old Home Day event. Need at least 2 new committee members to work with Elaine Moore who wants to remain on committee. Motion was made by Frank Reeder, seconded by Russ Austin to accept remaining money raised by the town for Old Home Days and establish Old Home Days Fund with Trustees of the Trust Funds. Motion passed 3-0
5. Old Business:
  - A. Zoning and Planning Board Fees - John Snowdon - Both boards are still working on reviewing costs and fees for hearing. Will submit revised fees for hearing to revise as soon as finished.
  - B. River Road Bridge Funding - John Snowdon and Jodi Scanlan attended Transportation Advisory Committee with Southwest Regional Planning to find out more about submissions for 2025-2034 Ten Year Project. There were 7 submissions of which 5 were deemed appropriate for funding including River Road Bridge. J. B. Mack and the BETA Group Team plan to visit the bridge September 29th to evaluate cost to refurbish (Historical Bridge) or

replace. Cheshire County Administrator, Chris Coates, to meet with J. B. Mack and John Snowdon to discuss how the County can support and help make the bridge project happen. SWRP will finalize and submit recommendations to NHDOT in November. Results of chosen projects won't be known until March 2023.

- C. Recycling Center port-a-potty purchased by the Lions Club years ago is cracking and needs to be replaced. Quote to lease from PJD Septic \$160 every 4 weeks. Will seek additional quotes to determine cost to replace potty for next year's budget.
- D. Post Office Floor - Monadnock Flooring recommends vinyl planks to go over existing flooring. Will provide an estimate. Project will likely need to wait for the 2023 budget. Reeder - Need to work with the Budget Committee to set aside some of the PO rent for repairs and maintenance in the future.
- E. DEW contract - Signing Construction Manager portion only. Bids for construction to go out in January for a start date in March or early April. Nancy Ranson - Where will construction workers park? Post Office? Reeder - Construction Manager to work out parking and cannot be PO.

F.

Signature Approval was given for the following:

|                                   |                          |                       |
|-----------------------------------|--------------------------|-----------------------|
| Payroll: 9/3/22, 9/17/22          | Current Use A-5/A-5W (2) | Retirement \$2495.19  |
| Payroll Taxes:9/8/2022, 9/22/2022 | Invoice Cloud \$16.00    | Healthtrust \$6455.38 |
| MS-535, MS-1                      | Clothing Allowance \$500 | Eversource \$200.84   |
| PA-28                             | Adobe \$179.88           | Amazon \$234.98       |

#### 6. New Business:

- A. McKibben Environmental Contract - Ground Water Testing 5 year contract. Test soil old landfill/recycling center as mandated. Motion was made by Frank Reeder, seconded by John Snowdon to sign soil testing contract with McKibben. Motion passed 3-0
- B. November 8th General Election - Vicki Reeder - Due to substantial increase in voting number for primary school would be more suitable for election location in November. There is no school that day and Mark Hayward said school can be used. Motion was made by Russ Austin, seconded by John Snowdon to make Westmoreland School Polling site for November 8, 2022 General Election.. Motion passed 3-0
- C. Credit Card Machine - Vicki Reeder - Invoice Cloud processes Town's online credit cards and can rent Town a card reader for \$30 a month. Residents who use the service will pay the 2.95% cost associated with the service. More and more residents do not carry or have checkbooks so they have to leave mid transaction to go to an ATM for cash. Offering a credit card option would improve customer service. Motion was made by John Snowdon, seconded by Russ Austin to rent a card reader. Motion passed 3-0
- D. Continuity of Operations - Reeder - While working on Emergency Management update realized there is not a plan of how interim operations would take place if something happened to the Town Hall. Reeder to work on a plan that would allow work to continue and Town to function in the event of an interruption.
- E. Code Enforcement - Request for subdivision on Route 12 to make 2 lots. Zoning granted variance for road frontage. The Planning Board voted to approve for storage and sent a letter

with 5 requirements needed for this approval. Have not received them as of yet, and have been alerted to an Auto Body Repair shop now leasing space. Concerns are that the Planning Board has not received required documents and there was extensive discussion about hazardous materials not being permitted near brook. Owner has a hearing with the Zoning Board in October for change of use, but as of now operating with unpermitted lease on property. Selectmen concerned for the new tenant's livelihood and Reeder recommended consulting with the Town Council before issuing a Cease and Desist Letter. Also recommends the Planning Board not approve in future without documents in hand or change wording to better reflect decision pending. Alison Fissette - approvals are pending unless the site plan is signed, but wording to include "Conditionally Approved" could be used to better clarify. Snowdon - Suggested 3 land use boards share notices of decisions as soon as made with each other via email to be sure everyone is on the same page. April Ferguson - How do we better facilitate communication between boards? Snowdon - Would like to see boards come together at least once a year. Reeder suggested the next Selectboard meeting agenda include discussion as to how to make this happen and invite chairs and vice chairs to attend.

F. Zoning and Planning Board Procedures - Alison Fissette has agreed to work with the new clerks from both boards. This is an opportunity to create better communication and work on a standard operating procedure.

7. Motion was made by Russ Austin, seconded by Frank Reeder per RSA 31:19 to accept donations for the Westmoreland Veteran's Memorial Fund in the amount of \$425. Motion passed 3-0

8. Motion was made by Russ Austin, seconded by John Snowdon per RSA 31:19 to cemetery trust funds of \$200. Motion passed 3-0

Correspondence - **October 6th meeting postponed to October 13th at 1pm**

The meeting was adjourned at 7:43 pm

Respectfully submitted,

Jodi Scanlan

Town Administrator

NEXT MEETING – THURSDAY OCTOBER 13, 2022 1:00pm  
MINUTES ARE INITIALLY POSTED AS UNAPPROVED  
SELECTMEN SIGNATURES DENOTE APPROVAL

BOARD OF SELECTMEN

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Russ Austin, Chairman

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Frank Reeder

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John Snowdon