

Board of Selectmen
Minutes February 16, 2021

Convened at 6:00 pm

Present: Andrew Artimovich, Chair
William Faria
Ken Christiansen
Robert Mantegari
Phyllis Thompson

Artimovich called the meeting to order. The board opened the meeting with the Pledge of Allegiance.

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register that consisted of one deposit and two checks.

Joyce Gallant was in to present the weekly Treasurer's report. Please see last page to view report.

Mantegari made a motion, 2nd by Christiansen to approve the public minutes of 2/9/2021 as written. Faria – aye, Christiansen – aye, Mantegari – aye, and Artimovich – aye. Thompson abstained. The motion carries.

Mantegari made a motion, 2nd by Christiansen to approve the nonpublic minutes of 2/9/2021 as written. Faria – aye, Christiansen – aye, Mantegari – aye, and Artimovich – aye. Thompson abstained. The motion carries.

Kip Kaiser, Building Inspector, had the following building permits to be approved this week:

- Steve Johnson, 30 Robinson Street, Plumbing permit for kitchen remodel: signed by Board.
- Steve Johnson, 30 Robinson Street, Electrical permit for kitchen remodel: signed by Board.
- Wright builders, 8 Mill Road, New dwelling: signed by Board.
- Wright Builders, 402 South Road, New dwelling: signed by Board.
- Mark Gagnon, 396 Middle Road, Demo permit for shed: signed by Board.
- Thomas McCutcheon, 14 Three Ponds Drive, Finish basement: signed by Board.
- Fred DeBaets, 44 Eleanor's Way, Finish Attic: signed by Board.
- Robert Lang, 2 Kadra Street, Add 11ft addition on rear of home: signed by Board.
- Nancy Pailes, 26 Crawley Falls Road, Rough & finish plumbing for 2nd floor: signed by Board.

Kip Kaiser (Building Inspector) presented an estimate from Kevin Bean Associates to remove the old basement door and install new one at Brentwood Recreation. The new door will have an opposite swing which will not pose any issues. The cost is to take out old and put in new and we will be reusing old hardware. Mantegari asked if the other door is still good and Kaiser replied that it should not be used as it is high off the floor. Mantegari made a motion, 2nd by Christiansen to accept the \$925 estimate to replace the basement door and expend \$925 from the capital reserve fund for maintenance of town owned buildings. Faria – aye, Christiansen – aye, Mantegari – aye, Thompson – aye, and Artimovich – aye. The motion carries.

Kaiser presented a proposal from Patriot Properties to add PermitPro software. He explained that the

Board of Selectmen
Minutes February 16, 2021

Board of Selectmen had previously accepted a quote for \$10k in 2017, however the software did not meet our requirements at that time. Artimovich asked where the \$10k went and Clement explained that it was never used and that and still in Impact fees. Christiansen made a motion, 2nd by Mantegari to accept the \$11,995 proposal for the new PermitPro software. Faria – aye, Christiansen – aye, Mantegari – aye, Thompson – aye, and Artimovich – aye. The motion carries. Kaiser explained that the software is all web based and that the Fire Department will not have to have any additional equipment for this. Mantegari asked if the system alerts different departments, Kaiser said this would be possible. Artimovich made a motion, 2nd by Mantegari to allow Clement to sign the contract for the PermitPro software. Faria – aye, Christiansen – aye, Mantegari – aye, Thompson – aye, and Artimovich – aye. The motion carries.

Kaiser presented to incorporate a new Business Occupancy Permit to increase the safety of first responders, promote adherence to approved site plans, lessen time spent by Code Enforcement, Fire Department and Police Department and help with response to complaints on home occupations. Christiansen said that the Fire Department have 4 or 5 cases. Thompson said that she was for the permit but not for the fee. Artimovich asked if the Patriot software could be tied into this and Kaiser said yes. Artimovich said that this makes sense, it would update the tax card. Kaiser explained that it would work for both new and existing businesses. Mantegari told of a claim that the Fire Department received, and they not been notified that the business had changed, and the FD responded to a fire with water and it exploded. He went on to say that he is totally supports this new permit. Mantegari made a motion, 2nd by Christiansen to accept the Business Occupancy Permit. Artimovich said \$100 for new business or site plan change and the existing business will have 12 months to file the permit or be fined \$100. He said if we are talking safety then everyone should do this. Kaiser spoke of the Section 302 classifications and explained that different buildings have different fire and hazard ratings. Faria said he was good with the year and not charging anyone that does not have one in place. Faria went on to say we should create new ordinance. Mantegari said we should wait until after Town Meeting. Artimovich asked Kaiser to find something that is in building ordinance. Mantegari said we will wait a few weeks and see what we can find. Mantegari withdraws his motion, followed by Christiansen's 2nd. Motion withdrawn.

Christiansen said there is a change in the attitude regarding recycling. \$15 a ton for cardboard with clear plastic being the #1. These are at the 20-25% range. Artimovich said that a resident had found information from Casella. Christiansen said there has been a switch – it is being separated as we speak. He has received figures from Waste Management. Clement said the Waste Management contact was Pete Lachapelle. Christiansen said the idea of discontinuing recycling was premature. Faria said it was much more than a dollar issue, it is environmental too. Artimovich said that if it is not going to landfill then it makes sense.

Artimovich read the notes. He said that the Police Departments first round interviews will be on Monday, February 22nd at the Fire Department. Mantegari asked if they were still scheduled for the 23rd as well and Artimovich said that all 8 were scheduled for the 22nd.

Artimovich said there was an Intent to Cut. Mantegari made a motion, 2nd by Christiansen to approve the intent to cut. Faria – aye, Christiansen – aye, Mantegari – aye, Thompson – aye, and Artimovich – aye. The motion carries.

Board of Selectmen
Minutes February 16, 2021

Mantegari explained that he was contacted by a resident who asked if we could keep the memory card from the polling machines. Thompson said those are returned to LHS after the election. Thompson said that we must keep the Federal ballots for 22 months. Mantegari said in Windham that the counts did not match from election – the computer was off by 500 votes. Thompson said she could not see how this happened -was someone putting ballots wrong in the machines? Christiansen said Woss is required to test the machines prior to each election. Mantegari is going to ask the resident if they want to be present at the next testing.

Mantegari said there was a letter received in the mail from Greenleaf Circle regarding the amount of sand deposited. Wayne Robinson (Highway) had looked and recommended the driver not to put sand down every time he is in the Circle.

Mantegari said the Board had received a letter of resignation in the mail from full-time Fire Fighter Jeremy Poder. The Board wishes him well.

Kaiser revisited the meeting and told the Board of building code 9002-002-009, section 3 certificate of occupancy, and explained that mandated inspections are performed on all buildings. Mantegari asked to see if we can enforce in a year. Christiansen said that there are 5 that we know of that are totally in violation of the law. Mantegari said we have paused on this for ordinance – that we are waiting until after the election to move forward with this. Thompson voiced that there are too many fees. Clement explained that the fee will offset Kaiser's time when he is out doing these inspections. Thompson said that they already pay for plumbing and electrical permits. Mantegari said it was prudent to have the fee. Faria said there was nothing on the form to say that this is only for new businesses and we should revisit or grandfather in people that are already in business.

Artimovich stated that the "Meet the Candidates" night is Wednesday, February 17th, hosted by the Friends of the Library. He stated that the zoom link is on their website or Facebook page.

Kim Leo, Lebreux Street (via zoom) asked for clarification regarding the business occupancy permit for stay-at-home businesses – Tupperware, leggings, etc. Would they have to get a permit too? Artimovich explained that this permit is tabled for now. Christiansen said that it is originally for people with site plans. K. Leo thanked the Board for the clarification.

Janice Wiers (Library (via zoom) mentioned that the night tomorrow is not sponsored by the Library but Dick Chamberlain, Town Moderator. Christiansen said he would like to attend and Wiers said the Library is not open for this, it will be on zoom and explained that Clement is working on people meeting at the Town Hall to watch. Clement said she has asked Keith Levitsky to borrow his projector. Artimovich asked that whoever is hosting it to please record on a flash drive for people to watch after the fact. He will upload to Vimeo.

At 6:45pm a motion was made by Mantegari, 2nd by Christiansen to go into nonpublic session per RSA 91-A:3, II for (a) personnel. Faria – aye, Christiansen – aye, Mantegari – aye, Thompson – aye, and Artimovich – aye. The motion carries.

At 6:58pm a motion was made by Mantegari, 2nd by Christiansen, to come out of nonpublic session

Board of Selectmen
Minutes February 16, 2021

and seal the minutes. Faria – aye, Christiansen – aye, Mantegari – aye, Thompson – aye, and Artimovich – aye. The motion carries.

At 7:37 pm a motion was made by Mantegari, 2nd by Christiansen to adjourn. Faria – aye, Christiansen – aye, Mantegari – aye, Thompson – aye, and Artimovich – aye. The motion carries.

Respectfully submitted,

Sarah Parkhurst

WEEKLY TREASURER'S REPORT

DATE: 2/16/2021

Citizens General Fund:

Previous Balance:	13,421.17		
Deposits:	42,242.61		
Payroll:	24,177.91	DD: \$22968.55	CK: \$1209.36

FICA:	5,935.16		
to Impact Fees			
A/P: Regular	\$270,992.43	Swasey: \$205,000**	** Via ACH
Non-A/P			
void checks			
From MMA	260,000.00		
Transfer to Rec			
Transfer to PD Details			
TO MMA			
Account Balance:	14,558.28		
Interest Earned			
YTD:	1.63		

MMA:	CD's		
	Unrestricted		
	Balance:	5,280,852.76	
	Total Invested		
	Funds:	5,280,852.76	
	Interest Earned		
	YTD:	554.36	

Board of Selectmen
Minutes February 16, 2021

.

Jonathan Ellis, Treasurer

Joyce A. Gallant, Deputy Treasurer