

46 Fire Chief Jon True:

47 Chief True announced that retired Assistant Chief Buzzy Felch passed away and sends
48 his condolences to family. He added that Engine 3 has gone out to be refurbished. He
49 added that the company is reviewing various issues so he is hoping to have a better idea
50 on the price. He added that they have received new hoses that they had ordered and will
51 be testing the hoses within the next few weeks prior to putting them on the engines. He
52 added that they are still waiting on information back on the grant and will discuss more
53 when the board talks about warrant articles.

54

55 Chief True noted that there is a permitted private firework display on November 24
56 between 6 and 7:30 p.m. He added that the Fire Department will also be helping with the
57 holiday stroll on Sunday.

58

59 Emergency Management:

60 Chief True continued that he is looking to encumber funds to do a tabletop exercise in
61 January of 2023 as well as completing the COOP plan draft. He noted that he is working
62 with homeland security to get a quote on costs so that there is an actual amount of funds
63 needed to be encumbered.

64

65 Chief True said that they are working on upgrading the communication system got the
66 Town in hopes to increase communication between Fire, Police, Road Manager as well as
67 the public. He added that they are working with surrounding towns to resolve similar
68 issues. He noted that there is an approved cell tower on Mr. Rosencrantz property to help
69 with the cell and communication service in town but noted that it still will not be enough.
70 He noted that the town may need to look into putting a separate tower on town property
71 to increase cell service and communication.

72

73 Road Manager Matthew Armstrong:

74 Mr. Armstrong shared that he received three quotes for tree work that needs to be done
75 on Muddy Pond Road, Drinkwater Road as well as at the corner of Osgood and Wild
76 Pasture Road. The first quote from Pace's Tree Service was \$10,500, the second quote
77 from Doug's Tree Service was \$6,300 and the third quote from Seacoast Tree Care was
78 \$7,200. He noted that he has \$5,750 in his line item to cover most of the costs and noted
79 money can be taken from other line items to help cover costs. He added that Doug's Tree
80 Service did the work last year so he was comfortable accepting their quote.

81

82 **MOTION:**

83 Mr. Solomon made a motion to accept the bid from Doug's Tree Service for \$6,300.00.

84 Mr. Gustafson seconded the motion. All in favor, the motion passed 3-0-0.

85

86 Mr. Armstrong shared that he had also received an inquiry about the asphalt hot box
87 trailer that is parked outside of the Town Shed. He noted that he has never used it and
88 was unsure if it even worked. Mrs. Felch said that she would look into the process of
89 putting the item out for bid.

90

91 Mr. Armstrong added that he ordered two tons of salt for the salt shed and has put out
92 bins for the Library and Town Hall parking lots.

93

94 Building Inspector Gino Rignoli:

95 Mr. Rignoli shared that his department has been busy with permits. He added that he is
96 also looking to update the fees for the building permits.

97

98 **Fee Schedule:**

99 Mr. Rignoli said that he is looking to up the base fee for the building permit from \$50 to
100 \$75 and will leave the price per square foot the same He noted that this is comparable to
101 surrounding towns that has a base fee of up to \$100. He added that he hopes this new
102 base fees will help the department pay for itself.

103

104 **Right to Know Request Policy:**

105 The board reviewed the proposed Right to Know Request policy and associated fees on
106 the fee schedule. The board discussed the various rates associated with different tasks. It
107 was noted that the right to know request policy governs all town departments including
108 Police and Fire. Mrs. Felch noted that there are different fees associated with the right to
109 know requests for the Police Department.

110

111 The board agreed to move both the fee schedule and the Right to Know Request Policy to
112 public hearing on December 5, 2022.

113

114 **Proposed Warrant Articles:**

115 The board discussed the various different warrant articles that are being put before the
116 town. There are still changes that need to be made to the list of warrant articles before
117 they move to public hearing.

118

119 Fire Chief Jon True noted that he was told that ambulances aren't available until next
120 year. He added that if the town doesn't get the grant to cover the costs of the ambulance
121 then it could be funded with either ARPA, the Block Grant, a warrant article or could be
122 taken out of the unanticipated fund balance. He added that some costs can be taken out of
123 the ambulance account but doesn't want to use all the funds in this account. He noted that
124 they should hear back by the end of the year whether or not the town received the grant.

125

126 Chief True also noted that the fire station needs new servers and computers. He shared
127 that the ARPA funds could cover this but the cost could be put to warrant.

128

129 **New Business:**

130 Kathy presented contract from Carlene's title search company. The board had no issues
131 with the contract

132

133 **MOTION:**

134 Mr. Gustafson made a motion to approve the contract from Sanders Searches LLC. Mr.
135 Solomon seconded the motion. All in favor, the motion passed 3-0-0.

136

137 The board signed the contract.

138

139 **Town Administration Organizational Changes:**

140 Board would like to make a formal nomination for Mrs. Felch to be the Town
141 Administrator on December 5, 2022.

142

143 **Perambulations – Spring of 2023**

144 This was tabled until the December 5, 2022 meeting.

145

146 **Estimate for Camera and Servers:**

147 The board discussed a new estimate for new cameras and servers. The quote came to
148 \$7,600 from Granite State Security and Surveillance. The board agreed to wait to approve
149 the estimate.

150

151 **Bills and Payroll:**

152 The board reviewed and signed all bills and payroll presented to them.

153

154 **Review of Minutes:**

155 The board had no issues with the minutes.

156

157 **MOTION**

158 Mr. Gustafson made a motion to approve the minutes of November 7, November 14 and
159 November 15 as written. Mr. Solomon seconded the motion. All in favor, the motion
160 passed 3-0-0.

161

162 Mr. Pace announced that the next meeting is December 5, 2022

163

164 **MOTION:**

165 Mr. Gustafson made a motion to adjourn the meeting. Mr. Solomon seconded the motion.
166 All in favor, the motion passed 3-0-0. Meeting ADJOURNED at 8:55 p.m.

167

168

169 Respectfully Submitted,

170

171 Colleen Olsen

172