



## OFFICE OF SELECTMEN

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### SELECTMEN'S MEETING MINUTES

January 21, 2020

The Meeting was called to order at 5:30 pm by Chairman Pitt. Present were Selectman Paight, Selectman Nelson, Ellen Smith, Town Administrator, Craig Cashman, DPW Director and Chief Lyons.

Chairman Pitt gave Chief Lyons and Mr. Cashman a copy of the letter sent to Donald Lussier, Engineer for the City of Keene. The letter expressed the Board's concern about the City hauling material over Roxbury Road and that the operation will not be allowed.

Mr. Cashman and Chief Lyons met with an engineer from NHDOT for input as to the proper placement of barriers in front of the unstable guardrail on the portion of Roxbury Road that will be undergoing a slope stabilization analysis. Mr. Cashman presented three estimates for the concrete barriers. Selectman Paight moved and Selectman Nelson seconded a motion to order the cement blocks from Bills Concrete Construction, LLC at a cost of \$900 and have them delivered and put in place once the proper signage has been obtained, vote to approve was unanimous.

Chief Lyons left the meeting and Mr. Goodrich joined the meeting at 6:00 pm.

Mr. Goodrich was in to follow up on an email he sent over the weekend announcing that he did not intend to run for reelection as Town Moderator. There was a general discussion about the upcoming Presidential Primary and how additional volunteers are being recruited to keep the public from lingering in the hall when the polls open on February 11.

At 6:15, Advisory Budget Committee members, Jeff Miller, Beverly Harris and Glenn Parker joined the meeting as did Richard Butler. Mr. Goodrich left shortly thereafter.

#### **Heritage Commission Budget:**

Mr. Butler presented the budget for the Commission, giving an overview of a couple of projects the group intends to take on in 2020. Mrs. Harris asked about the status of the Gates House. Chairman Pitt explained that at last year's Town Meeting, George Iselin was looking at alternatives to try and save the Gates House. Nothing seems to have become of his efforts so the Commission will take another look.

Mr. Butler left the meeting at 6:40 pm and Chief Manning, Steve Thomas, Rob Thomas, Mike Goodwin and Will Coutts joined the meeting.

### **Fire Department/First Responders/Forest Fire Budgets:**

Chief Manning started by saying that these three budgets are coming in level with a few adjustments between the line items. He did cut the diesel fuel line from \$1,200 to \$600 which more accurately reflects the usage logs. There are some building maintenance issues that need to be addressed such as an aging boiler and some painting. They also continue to replace turn out gear when necessary which is expensive. The MFD is looking into purchasing a cascade system which will allow for the refill of the SCBA tanks.

The Chief then spoke about the replacement of the fire truck, that will not come before Town Meeting in 2020 but expect it to in 2021. The committee is looking into grant funding which opens up in February with submissions due in April. More information will be forthcoming.

Chief Manning touched briefly of the Forest Fire budget asking that it also be kept level funded to allow the new Warden to become familiar with the job requirements and have funding for training and or equipment if necessary.

Members of the Fire Department and Chief Manning left the meeting at 7:05 pm and David Aiken joined.

### **RTC Budget:**

Mr. Aiken was also given a copy of the letter to the Keene City engineer about Roxbury Road, so he could answer questions if asked.

Increases in certain line items were expected due to additional monitoring requirements of the capped landfill and the new contract with Monadnock Disposal.

The one request made regarding staff was to bring the substitute workers hourly rate up to that of the lowest paid regular staff member.

With no other discussion, Mr. Aiken left the meeting at 7:45 pm and Peter Switzer joined.

### **Recreation Budget:**

Mr. Switzer explained that the Committee has still been unable to find a Chairman. In order to attract someone to the position, the 2019 budget contained a \$2,000 annual stipend for the Chairmanship. There was also a \$2,000 annual stipend for the Field Maintainer. Both individuals declined the stipends in 2019. Since it is proving difficult to find anyone to come forward, a new approach is being proposed for 2020. Mr. Switzer explained that the most time-consuming parts of the Chairman position is coordinating the basketball program and the soccer program. By reallocating \$1,000 and putting \$ 500 in the budget for a Soccer Director and \$ 500 for a Basketball Director it may be easier to recruit. \$200 was added to the Fitch Court Maintenance budget line item to provide the current Field Maintainer, Jeff Castor, some uniforming.

The Board asked about background checks and why the line item has remained unspent. Mr. Switzer explained that the current process takes too long and results would regularly come back after the program was complete so it defeated the purpose.

The Board recommended looking into alternatives. Mr. Switzer will follow up.

The Senior Citizen Cultural line item was reduced as it has been increasingly more difficult to find volunteers for and coordinate the senior luncheon. Mr. Switzer has been in contact with the Federated Church about taking over the senior luncheon.

Mr. Switzer left the meeting at 8:00 pm.

TA Smith went over the following:

**Ambulance Budget:**

Increasing from \$21,000 to \$23,000. Marlborough is fortunate to have Marl-Harris Emergency Service to fund this critical service.

**Emergency Management:**

This budget remains flat at \$500. The Town's Hazard Mitigation Plan is due to be updated in 2020. There is grant funding available to help with the project.

**Mutual Aid:**

Expecting a slight increase. Mr. Miller asked how the fee was calculated. TA Smith will find the allocation information and pass it along.

**General Government Buildings:**

Budget line items were brought more into line with historical spending amounts.

The group agreed to meet on Monday, February 3, 2020 at 5:00 pm to go over the Water and Sewer budgets. The Advisory Budget Committee members left the meeting at 8:20 pm.

The Board reviewed the revised Employee Evaluation form and directed TA Smith to distribute the forms to the Department Heads for completion and submission on or before January 27, 2020. This information will be used in consideration of wage adjustments to be included in the 2020 budget proposal.

Selectman Paight moved and Selectman Nelson seconded a motion to approve the January 21, 2020 Accounts Payable Registers in the amounts of \$12,453.99 and \$19,637.47, the January 23, 2020 Payroll Check Register in the amount of \$1,261.13 and the Direct Deposit Register in the amount of \$9,097.99, vote to approve was unanimous.

There was a request from the Garden Club to have a submission in the 2019 Town Report. The Board agreed that they could have an annual feature in the Town Report highlighting one club or organization.

The Board signed a building permit application for Map 07-035 and a building and electrical permit application for Map 05-040.

The Board will meet on Friday, January 31, 2020 at 10:00 am to go over the outstanding budget items in preparation for the bond/budget hearing on February 6, 2020.

Selectman Paight moved and Selectman Nelson seconded a motion to adjourn the meeting at 9:15 pm, vote to approve was unanimous.

Respectfully submitted,

Ellen Smith  
Town Administrator