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## **SELECTMEN'S MEETING MINUTES**

### **January 3, 2020**

The Meeting was called to order at 10:00 am by Chairman Pitt. Present were Selectman Paight, Selectman Nelson and Ellen Smith, Town Administrator.

The Selectmen discussed the last Library Trustee's Meeting.

DPW Director Cashman joined the meeting at 10:30 am looking for additional clarification of the overtime rules. There was also a discussion about the plowing of Knowlton and Canada Streets. He left the meeting at 10:45 am.

The Board returned to the discussion of the last Library Trustees Meeting. The Trustee's are of the opinion that the Library Director should become a fulltime employee by increasing her weekly hours from 31 to 37.5 which would make her eligible for benefits. The Board does not believe there is a need or a benefit to the public for the increase. For the last 10 or so years it seems that the Library has been adequately funded and staffed. The Board will issue a letter to the Library Trustees with the costs associated with this change which is approximately \$21,000 for 2020 as changes such as these do not occur until after Town Meeting.

Next, the Board discussed the process for Tuesday's budget meeting.

Chairman Pitt moved and Selectman Nelson seconded a motion to execute an administrative abatement in the amount of \$591.64 plus interest, for Map 05-121, vote to approve was unanimous.

Selectman Paight moved and Selectman Nelson seconded a motion to award the grounds maintenance bid for the next three years to Personal Touch Lawn Care, vote to approve was unanimous. Selectman Paight moved and Selectman Nelson seconded a motion to award the cleaning bid for the next three years to Bluesky Cleaning contingent on the clarification of the new fee structure being acceptable to the Board, motion to conditionally approve was unanimous.

Discussion shifted to the winter maintenance of the municipal parking lot. Marlborough Homes has agreed a to similar process used by Pierce House during a snowstorm whereby vehicles will be in the municipal lot for a short period of time. The Board reiterated that they would like signs, perhaps on each end of the lot, regarding the parking restrictions, this will allow the Police Department to enforce the regulations.

Water/Sewer Operator Cavaliere joined the meeting at 12:40 pm to discuss some issues at the trailer park. It is thought that the park is responsible for the service lines and the Town is responsible for the water mains and meters. The Town has been unable to find any written agreement that outlines responsibilities but TA Smith and Mr. Cavaliere will continue to look. TA

Smith advised the Board that the current practice of dropping water meters off with park maintenance staff for them to install must stop and the Board agreed. Two meters that were recently dropped off will be retrieved. TA Smith will speak to Cliff Warne. Town meters need to be installed by Mr. Warne and if there is a need for heat tape, Mr. Warne will need to coordinate with park maintenance so it is applied at the same time as the meter is installed, to the satisfaction of Mr. Warne. This led to a discussion of a missing meter and illegal hookup at one of the homes owned by the park. TA Smith will write to the park owner.

An update was given on the current water project. Borings will be drilled shortly for the Jewett Street loop. Mr. Cavaliere has been trying to reach one of the property owners in the area to discuss the need for an easement. Chairman Pitt is able to draft the easement but will also need the engineering firm to produce an easement plan that can be recorded at the registry of deeds. This should be no problem for the engineers.

Mr. Cavaliere left the meeting at 1:15 pm and Mr. Cashman rejoined.

Chairman Pitt updated the Board of the last ZBA Meeting.

Mr. Cashman met with Keene city engineers and took a look at Roxbury Road where there is an erosion issue. The Town is concerned about additional truck traffic and weight going over that section of road. Once Keene has looked into other alternatives, it is expected that they will come back before the Board with a proposal. Selectman Nelson will go and look at the site to see it would be possible to somehow restrict traffic at that point. The Town is also in the process of engaging an engineering firm to do an analysis of the area to see how it should be addressed.

Mr. Cashman advised the Board that the 2016 Ford pickup truck has a broken transfer case that will be repaired by Brattleboro Ford; the vehicle is still under warranty. Mr. Cashman left the meeting at 2:15 pm.

The Board approved the carryforward of unused vacation time for Ellen Orkins.

Selectman Paight moved and Chairman Pitt seconded a motion to approve the December 23, 2019 Accounts Payable Register in the amount of \$222,508.03 and December 31, 2019 Accounts Payable Register in the amount of \$37,684.75, the December 26, 2019 Payroll Check Register in the amount of \$5,072.30 and January 2, 2020 Payroll Check Register in the amounts of \$5,218.23, the December 26, 2019 Direct Deposit Register in the amount of \$17,796.24 and the January 2, 2020 Direct Deposit Register in the amount of \$8,914.90, vote to approve was unanimous.

Selectman Paight moved and Selectman Nelson seconded a motion to approve the meeting minutes of December 16, 2019, vote to approve was unanimous.

Selectman Paight moved and Selectman Nelson seconded a motion to adjourn the meeting at 2:30 pm, vote to approve was unanimous.

Respectfully submitted,

Ellen Smith  
Town Administrator