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## **SELECTMEN'S MEETING MINUTES**

### **April 7, 2020**

Ms. Pitt stated, as Chairman of the Marlborough Board of Selectmen, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 Pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during the meeting, which is required under the Right-to-Know law.

Roll call attendance:

Chairman Pitt	Yes – Present on conference call	No one else in the room
Selectman Paight	Yes – Present on conference call	No one else in the room
Selectman Nelson	Yes – Present in the Town Office	

The Meeting was called to order at 10:00 am. Present were Ellen Smith, Town Administrator, Police Chief Lyons and David Durocher.

Chief Lyons provided a copy of the CJIS Standard Operating Procedure and will forward an electronic copy to TA Smith to share with the Board. He then recommended that part of the donation from the Odd Fellows last year be used to purchase some additional computer equipment that is necessary for CJIS compliance. TA Smith will get an updated quote and get it executed.

The Chief was then asked for an update on the investigation at the trailer park. He referred to a memo prepared by Water/Sewer Operator Tony Cavaliere and the account of the meeting held with the State Mechanical Inspector. He recommended charging for the missing meter. There was further discussion about what components of the water bill had been being paid. Selectman Nelson had several questions for the Chief and provided them in writing. Chairman Pitt asked that this conversation be continued at a later date once the Chief has had a chance to address the questions.

Next, the Chief was asked how the accommodations made for his Administrative Assistant as a result virus were going. The Administrative Assistant was concerned about her health as she is in regular contact with the police officers who have elevated exposure to COVID-19 due to their line of work. The Chief said that he believes he has done everything he can do to accommodate her. There was discussion about what protocols are being followed upon return to the station after contact with the public. The Chief explained cruiser sanitation, use of hand sanitizer and the PPE provided to his staff. Chairman Pitt asked what is being done about the lack of PPE, generally? The Chief explained that the

Emergency Management Director is able to get additional supplies. He said at the moment he has the equipment and supplies he needs.

Chief Lyons left the meeting at 10:37 am.

TA Smith has been working with Scott Reed of Reed Truck and Craig Cashman getting the final details of the truck order ironed out. Mr. Reed will offer \$8,000 trade-in for the old Ford L8000 and had provided details on three warranties for the Board to consider. After some discussion about the warranties, Selectman Paight moved and Chairman Pitt seconded a motion to finalize the quotes for the purchase of the 2021 International Dump/Plow Truck and draw up the final quote documents for signature. Roll call vote Chairman Pitt – Yes, Selectman Paight – Yes, Selectman Nelson – Yes, motion passed. TA Smith reported that the preliminary leasing paperwork had been completed and once the quotes are finalized and signed the truck order will be placed.

The Board received via email the preliminary report from Dubois & King regarding the slope stabilization analysis on Roxbury Road. The Board wanted additional time to review the report so the item will be table until the next meeting.

There was a brief discussion of the Governor's Emergency Order #25 Pursuant to Executive Order 2020-04, temporary modification of interest penalty for late payment of property taxes. As has been the case with other orders by the Governor, additional guidance becomes available shortly thereafter. There is a need for clarification as to if this order applies to interest incurred from this point forward or if it also includes previously charged interest. Also, would the Board have the ability to reduce the interest rate? These items should be clarified in the coming days.

Next the Board discussed the invoice from Dubois & King for the slope stabilization analysis on Roxbury Road. There was discussion as to if the payment should come from the Capital Reserve Fund for Road Maintenance or from the State Aid that is anticipated from the State this year. It was decided that due to the current situation with COVID-19 it would be best to utilize the Capital Reserve Fund in case the State reduces the State Aid. Selectman Nelson moved and Chairman Pitt seconded a motion to pay the invoice for the slope stabilization analysis on Roxbury Road from Dubois & King from the Road Maintenance Capital Reserve Fund. Roll call vote Chairman Pitt – Yes, Selectman Paight – Yes, Selectman Nelson – Yes, motion passed.

Mr. Durocher left the meeting at 11:10 am.

Justin Frazier provided a proposal for his services to cover the essential duties of the Water/Sewer Operator position once Tony Cavaliere leaves on April 17. In an effort to get an idea of what the market pays TA Smith will send out emails to several of the contract providers from a list provided by NHDES. TA Smith is also looking to see if Mr. Cavaliere would consider helping in the interim if a suitable replacement is not found. The 10 hours per week proposed by Mr. Frazier seems low but that may allow for the required testing, monitoring and reporting to continue. Board members agreed that finding a full-time replacement would be preferred.

The Board discussed the possibility of opening the Town beach. At this point it does not appear that it is safe to open. Therefore, the beach remains closed until further notice. This

does not include the boat launch which is governed by the State. TA Smith will speak to Mr. Cashman about signage.

Selectman Paight moved and Chairman Pitt seconded a motion to have Selectman Nelson sign the letter to the congressional delegation and the president as required by Warrant Article # 14 submitted by petition. Roll call vote Chairman Pitt – Yes, Selectman Paight – Yes, Selectman Nelson – Yes, motion passed.

The Town Clerk/Tax Collector would like to know if the Board has any objection to expanding the e-reg service currently provided for residents to renew motor vehicle registrations and dog licenses to include payment of water & sewer bills as well as real estate taxes. The Board has no objection.

Selectman Nelson moved and Selectman Paight seconded a motion to approve the April 9, 2020 Accounts Payable Register in the amount of \$44,051.17, Payroll Check Register in the amount of \$822.69 and the Direct Deposit Register in the amount of \$10,413.06. Further, to have Selectman Nelson sign the manifests on behalf of the Board. Roll call vote Chairman Pitt – Yes, Selectman Paight – Yes, Selectman Nelson – Yes, motion passed.

Selectman Nelson moved and Selectman Paight seconded a motion to approve the meeting minutes of March 23, 2020. Roll call vote Chairman Pitt – Yes, Selectman Paight – Yes, Selectman Nelson – Yes, motion passed

Chairman Pitt moved and Selectman Nelson seconded a motion to adjourn the meeting at 12:05 pm, Roll Call Vote Chairman Pitt - Yes, Selectman Paight – Yes, Selectman Nelson - Yes, motion passed.

Respectfully submitted,

Ellen Smith  
Town Administrator