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## **SELECTMEN'S MEETING MINUTES**

### **March 16, 2020**

The Meeting was called to order at 5:00 pm by Chairman Pitt. Present were Selectman Paight, Selectman Nelson, Ellen Smith, Town Administrator, Cliff Warne Emergency Management Director (EMD), Mike Wilber Health Officer, Scott Filimonov Plumbing Inspector and Trent Boehmler.

Chairman Pitt began by saying that the group present is here to talk about Marlborough and Town Employees and what actions should be taken at this time to best protect these groups based on information we have currently.

EMD Warne has been listening in to conference calls with the State of NH Division of Homeland Security & Emergency Management – Local Liaison Unit. This unit keeps local officials updated on State and Federal actions and allows local officials to ask questions and get guidance on issues at the local level.

At this point, local first responders have inventoried their supplies and personal protective equipment (PPE) and provided information on what supplies they need more of. That information has been forwarded on to state agencies.

Next, the group discussed actions to be taken by all to slow the spread. This includes social distancing, proper hygiene, keeping surfaces touched frequently wiped down properly.

In discussing ways to communicate with the public the following resources were identified:

Dial 211 for information on COVID-19

Dial 911 for medical emergencies

Town website [www.marlboroughnh.org](http://www.marlboroughnh.org)

Facebook – Marlborough Police Department, Frost Free Library, The Marlborough Bulletin

Trent Boehmler generously offered to hold production of the April issue of the Marlborough Bulletin so the Town could submit virus specific content. TA Smith will get information to Trent ASAP.

The Board took the following immediate actions:

**RTC:**

Hours of operation will remain the same  
All recycling is suspended  
The trash compactor will be available for disposal of household waste  
Encourage people to store recyclables until situation abates  
If you are unable to do so, you may dispose of recyclables with your household waste.  
Use discretion discarding bulky waste and wait to discard items requiring a disposal fee, until the situation abates.  
Two employees on duty at a time

**Town Office – Selectmen’s Office, Town Clerk, Tax Collector:**

Encourage use of online services  
Encourage use of electronic communication, call or email first

Selectman Paight moved and Selectman Nelson seconded a motion to temporarily waive Town fees associated with E-reg once the Town Clerk is able to modify the billing system to do so, vote to approve was unanimous.

Selectman Paight moved and Selectman Nelson seconded a motion to invoke NH RSA 74:8 to extend the due date of the annual Property Inventory Forms from April 15 to June 1, vote to approve was unanimous.

**Water and Sewer Department:**

The stuffer to be included in the April bills will add language to encourage people to mail payments instead of paying in person but not to mail cash.

The Board then discussed developing a policy regarding sick time as it relates to this virus. The following is now in effect:

*The Board of Selectmen would like to make sure all of our employees understand the value of their service to the Town of Marlborough. It is imperative that employees are healthy. In light of recent developments associated with the COVID-19 virus, we encourage you to follow CDC guidance, an informational flyer is attached. If you or someone you care for need to stay home from work due to the virus, please inform your Supervisor immediately. The Selectmen will review circumstances on a case by case basis and will arrange for you to continue receiving your normal compensation after accrued sick time has been exhausted. Please note that part time employees are covered under this directive. If you have any questions please contact Ellen Smith at [esmith@marlboroughnh.org](mailto:esmith@marlboroughnh.org) or 876-3751.*

Mr. Boehmler and Mr. Warne left the meeting at 6:30 pm.

The Board relayed to Mr. Wilber and Mr. Filimonov that the inspectors will need to use their own judgement when it comes to inspections; Mr. Wilber will inform Ham Richardson, Electrical Inspector of this.

Mr. Wilber recommended that the office staff turn down the heat, increase humidity and crack a window in addition to using hand sanitizer and wiping down surfaces frequently.

TA Smith will reach out to the cleaning contractor to come in daily.

Mr. Wilber left at 6:45 pm.

Mr. Filimonov provided a brief update on issues at the trailer park and that he continues to be in contact with the State Department of Safety.

The Board reiterated their request for a written list of all violations at the park. This can be done via email.

Mr. Filimonov left the meeting at 7:05 pm.

Water/Sewer Operator Tony Cavaliere advised the Board that he has been working with the City of Keene to update the Emergency Plan for the Water Department.

Chairman Pitt moved and Selectman Nelson seconded a motion to authorize the purchase of a 2006 Toyota Tacoma 4x4 in the amount of \$10,000 from RSP Motors for the use in the Water and Sewer Departments, vote to approve was unanimous. Selectman Nelson noted that the vehicle will need an amber light.

**2020 Water and Sewer Rates:**

Mr. Cavaliere noted that water rates will increase approximately 1.6% due to a decrease in water usage and sewer rates will increase approximately 6.4% due to the proper reallocation of meter expenditures from the water budget.

Selectman Nelson moved and Selectman Paight moved to set the 2020 Water and Sewer Rates as follows:

**WATER**

All Water, Residential & Commercial Usage Rate: ..... \$ 7.19 / 1,000 gallons

All Meters are subject to the following quarterly charges:

Water Fixed Base Rate:..... \$ 50.81 / Quarter

Water Debt Service Fee: ..... \$ 27.58 / Quarter

**SEWER**

All Sewer, Residential & Commercial Usage Rate:..... \$ 6.90 / 1,000 gallons  
*(Minimum Billing: \$ 34.50 based upon a minimum usage of 5,000 gallons)*

All Locations serviced by Town Sewer are subject to the following quarterly charge:

Sewer Fixed Base Rate:..... \$ 28.12

Vote to approve was unanimous.

Next the Board discussed the fee schedule that is an Appendix to the proposed Water Ordinance. Mr. Cavaliere will revise the schedule and have it ready for the public hearing. It was noted that the Planning Board should update site plan regulations to include municipal water and sewer permitting.

Mr. Cavaliere left the meeting at 8:25 pm.

Motion to enter Nonpublic Session made by Chairman Pitt, seconded by Selectman Nelson, under RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. Roll Call vote to enter nonpublic session Chairman Pitt yes, Selectman Paight yes, Selectman Nelson yes. Motion: PASSED. Entered nonpublic session at 8:30 pm.

Public session reconvened at 9:30 pm. Motion made to seal these minutes made by Selectman Paight, seconded by Selectman Nelson because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Roll Call Vote to seal minutes Chairman Pitt yes, Selectman Paight yes, Selectman Nelson yes. Motion: PASSED

Selectman Paight moved and Selectman Nelson seconded a motion to approve the March 19, 2020 Accounts Payable Register in the amount of \$19,459.33, Payroll Check Register in the amount of \$1,538.24 and the Direct Deposit Register in the amount of \$9,566.19, vote to approve was unanimous.

Selectman Paight moved and Selectman Nelson seconded a motion to approve the meeting minutes of March 2, 2020 and March 6, 2020, vote to approve was unanimous.

Chairman Pitt moved and Selectman Nelson seconded a motion to adjourn the meeting at 9:45 pm, vote to adjourn was unanimous.

Respectfully submitted,

Ellen Smith  
Town Administrator