

Selectboard Minutes

August 2, 2022

Present: Andy Artimovich
Robert Mantegari
Jon Morgan
Russ Kelly

Artimovich called the meeting to order at 4pm.

The Board reviewed payroll and accounts payable then signed the register.

Kelly asked for clarification on the appointment slips signed for the inspectors of election. He asked how the names come to be chosen. Karen Clement, Town Administrator, responded she believed the names were put forward by the Republican Party. Mantegari asked if both parties are now balanced with equal numbers of inspectors of election. Clement responded she believes they are and further explained these inspectors will serve in the capacity of ballot clerks. Morgan questioned how those individual folks could be ballot clerks. Mantegari added he believed they could only watch the election, not participate. Morgan asked when the Democratic appointment slips were signed. Clement responded it occurred a few weeks prior to this meeting. Mantegari requested clarification on what these individuals would be doing exactly and asked if the role was for both elections. Clement responded their terms end in August 2024. Mantegari and Artimovich stated they believed their roles were for observation only. Daphne Woss, Town Clerk, was asked to clarify the roles of the inspectors of election. Clement requested she join the meeting.

Kelly asked for clarification on a document about the courthouse environmental issues timeline from 1999 to 2019. Artimovich explained it was the information leading to why the complex is being built.

Artimovich explained ARPA funds have arrived in the amount of two hundred thirty-six thousand, four hundred ninety-three dollars and ninety-two cents (\$236,493.92).

Woss joined the meeting and explained the role of inspectors of election. They are allowed to be ballot clerks, greeters or serve in another capacity permitted by the moderator, except for the role of supervisor. Mantegari asked how it will work since it is 5 from each party. Woss explained for primaries, you want to have as equal a number as possible from each party. She further explained that if you cannot find adequate people from one party to balance out the number from the opposing party, you would look for undeclared volunteers to fill the inspectors of election role.

According to Woss, since the Democrats had more voters in the last primary election, they can choose how many inspectors of election they want. The party decided on seven, however, two people are unable to fulfill the role for different reasons. Woss further explained she called the Secretary of State because she received a call on Monday about there not being enough Republicans as inspectors of election. Morgan asked how many people will be working multiple roles. Woss responded it depends on what is needed. She further explained she will be training all of the inspectors of election as ballot clerks, to allow them to step into that role if they are needed. Woss explained she does not anticipate them staying the entire day. Morgan asked if Woss would be training all 10 of those who have had appointment slips signed. Woss responded yes because the primaries have very specific rules about how the book is marked.

Artimovich asked if the ballot clerks would be utilized as well. Woss responded they cannot be because they are undeclared. Kelly asked if there are requirements of having a Democrat and Republican there at the same time. Woss explained there is a little flexibility, but there must be a Democrat and Republican at each table. She added there may be a need for the Selectboard members to fill that role as well. Training will be held on Thursday, September 8th at 6:15pm at the Town Hall. Artimovich added the Primary will be held September 13.

Kip Kaiser, building inspector, was present to discuss the plan to work on the highway shed in phases. Kaiser explained the building in Phase 1 would be a fully poured floor – 4” poured cement for office area with foam board to withstand the cold and 6” poured cement for the garage floor with wire, building constructed, sided, roofed, plumbing lines under the floor for future office area/bathroom, an inlet for water in the future, electric feed for the future, and septic lines for the future as well. The garage would be 5000 square feet for the cost of \$346,000 which breaks down to about \$69 per square foot. This phase of the plan omits finished office space, heat, water for the time being.

Artimovich stated there is about \$300,000 in capital reserves making it necessary to find about \$46,000. Kaiser stated there will be a little more. He explained there are currently two electrical lines running under the parking lot feeding the lights that illuminate the sand and salt. There would be need for some light source, even just a single flood light, in the new building for safety reasons. Kaiser does not

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expect that cost to be excessive. He estimates maybe around four thousand dollars. Kaiser also mentioned there will be the need for a project manager or clerk to oversee the project. He offered his services for 4% or approximately \$13,500. Mantegari stated he wants a contingency amount factored into the amount. He stated he believes the capital reserves is at \$295,000. There was discussion on where to find the remaining amount needed. Mantegari asked if impact fees could be used. Clement responded they could not be. She pointed out there is \$30,000 available in Wayne's construction budget separate from the warrant article for paving and \$30,000 in TAN (Tax Anticipation Note). Artimovich suggested possibly using ARPA funds that were originally planned for the fire department but have not yet been used due to the length of time it has taken to hire the full-timers.

Morgan asked for a rough estimate of what it will cost to finish the building. Mantegari responded he believed it would be about \$200,000. Kaiser responded he believed it would be about that amount barring any unforeseen increases in pricing of materials. Morgan asked if this is to be approved, when would the project begin. Kaiser responded that they could break ground as early as next week. Artimovich expressed he believed this is a good idea because it solves the issue of getting equipment out of the other building and under cover and eliminating the safety hazards as well. Mantegari motioned to accept the proposal utilizing the \$30,000 from the highway budget, \$30,000 in TAN funds, and the remainder from ARPA funds and utilizing Kaiser as the clerk at 4%.

Before the motion was seconded, Letty Bedard, Middle Road, asked why impact fees could not be used. Clement responded that the highway department does not have an impact fee account because impact fees cannot be used for infrastructure. She further explained that every time impact has been studied, highway has been excluded. Artimovich asked if it is set by the planning board. Kaiser responded it is state law and there is an independent firm that performs the study and provides the information to the Planning Board.

Kelly asked for clarification on the breakdown of where the money will be coming from. Artimovich explained there is about \$295,000 in the capital reserves fund. Mantegari added there will be a need for about \$60,000 more to be added. Artimovich continued to explain there is \$30,000 available in the highway repair budget along with money from the Tax Anticipation Note (TAN) which is money set aside in case the town does not collect enough taxes. Additionally, Artimovich explained there are ARPA funds available that the fire department did not spend on payroll and benefits yet but was previously allocated.

Mantegari amended his motion to use \$30,000 from the highway repair budget and the remainder from ARPA funds with Kaiser as the clerk at 4%. Morgan asked how long the town has to spend the ARPA funds. Clement responded the funds must be committed by 2024. Morgan asked if there will be garage doors. Kaiser responded there will be four 16' x 12' steel overhead white no glass doors. Artimovich stated it would be a complete weather tight building. Kelly seconded the motion. All were in favor.

Artimovich asked if road agent, Wayne Robinson, was good with the plan. Kaiser responded that as far as he knows, Robinson is fine with the plans and the location. At the request of Artimovich, Clement will touch base with Robinson to be sure it has definite approval.

Clement explained the Selectboard had previously approved \$5910 of electrical work at the Grange. Clement explained during the process of that work, it was discovered there was a need for an additional emergency light. The grange is requesting \$297.42 from capital reserves to cover that cost. Mantegari motioned, seconded by Kelly, to expend \$297.42 from the capital reserve funds for the Grange's electrical work. All were in favor.

Mantegari motioned, seconded by Kelly to accept the consent agenda. No discussion. All were in favor.

At 4:43, Mantegari motioned to go into non-public for personnel and legal. The motion was seconded by Morgan. Artimovich – aye; Mantegari – aye; Morgan – aye; Kelly – aye.

At 5:10pm, Mantegari motioned to come out of nonpublic and seal the minutes from the non-public meeting. Kelly seconded the motion. Mantegari – aye; Morgan – aye, Kelly – aye; Artimovich – aye.

At 5:10pm Mantegari made a motion to adjourn. Kelly seconded the motion. All were in favor.

Respectfully submitted,

Tamera Peek

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WEEKLY TREASURER'S REPORT			
DATE:		8/2/2022	
General Fund:		TD BANK	
Previous Balance:		7,835,689.33	
Deposits:		56,382.77	
Payroll:		42,073.48	DDP: \$39,346.17
			CHK: \$2,727.31
FICA:		9289.73	
to Impact Fees			Reg A/P Cks \$58,295.10
A/P: Regular		1,021,587.10	NHRS \$
Admin CC PD		2,838.13	Swasey : \$209,893.00
GF to Rec CC			CO-OP: \$753,399.00
Voided Check			
Account Balance:		6,816,283.66	
Interest Earned YTD:		2,479.95	
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Joyce A. Gallant, Treasurer			
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Ambrose Kizza Deputy Treasurer			