MEMBERS
PRESENT:
Mr. Mertz, and Mr. Irvine (Selectman & Interim Town Administrator) were present.

OTHERS
PRESENT:
Finance Officer Ms. Duggan

CALL TO ORDER:
Mr. Mertz called the meeting of the Board to order at 6:00 p.m.

WORK SESSION
Manifests, bills, requisitions, purchase orders and leave request forms.

The board approved purchase requisitions for Hwy Dept (F550 wiring repairs); PD (ammunition); Town Clerk (school, town & primary ballots).

The board signed the following Building Permit application:
1. L. Mure, A. Ray Trust & M. Fox, Tax Map U14, Lot 2

The board signed the following Veteran’s Tax Credit:
1. Gary & Patricia Takes, Tax Map U5, Lot 10

APPOINTMENTS
6:00 pm
Ron Goodwin
Contractor/builder Mr. Goodwin was present. He reviewed his plans for the office remodel and installation of stairs to the 2nd floor. He gave his anticipated start time and how long he estimated it would take.

6:30 pm
Police Chief Stevens
Chief Stevens was present to discuss hiring. He said Bristol’s Police Chief visited him and said they are constructing a new public safety building and tearing down the old so they need a location for 8+ months to bring arrestees and the Selectmen agreed to provide this service and any other assistance.

Relative to paperwork that he submitted for a new hire and what the Selectmen are requiring, Chief Stevens advised he had some issues with the timing of some of the requirements. He reviewed the procedures to interview selection and the process including various testing. Once he decides to proceed with a prospective hire a conditional offer of employment needs to be made so further testing which concerns privacy, can be done. If the applicant fails any of the next set of tests he won’t be hired, but if the criteria is met, Chief Stevens said the employment agreement the town is requiring can be used. The board agreed Mr. Irvine and Chief Stevens will to find a way to meet the requirements of the Police Standards & Training and the Department of Labor.

Mr. Irvine advised that in the past the practice had been that the officer on duty would see to it that highway was called out to plow/sand via dispatch or direct contact with the Public Works Director. He said there have been several storms recently that happened outside of Highway Dept hours and the department was not contacted when conditions in town were deteriorating. Mr. Irvine asked Chief Stevens to discuss this with his officers as they’re out on the road seeing conditions and to work with Mr. Boucher on the best way to communicate.
Mr. Newman was present. He expressed his interest in serving on the ZBA and reviewed his background. There was discussion on Mr. Newman possibly serving on the Conservation Commission also. Mr. Irvine made a motion, seconded by Mr. Mertz to appoint Mr. Newman as an alternate ZBA member. Vote was unanimous.

Mr. Bergeron was present. Mr. Mertz recalled that the Bergerons own 2 homes on one lot, which exist pre-zoning, but due to soils there is no way to subdivide the parcels so one home can be on each lot. Mr. Bergeron would like to have the capability to sell the rental home and creation of a condominium may be the solution. Mr. Mertz confirmed one of the homes is their home with the other being a rental which is being used inside and out by the renter. Mr. Bergeron said there are separate septic systems, utilities and driveways. There was discussion on engaging legal counsel on creating a delineation of limited common areas and common areas, possible covenants/restrictions, condo association and/or bylaws. Mr. Bergeron was advised to meet with the Planning Board for their application requirements. Mr. Irvine said that as the dwellings are grandfathered, non-conforming they could not be expanded upon. The board recognized that this would only change the ownership and not the use of the land.

**DISCUSSION**

- Mr. Mertz made a motion, seconded by Mr. Irvine to sign a deed waiver for:
  1. Loren Emmons, Tax Map U1, Lot 18
  2. Thomas Ryder, Tax Map R20, Lot 29

Vote was unanimous.

- Relative to the engagement letter for refinance of Public Safety Building Mr. Irvine said the language was essentially verbatim to the last one which had been reviewed by counsel and signed by the board. Mr. Mertz made a motion, seconded by Mr. Irvine to enter into agreement for an engagement letter for the refinancing. Vote was unanimous and it was signed by Mr. Mertz.

- Board signed IRS W-3.

- Response from Robert Elliott relative to the enforcement letter sent to him about short-term rental offers of his property. He advised his daughter handles the rentals, has reduced the number of people who could rent to six persons, and would meet with the board to discuss their next steps to continue offering the property for short-term rentals.

- Volunteer Interest Form from Deborah Pendergast for Heritage Commission. The board agreed to invite her in for an interview.

- Review of Draft Town Administrator position ad. Mr. Mertz made a few changes and asked that Mr. Denoncour have an opportunity to review the draft.

- Notice from Secretary of State, Election training rescheduled.

- Notification from Mitchell Municipal Group on rate increase.

- NH DOT notification of bridge painting in New Hampton.
• Mr. Irvine made a motion, seconded by Mr. Mertz to approve the following minutes as written: 12/5/19, 12/12/19, 12/19/19, 12/26/19, & 1/2/20. Vote was unanimous.

• Mr. Mertz made a motion, seconded by Mr. Irvine to table Non-Public discussion until Mr. Denoncour could attend. Vote was unanimous.

**OTHER BUSINESS**

• Discussion on Selectmen presence at the polls on 2/11.
• Discussion on Town Report State of the Community and Dedication.
• Mr. Irvine advised that he attended the Conservation Commission Annual Retreat on 1/11 and learned that relative to the Bald Ledge conservation easement a 3rd party has to hold the easement, so they are engaging with Lakes Region Conservation Trust to determine if they are willing.

**PUBLIC COMMENT**

There was none.

**ADJOURNMENT:** Mr. Mertz made a motion, seconded by Mr. Irvine, to adjourn at 8:08 pm. Vote was unanimous.

Respectfully submitted,
Pamela Vose