**PRESENT:** E. B. Beattie, Chairman; L. Gargiulo, Vice Chairman; M. R. Lane, Selectman;

L. A. Ruest, Town Administrator

**ROAD AGENT – CORE SERVICES/INVOICE MONTHLY REPORT:** The Board reviewed and approved the October monthly invoice and core services of the Road Agent.

**MOTION:** To approve and authorize payment of the Road Agent October monthly invoice and core services invoice as presented.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**ROAD SHOULDER MATERIAL – NEW ENGLAND PAVING, LLC:**

**MOTION:** To approve invoice #91621 from New England Paving, LLC in the amount of $11,040 for ground asphalt shoulder material and labor alongside the newly paved road sections.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**CURTIS ROAD CULVERT REPLACEMENT – SURVEY AND DESIGN SERVICES:** The Board noted that the King Street culvert replacement is priority but that both culvert replacements are planned for 2021.

**MOTION:** To authorize the Town Administrator to sign the Professional Services Agreement with Jones and Beach Engineers for the Curtis Road Culvert Replacement and process payment from the Highway Maintenance Capital Reserve Fund.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**WINTER ROAD MAINTENANCE CONTRACTOR (2020-2021 AGREEMENT; ROAD SALT; MAINTENANCE OF SIDEWALKS; MEMO TO PUBLIC):** R. Bailey of Bailey Landscaping was present. The Board confirmed that all is set and ready to go for the winter season. An understanding was reviewed with regard to road salt usage. The Road Agent is obtaining road sand and the Board authorized the distribution of the annual memo to residents.

**FIRE CHIEF, AMBULANCE, EMERGENCY MANAGEMENT – MONTHLY REPORT:** The Board reviewed the October report.

**POLICE CHIEF, ANIMAL CONTROL – MONTHLY REPORT:** The Board acknowledged the October report of the Police Department. In addition, the Chief recommended appointment of a full-time Police Officer. The Board requested information relating to the savings as it relates to overtime and part-time positions budget lines. R. Dirsa noted that this hire creates a vacant part-time position. The effective date of hire will be January 9, 2021.

**MOTION:** To appoint Grant Fotheringham as full-time Police Officer with a one-year probation period and effective date of hire of January 9, 2021.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

L. Gargiulo requested the Police Department keep watch for public dumping as he has received complaints in this regard.

**BUILDING INSPECTOR, CODE COMPLIANCE, HEALTH OFFICER – MONTHLY REPORT:** The Board acknowledged the October report and status of Code Enforcement matters from the Building Inspector.

**CONSENT AGENDA**

1. **MONTHLY FINANCIAL REPORTS OF BOOKKEEPER, TREASURER, TAX COLLECTOR**
2. **2021 EDUCATION TAX WARRANT**

The Board acknowledged the consent agenda items.

**OLD BUSINESS**

**FINANCIAL REPORTS - GENERAL FUND BALANCE $533,435**

**2021 BUDGET PUBLIC HEARING NOTICE (WED., JAN. 13, 2021, 7 P.M.)** was signed by the Board for posting at the appropriate time.

**COMCAST RENEWAL – REPRESENTATION AGREEMENT:** The Board acknowledged receipt of the current contract with Comcast and has reviewed its terms. It was requested that Attorney K. Miller be invited to a meeting to assist the Board with understanding the steps to a potential renewal and/or provide information as to other options. The Representation Agreement will be considered at the time of this meeting.

**AVITAR ASSOCIATES OF NE ASSESSOR’S AGREEMENT (1/1/2021 - 12/31/2023)**

**MOTION:** To enter into a three-year agreement with Avitar Associates of NE for assessing services effective January 1, 2021.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**MEETING LOCATION FOR DELIBERATIVE SESSION:** The Lincoln Akerman School gymnasium will not be available to the Town due to COVID19. There may be an opportunity to utilize the new cafeteria area. The Moderator and LAS Custodian are to meet to consider space and other needs. It was suggested that the Winnacunnet High School Auditorium be considered. The Town Administrator will call to see if this is an option.

**THE DEPOT (DRAFT ORDINANCE FOR WATERFRONT PLAN):** This matter was not addressed this meeting. The Parks and Recreation Commission requests The Depot be added to a future agenda.

**OTHER SELECTMEN’S OLD BUSINESS**

**CURBSIDE WASTE COLLECTION:** J. Ziolkowski of ELM Services LLC provided the Board with a draft flyer as a result of the proposed changes and discussion of November 12. A review of the flyer resulted in a change in the effective date of December 1 to January 8, a two-day pick up (one for recycling and one for trash), new information regarding allowable items to be placed at the curb, proper disposal of corrugated cardboard (bundling) and options of utilizing the Brush Dump and baling equipment for corrugated cardboard. It was noted that there will be costs incurred by the Town with regard to rental/purchase of a baler, electrical and building needs, etc.

In addition, the Board has yet to hold a public hearing to amend the Solid Waste Ordinance. Both the proposed changes and the proposed amendments to the ordinance are yet to be reviewed by counsel. This affects the effective start date of the proposals. The Board requested that the public hearing to amend the ordinance take place on December 2 that might allow for the January 8 date. It is suggested that the flyer be distributed after the public hearing to allow for public comment.

The Board agreed to proceed with securing a baler in accordance with the documents reviewed by the Board this evening. This is so that a baler is reserved and installation can move forward once the Board is ready to proceed.

**MOTION:** To secure a baler in conjunction with this proposal with no action to be taken until after the Public Hearing to amend the Solid Waste Ordinance.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

It is important to hear from counsel in advance of the December 2 public hearing as to whether these changes outlined in this proposal constitute a material change in the contract with ELM Services LLC.

J. Ziolkowski stated he plans to schedule an electrician and clean and reorganize the garage in order to be in a position to move forward logistically. The Board concurred.

**OLD BUSINESS PUBLIC COMMENT:** J. Ziolkowski, Batchelder Lane, complimented the Police Department and Fire Department with regard to a recent medical call.

**NEW BUSINESS**

**PROPERTY TAX REFUNDS (#706 TO #716):**

**MOTION:** To approve the property tax refunds numbered 706 to 716 as presented by the Tax Collector.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**SELECTMEN’S PERMIT APPLICATIONS – HF FIRE DEPARTMENT & PARKS & REC COMM.**

**MOTION:** To approve the Selectmen’s Permit Applications to allow the sale of Christmas trees and the Christmas tree lighting event and authorize the Chairman to sign.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**DECEMBER 24 AND DECEMBER 31 (TOWN HALL HOURS):** The Board reviewed the calendar and decided to close the Town Hall on December 24 and December 31.

MOTION: To close the Town Hall offices on Thursday, December 24 and Thursday, December 31.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**PART-TIME BOOKKEEPER:** The Board acknowledged the recommended candidate for this position and signed the appointment form.

**MOTION:** To appoint Florence Timm as part-time Bookkeeper on a six-month probationary hire basis.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**AVESTA HOUSING – RELEASE OF INDEMNIFICATION FUNDS:** The Board reviewed a request from Avesta Housing for the release of the indemnification funds posted with the Town for potential damages to Brown Road as a result of the senior housing development. The Board reviewed the report and photos and concurred with the Road Agent that release of the funds is in order.

**MOTION:** To release the funds held for indemnification of Brown Road from the Avesta (B) Indemnification (8839) account held by the Town Treasurer.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**OTHER SELECTMEN’S NEW BUSINESS:** The Board requested to review the Meeting Minutes Policy at its next meeting.

**NEW BUSINESS PUBLIC COMMENT:** No public comment was heard at this time.

**REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES: 11/4/2020, 11/12/2020:**

**MOTION:** To approve the minutes of the November 4 and November 12 meetings as written.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS

**MOTION:** To adjourn the meeting at 7:55 p.m.

MOTION: L. GARGIULO

SECOND: M. R. LANE

UNANIMOUS