

**SELECT BOARD MEETING MINUTES: December 14, 2020: 6:00 P.M.**

Town Hall Meeting Center

Ed Munch, BOS Chairman/Historical Commission  
Bruce Cullett, Selectman/Chief of Police  
Verne Leach, Selectman/ACO  
Caleb Mitchell, Town Administrator  
Justin Russell, Highway Superintendent  
Nanette Mone, Board of Health Chair  
Caryn Wendling, Tax Collector/Treasurer  
Jesse Pelkey, Finance Committee Chair  
Ruth Calaycay, Library Director  
Kathy Borden, Library Chair  
Sharon Greule, Library Member  
Tonya Santaniello, Administrative Assistant

Item 1: **Call to order:** 6:00 P.M.

Item 2: **Roll Call:** Chairman Munch Present, Selectman Cullett Present, Selectman Leach Present

Item 3: **State Recording status:** Tonya Santaniello recording; Live stream on Zoom Meeting

Item 4: **Pledge of Allegiance to the Flag:** Lead by Selectman Munch

Item 5: **Review and Approve Meeting Minutes for 12/7/2020:** Munch made motion to approve BOS meeting minutes for 12/7/2020 pending changes, Cullett seconds, all agree. **Vote 3-0.**

Item 6: **Update to Departments:**

**Highway Department/Transfer Station:** Russell discussed the compactor is not quite making it the 3 weeks for hauling. Russell stated a lot of items being put in the compactor should not go in there. Leach speaking as Transfer Attendant stated that anything that he has advised everyone that anything that would go in the bulky waste should be held onto until spring. Russell asked if the hauling schedule needs to be adjusted from every 3 weeks to more frequent. Cullett stated he would like the hauling to remain every three weeks and have someone make sure it is not having items put in that do not belong. Leach discussed that the stairs for the attendant shed will be delivered 12/26/2020 and the Adams Boy scouts picked up returnable cans.

**Town Administrator:** TA Mitchell discussed checking in with Dufour Transportation and was informed they are transporting students every day, but they are divided up bi-weekly due to COVID. Discussed List of expenditures provided for Cares ACT. Discussed conversation with Valley Communications moving forward with switch over for phones; Valley will be starting process soon.

**Finance:** Chairman Pelkey asked if it would be possible to open the dump on a Wednesday evening for a little while incase it gets full. Leach as Transfer Attendant that it would not make a difference because the compactor does not get emptied until after Wednesday. Pelkey stated he wanted to inform the BOS that the Finance Committee had a meeting a few weeks ago and he left informational paperwork in their mailboxes for review pertaining to over drafting accounts. Pelkey discussed compactor account and the possibility of overdraft due to new agreements. Pelkey stated the Finance Committee voted 5-0 not to transfer \$10,000 from the reserve account for the compactor. Munch stated that the Finance Committee doesn't have control over the money, they can make recommendations but's it's up to the BOS. Pelkey stated it was 100% up to the Finance Committee and must be approved and voted by Finance. Leach stated he does not have the paperwork in front of him, so he doesn't want to speak about it at this time. Cullett state a preemptive vote is premature given there has not been an overdraft yet and the BOS knows that they will be reviewing the account. Cullett stated the reserve account is available to the Town to balance accounts at the end of the Fiscal Year

so to preemptively vote not to use it is unfair to the Town. Pelkey stated if it is known that the accounts could overdraft something should be done prior to it happening. Cullett stated his understanding of the Reserve Fund based on what has happened the last 35 Yrs. in Town is for the Finance Committee to balance accounts where there is a need. Munch asked if there is anything pertinent other than the Reserve Account that Finance needs to report, Pelkey said he was just asking the BOS to review the paperwork. Munch stated the BOS is not ready to do anything on this right now but will take it into consideration. Munch stated the BOS and Finance Committee will need to sit down in a joint meeting because what is happening is not right whether it was voted on or not, the reason for the reserve fund is for unforeseen issues.

**Board of Health:** Nanette discussed email from the Department of Health regarding Vaccine information. Discussed 12 Families in town that need to get Christmas Baskets. Nanette stated that the Town Clerk would be collecting donations.

Item 7: **Discussion and Vote to issue License to operate Auto Dealer/Recycling Yard to Frusciente Auto:** Cullett made motion to renew license for Frusciente Auto, Munch seconds. All agree. **Vote 3-0**

Item 8: **Discussion and Vote to approve purchase of Air Purifiers or other building modification items for Town:** Leach discussed additional information received from St. Pierre regarding Air Purifier information that was provided at last BOS meeting. Discussed products and what would be best for the Town. Cullett made motion to purchase 2 AP500 units from St. Pierre, Munch seconds. All agree. **Vote 3-0.** Leach discussed email sent to departments regarding sneeze shields and other items Accountant would like to see a partition instead to separate her desk and the Town Clerk's. Discussed putting up half wall cubicle partitions. Leach will work on purchasing cubical partitions 5' to 6' high. Leach made a motion to purchase 2 dividers not to exceed \$1000.00, Munch seconds. All agree. **Vote 3-0.** Cullett discussed quote from Renatus for installation of security camera to cover the front portion of the building and Town Clerk's drop box. Includes installation, network wiring, rack equipment and connecting it back to the existing hardware. Quote is \$1050.00 which would be covered under the CARES Act. Leach asked if it was infrared, Cullett said it should have that capability. Cullett made motion to aware the installation of camera to Renatus Solutions, Munch seconds. All agree. **Vote 3-0**

Item 9: **Discussion and possible vote to revise the Dog License Fee and Kennel Fee:** Discussed the biggest issue they had was the concept of the multi-dog license. Discussed the By-law and State Law for multi-dog license. Cullett stated that according to the town by-laws, the BOS sets the license fees so it should be considered to eliminate the multi-dog license and just have individual license fees. TA Mitchell to contact Town Council. Continued to next meeting.

Item 10: **Discussion of Funding for the Library:** Munch discussed the reason for this meeting is to change the funding to the Library to free up the books, so the Town Treasurer is not paying the bills and not paying payroll. Discussed that this was recommended when the Town had their audit. Munch state the Town is not trying to get out of funding the Library and if it came down to it the Town would possibly pay for a bookkeeper. Cullett discussed that the Treasurer recommended that instead of sending the dog license fees that the Town just set a specific amount and add it to the budget. Sharon Greule from the Library stated that they are in no position to do payroll and nobody knows how to handle tax payments. Discussed that the funds are taxpayer dollars, and the Town is responsible for keeping track of this and should be the town's responsibility. Leach stated it was acceptable to Town Council. Discussed that the BOS has no supervisory capacity over the Library or any employee of the Library which could be a potential problem in the future. Library members asked when they were looking to make this change. Cullett stated it would take effect next FY2022. Discussed running this through the Board of Library, Munch asked that she remind them this was recommended by Town Council. Munch stated for the Library members to think about what was discussed and the BOS will come back to it in 3 weeks after the holidays.

Item 11: **Discussion of legal opinion for Conservation Fund:** TA Mitchell stated that Legal Council has not provided opinion yet. Continued to next meeting.

Item 12: **COVID-19 Updates:** Nanette discussed funds left after all equipment has been purchased through the CARES Act. She would like to look back to the original application that said the funds could be spent to help people in Town effected by COVID with things like rent or food. Nanette asked if laptop had been setup. Mitchell said the guest

username and password have been setup. Leach discussed what Priority Cleaning would charge after COVID. Upstairs would be \$100.00 per visit and the full building would be \$200.00 per visit. Discussed Priority cleaning continuing what they are doing until the end of the year and until further notice once a week as of January 1<sup>st</sup>.

Item 13: Discussion and possible vote to approve proposals by Guardian Energy for new lighting for Highway Garage and Town Hall through the Green Community Program: TA Mitchell discussed clarification from Guardian Energy regarding paperwork. This is not a contract but only to submit the application to Eversource for credits. Cullett asked if they had to do this prior to getting the town a proposal. Mitchell said yes that they want to see what the credits are before giving proposal. Discussed the way they are handling the proposal and credits, Mitchell to follow up with them about not providing the proposal prior to knowing what the credit are. Continued to next meeting.

Item 14: Public Input: No public logged in to Zoom meeting. No public input.

Item 15: Review and Approve Accounts payable, Treasury Warrants and Payroll Warrants:

Item 16: Adjourn: Munch made motion to adjourn the 12/14/2020 BOS Meeting. Leach seconds. All agree **Vote 3-0**. The 12/14/2020 BOS Meeting adjourned at 8:34 P.M.

Articles used:

12/14/2020 BOS Meeting Agenda

12/7/2020 BOS Meeting Minutes

Renatus Quote

Dog License By-law

General Findings and Recommendations for Library

Email from Library and Library Financial Reports

Town of Peru Condition of Accounts

Guardian Paperwork to submit for credits to Eversource

Accounts payable, Treasury Warrants, and Payroll Warrants

Respectfully Submitted

*Tonya Santaniello*, Administrative Assistant

Ed Munch, Chairman

Verne Leach, Selectman

Bruce Cullett, Selectman

Date Approved: 12-21-20

