

JOINT SELECT BOARD MEETING

Wednesday, June 5, 2024

6:00 PM – Conference Room Minutes

Call to Order at 6:00 PM by Joint Board Chair, Patricia Sutherland

Present – Chair, Patricia Sutherland, Barry Buck, Joe Powers, Matt Gregg, Charles Beaulieu, Milford Maynard, Isaac Braley, Maylen Kenney, Ryan Spooner, Shari Cheney, and Hermon Condon.

Absent – Terry Hanlon, Kim Archer, Scott Young, and Scott Cheney.

Staff Present – Sandra Fournier, Town Manager, Chris Woodworth, Road Commissioner, and Adam Rider, Fire Chief

Public Comments - None.

Approve Minutes of Previous Joint Board Meeting May 21, 2024 - Motion was made by **Powers** to approve the minutes as presented. Second by **Buck**. Motion passed 11-0.

Old Business - None

New Business

Consider Backhoe Bids – The Towns’ received 4-bids for a new 2024 Backhoe. The bids were presented to the Joint Board for final review, discussion, and approval. Road Commissioner, Chris Woodworth compared the bids received to the bid specifications put out by his department. The bids were as follows:

- **Beauregard = \$116,600**
- **Beauregard = \$124,300**
- **Milton Cat = \$129,200**
- **United Construction = \$135,700**

Woodworth recommendation was to accept the bid received from Milton Cat for \$129,200. Woodworth expressed his concerns with the lowest bids not matching the bid specifications. He directly spoke with the State which purchased from Beauregard and found that they had been having issues with that machine. With the \$4,500 difference to Caterpillar, Woodworth believed the additional funds would be worth the investment we would receive in the end. Milton Cat was also offering a 3-week turnaround.

A motion was made by **Powers** to accept the bid from Milton Cat for \$129,200, with the purchase of an extended warranty for \$6,030; total purchase price \$135,230. Second by **Gregg**. Motion passed 13-0.

Discuss Finance Policy Revisions - The Town Manager presented redlined revisions to the Finance Policy. Most of the revisions were in the management and administration of tax acquired property. Recent statute requirements becoming effective in August, required major

revisions to the policy, documenting exact steps required by law to follow once a property has become foreclosed on by the Towns. Additional changes included language revisions from Selectmen to Selectboard, and purchase limits were increased to reflect current market cost increases.

A brief discussion was had regarding the purchase limits and as to what would need to be approved by the Selectboard, Town Manager, or Department Head. The Town Manager explained that during the budget season, each department is allocated funds to operate their department. These limits in our Finance Policy correlate to the purchasing in the departments operating budget. Several yearly items in the Highway Department for instance are higher than the current limits allowed by the Department Head to make, without needing to come to Selectboard/Joint Board for approval. By increasing the purchasing limits this will allow for a smoother administration of the office and the day-to-day procedures; ultimately reducing the need for additional board meetings.

The Joint Board discussed at what limit should a purchase, outside of the normal day-to-day purchases, should be considered by the Joint Board. The Joint Board agreed reducing the proposed Large Purchase limits from \$20,000 to \$15,000. Therefore, the Intermediate Purchase limit would change from \$19,999 to \$14,999. Formal competitive bidding would be expected for purchases over \$15,000. Motion was made by **Kenney** to accept the Finance Policy revisions as presented with the purchase limits adjusted as discussed. Second by **Spooner**. Motion passed 13-0.

Discuss OSHA Proposed Rules for Fire Departments – Fire Chief Adam Rider presented the Joint Board with the proposed OSHA Labor Board rules and requirements regarding safety and fitness standards for all fire departments. This is a federal compliancy, for all departments regular they are full-time, part time, or volunteer.

This was an informational briefing only, as the changes are still under a comment period. The Joint Chair Sutherland expressed concerns of costs and how this was an unfunded mandate that would cause more harm than good for smaller community's that cannot afford to upgrade their equipment or meet the new proposed standards. Chair Sutherland wished for the Fire Chief to draft a letter on behalf of the Joint Board listing areas of concerns, costs, and desiring a longer period of time for compliancy beyond the 18-months currently being lobbied.

Other – None.

Town Manager Update

Personnel Retirement and Hiring – The Town Manager notified the Joint Board of the retirement of Scott Ashby, Heavy Equipment Operator for the last 16 years. Scott last day of work was May 31st, however with his vacation and sick payout his last day of employment will be June 30, 2024.

Administration had prepared for the transition of Ashby's retirement and began advertising for the position and conducting interviews in May. The application period was open for a few weeks, with very little qualified applicants. However, the Town Manager was happy to report the hiring of Richard Deschaine Cyr to the Highway Department. Richard comes with several years of experience operation plow trucks with his previous employer, as well as all safety certifications still being valid. Richard's first day was June 5, 2024.

Set Next Meeting Date(s): Joint Board meeting scheduled for Wednesday, October 15, 2024.

The meeting was adjourned at 7:02 PM.