

**Board of Selectmen  
Regular Meeting Minutes  
Wednesday, November 20, 2019  
7:00pm Clifford B. Green Memorial Center**

**Present:** Jeff Otto, Drew Dionne, Ken Dykstra, Sandra Brodeur, Heather Allen and Melissa Bradley;  
Recording Secretary  
Kim Conroy; absent w/notification

**Also Present:** Rick Ives, Kelly Vachon, Art Meizner from Hooker & Holcombe, and Lou Brodeur

- 1. Call to Order:** Jeff Otto called the meeting to order at 7:01pm.
- 2. Public Comment:** None
- 3. Action on Minutes:** Sandra Brodeur made a motion to approve the minutes of 10/16/19 as presented. Drew Dionne seconded the motion. Motion passed 5-0.
- 4. Review on Pension Plan:** Art Meizner from Hooker & Holcombe distributes the third quarter review of the employee's retirement plan. The portfolio is up 3.1% this quarter. Mr. Meizner makes the following recommendations:

<b>Current Portfolio</b>		<b>Proposed Portfolio</b>	
<b>Asset Class</b>	<b>Weight %</b>	<b>Weight %</b>	<b>Asset Class</b>
US Eq Lg Cap	22	34	US Eq Lg Cap
US Eq Small/Mid Cap	20	14	US Eq Small/Mid Cap
Foreign Dev Mkts	14	9	Foreign Dev Mkts
Emerging Markets	4	3	Emerging Markets
Intermediate Core and Plus	11	15	Intermediate Core and Plus
High Yield	4	2	High Yield
Corporate Inv Grade	0	6	Corporate Inv Grade
Multi Sector	12	6	Multi Sector
Nontraditional	8	6	Nontraditional
World Bond	4	4	World Bond
Money Market	1	1	Money Market
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Drew Dionne made a motion to recommend to the Board of Selectmen to make the changes in the Town Pension Fund as recommended by the fund manager and implement the changes on January 2, 2020. Sandra Brodeur seconded the motion. Motion passed 5-0.

## **5. Old Business**

Kelly Vachon gave members the list of transfers needed for 2018-19 fiscal year. Discussion ensued. Sandra Brodeur made a motion to approve the proposed line item transfers to close out 2018-19 fiscal year. Heather Allen seconded the motion. Motion passed 5-0.

Kelly Vachon states the year end return from the Board of Education is approximately \$90,000 currently. This amount may increase.

The auditors have been in the offices the last two days beginning the audit. The recreation fund, student activity and capital fund needed to be restructured. The capital fund has been completed and the auditors are pleased with the outcome. The pension fund has been added to the general ledger. The requested information from the WPCA was received today and they were set up as a business enterprise.

Some encumbrances in the current budget report are not correct and Kelly is looking into them to correct them.

## **6. New Business**

2019-20 capital project; Community Center Roof; has been completed and plants for the surroundings have been ordered. The cost came in over budget by \$4,300 because of gutters and plywood that were not known prior to starting. Mr. Ives is going to ask to use the Town Clerk's LOCIP fund to cover the difference. He will present it at the next meeting.

Fire department quarterly reports were sent to members.

## **7. Selectman's Report**

There will be approximately \$40-50,000 in legal fees associated with Planning & Zoning. One will be from the Green's sand and gravel. For many years they did not have a permit, they finally filed for one, and was then turned down. The second is Brooklyn Sand and Gravel, Wayne Jolley. He had a permit for approximately thirty years that expired when the gravel was exhausted. He renewed his permit with no imported materials. Claims are made he is bringing in materials on this permit. There may be a third that will arise with Rawson but it is hoped to work this out.

The health department has advised Mr. Ives the window seals in their building are shot and need to be replaced. They stated it would cost \$18,000. Mr. Ives has not had any quotes done yet. Drew Dionne states he will look at the windows and it may be something that can wait until next year.

There was an 85ft sewage backup at the Clifford B. Green Memorial Center last Thursday. The building had to be evacuated so it could be fixed. They did fix the issue and must come back for a check up to make sure there are no leaks. The cost is unknown for this.

**8. Public Comment:** None

**9. Adjourn:** Drew Dionne made a motion to adjourn the meeting. Sandra Brodeur seconded the motion. Meeting adjourned at 8:47pm.

Respectfully Submitted;

Melissa J. Bradley  
Recording Secretary