

Town of Bartlett  
Office of Selectmen  
Meeting Minutes  
Wednesday, August 10, 2022

Attendees: Chairman Gene Chandler, Selectman Vicki Garland and Selectman August Vincent.

Meeting opened at 3:30 p.m.

Selectman Vincent made a motion at 3:33 p.m. to enter nonpublic session for personnel issues per NH RSA 91 – A:3 II (a). Selectman Garland seconded the motion.

Roll call vote GGC – yes, VLG – yes, ADV – yes

Selectman Vincent made a motion at 4:09 p.m. to end the nonpublic session and seal the minutes. Selectman Garland seconded the motion.

Roll call vote GGC –yes, VLG – yes, ADV – yes

Chairman Chandler led all in the Pledge of Allegiance.

Selectman Vincent made a motion at 4:12 p.m. to enter nonpublic session for tax deed issue per NH RSA 91 – A:3 II (c). Selectman Garland seconded the motion.

Roll call vote GGC – yes, VLG – yes, ADV – yes

Selectman Vincent made a motion at 4:24 p.m. to end the nonpublic session and seal the minutes. Selectman Garland seconded the motion.

Roll call vote GGC –yes, VLG – yes, ADV – yes

Chairman Chandler asked if everyone was ok with approving the minutes of 7/20/2022.

GGC – yes, VLG – yes, ADV – yes

Chairman Chandler made a motion to accept the following policy regarding returned checks.

Seconded by Selectman Garland. GGC – yes, VLG – yes, ADV – yes

The Board of Selectmen hereby adopt the following policy as it pertains to the handling of checks that are deemed as insufficient funds, as having no valid account, or any other reason that a check is unable to cover the funds as stated on the check:

- 1) Any subsequent payments must be made in cash, certified bank check or money order.
- 2) A returned check bank fee of \$50.00.
- 3) A processing fee of \$40.00.
- 4) Full payment must be received within 14 days of receipt of a certified/return receipt letter notifying the payer of the insufficiency. If the payer refuses to pick up the certified/return receipt letter, the matter will be turned over immediately to the police department for prosecution under NH RSA 638:4.

Police Chief Keaton updated the selectmen on the status of his cruisers. Car #5 needs the control arms replaced. This car cannot be used during shifts. This is a recall item and parts are not available. Car #2 has been at Berlin City Motors for 7 weeks awaiting parts. It needs to have the steering knuckle replaced. The new cruiser approved at town meeting and ordered in the spring has been built and is awaiting the computer chip before it can be shipped. Chairman Chandler requested Chief Keaton call to see if he can get a used part or something from NAPA for Car #2 since this is not a warranty item.

Chief Keaton asked permission to order a computer to replace the one on the secretary's desks. The two computers in the office are getting older and having issues. The selectmen will see if it is in the police budget so that the Chief can write up a purchase order.

Chairman Chandler asked Chief Keaton about the necessity of his purchase order for leg irons, hobble straps and restraining belts. Chief Keaton reported that the officers are responding to more physically violent crimes than before. Chief Keaton currently has eight felony cases pending and he will be processing two more in the next few days. The selectmen approved the purchase order.

Selectman Vincent made a motion at 5:05 p.m. to enter nonpublic session for personnel issues per NH RSA 91 – A:3 II (a). Selectman Garland seconded the motion.  
Roll call vote GGC – yes, VLG – yes, ADV – yes

Selectman Vincent made a motion at 5:23 p.m. to end the nonpublic session and seal the minutes. Selectman Garland seconded the motion.  
Roll call vote GGC –yes, VLG – yes, ADV – yes

Administrative Assistant Lynn Jones reported that Deputy Town Clerk/Tax Collector Taeri Lyn will be attending training in Concord later this month. AA Jones asked what the reimbursement would be for Deputy Lyn. Selectmen agreed to pay Deputy Lyn her hourly rate during training and mileage.

Town Clerk Cheryl Nealley has requested a second computer for her office. Selectmen approved the purchase upon successful completion of Deputy Lyn’s training.

AA Jones reminded the selectmen that primary voting will take place on Tuesday, September 13, 2022 at the Glen Fire Station at 90 US Route 302 in Glen from 8:00 am to 7:00 pm. It is required that all three selectmen attend for the entire time. The plan at this time is to conduct voting in the fire truck bays like we did in 2020. Since Hales Location will be there as well, this will allow us to use one moderator at the ballot boxes if necessary.

AA Jones reported that Steve Whitaker from the highway department is attending training for his CDL-B in Concord. Mr. Whitaker inquired if the town would be able to assist in the cost associated with attaining this license. Selectmen agreed to pay Mr. Whitaker his regular pay during training, for half of the cost of the course and mileage one way to Concord.

AA Jones updated the selectmen on the Assessment Review being completed by Avitar. Avitar hopes to send letters to property owners the week of 8/15/2022 and start phone hearings with owners the following week. Notices will be posted on the town’s website and in the post offices.

There being no further business, the meeting was adjourned at 6:22 p.m.

Respectfully submitted,

Mary Miller  
Secretary

Permits Approved:

<b>Date</b>	<b>Owner Name</b>	<b>Map/Parcel</b>	<b>Type of permit</b>
7/27/2022	DKJ Revoc. Trust Don Johnson	1DNDRD-67-L02 Dundee Road	Construction – house/garage
7/27/2022	Lynn P/Rose Roberts	2JRICO-81-R00 162 Jericho Road	Construction – garage
7/27/2022	John/Diane Raeder	5VILLG-RIV-530 75 River Street	Construction – shed
8/4/2022	New Homes Real Estate		Annual Sign Permit

8/10/2022	Hans 7 Properties LLC	2RT302-213-R00 440 US Route 302	Sign Permit
8/7/2022	Brian Devlin	2LNDRH-17-000 10 Graz Place	Driveway Permit - paving
8/7/2022	Matthew Devlin	2LNDRH-28-000 90 Linderhof Strasse	Driveway Permit – paving
8/10/2022	Lisa Horgan Cornbread Inc	Grand Summit Hotel 140 Grand Summit Rd	Special Event Permit Gift Show
8/10/2022	Ledge Brewing Co Silas Miller	1RT16A-195-L02 15 Town Hall Rd	Special Event Permit Ledgetoberfest
8/11/2022	Brenda Medeiros	2JRICO-90-L00 181 Jericho Road	Construction – deck

**Items signed:**

Accounts Payable Checks

Payroll Checks

Letter – Denial – 75 River St – 5VILLG-RIV-530, new construction-setback violation

Request for information – 83 Glen Ellis Camping Rd- 2RT302-37-L01

Revocation – BP#7068 – office to motel room conversion. Need new permit – 12 Cow Hill Rd – Tarberry Co II LLC

NH Liquor Commission Letter – Believe In Books Literacy Foundation

NH Liquor Commission Letter – Custom Creations Carpentry Inc