



**Board of Selectmen's Meeting**

**Conference Room at Rindge Town Offices**

**Date: Wednesday, December 10<sup>th</sup>, 2025**

**Time: 5:30 pm**

**MEETING MINUTES**

**Present:** Chairman, Bob Hamilton, Vice Chair, Tom Coneys, Selectboard Member, Larry Cleveland, Town Administrator, Max Vandervliet, Finance Director, Helene Rogers, Executive Secretary, Victoria Stenersen, and members of the public.

The meeting was opened by the chair at 5:32 p.m. Bob Hamilton motioned to enter into non-public session per RSA 91-A:3 II (l) legal, and (b) hiring. Seconded by Larry Cleveland, the motion passed by a roll call vote: Bob – aye, Tom – aye, Larry – aye. The vote was 3-0.

The meeting returned to the public at 6:18 p.m. with the Pledge of Allegiance led by Bob. Bob motioned to seal the minutes from the 3<sup>rd</sup> and 4<sup>th</sup> non-public sessions under RSA 91-A:3 II (b) hiring, for the 3<sup>rd</sup> session indefinitely and for the 4<sup>th</sup> session until January 10<sup>th</sup>, 2026, because they may render the proposed actions ineffective. Seconded by Tom, the motion passed by a roll call vote; Bob – aye, Tom – aye, Larry – aye. The vote was 3-0.

**Selectmen's Announcements:** Larry announced that Wreaths Across America is on Saturday, December 13<sup>th</sup>, 2025, at 12:00 pm, and invited everyone to help lay the 360 wreaths to honor the veterans at the Hillside Cemetery, Meetinghouse Cemetery, and one grave at the Rand Property Cemetery. Daniel Colburn is taking over next year. Bob announced that this Saturday, December 13<sup>th</sup>, from 8:00 am to 2:00 pm, there is a Christmas Craft Fair at the Rindge Memorial School sponsored by the Jaffrey Recreation Department.

**Payroll:** Larry motioned to approve the payroll for 12.11.2025. Seconded by Bob, the motion passed 2-0-0.

**Accounts Payable:** Bob motioned to accept the accounts payable for 12.04.2025 & 12.11.2025. Seconded by Larry, the motion passed 2-0-0. Bob asked if the revisions were sent through. Max responded that everything is now in the correct line.

**Minutes:** Larry motioned to accept the minutes from 11.12.2025. Seconded by Tom, the motion passed 3-0.

**Citizens' Forum:** Bob opened the forum at 6:23 pm by reading the rules of order and closed the forum at 6:30 pm.

Daniel Whitney, Butterfield Road, stated that the Budget Advisory Committee wants to be sure the Selectman is aware of their interest in revenue streams that are not used currently, particularly the short-term rentals. They want the selectmen to move towards this so they can support. Regarding the Mutual Aid letter discussed last week, Dan expressed that Mutual Aid is aware of the budget schedule, as 60 to 70 municipalities are involved with them. Sending out a letter on December 1<sup>st</sup>, requesting double to triple of last year's invoices is poor planning. He understands that the valuations are involved, but it should have been done over two years and sent out in April or May, so that the towns have the time to come up with a plan. It is supposed to be some form of partnership, and the action they took does not exhibit trying to work together.

Craig Clark, Fitzgerald Road, shared good news that the Rindge Veterans Association received a \$1,000 check from the Ashby Fire Department as part of their gift giving from the proceeds of their car show. He also stated that they received a

phone call from the executor of Jean White's estate. They will be donating money from the Perry White Trust Fund to different organizations of Rindge, including the Rindge Veterans Association, the Women's Club, the Boy Scouts, Girl Scouts, and other local groups. The live nativity will be at the Rindge Meeting House from 5:00 pm to 7:00 pm on Saturday, December 13<sup>th</sup>, 2025. Bob stated that all departments have received funds from the estate and thanked Jean White, the Perry Estate, and the executor. He also personally thanked the Ashby Fire Department for their donation to the Rindge Veterans' Association and for their support of the Town of Rindge.

#### **New Business:**

Approval of 2026 Holiday Schedule: Bob motioned to approve the 2026 Holiday Schedule. Seconded by Tom, the motion passed 3-0. Juneteenth was added to the schedule as a floating holiday, so the employees can choose when to take that day.

Approval for Early Release on Christmas Eve and New Year's Eve: Bob motioned to allow the early release of town employees at 1:00 pm on Christmas Eve and New Year's Eve, where appropriate. Seconded by Tom, the motion passed 3-0.

Acceptance of Donation for Police Department: Tom motioned to accept the donation from the Rindge Tractor Supply for \$250.00 to the Rindge Police Department to be put in their account, pursuant to RSA 31:95-b III (b). Seconded by Larry, the motion passed 3-0. Rachel stated that Tractor Supply has a first responder appreciation day and they gave a check on November 21<sup>st</sup>, 2025, to be put into the donation account. The current balance is about \$625, and they are looking to create an impound lot at some point from the account and not from budgetary requests. Max asked if the Police Department is tax-deductible. Rachel responded that because they no longer have an association, she is unsure.

Approval of Renewing the Town Generators' Maintenance Agreements: Max spoke on Mike's behalf. They would like to create a new line in the budget for the maintenance of the generators. Because the voters approved the generators in a warrant article, the Town is required to pay for the maintenance. The library generator is an exception. The cost is \$1,200 per year per generator for 6 generators. Tom recommended doing it internally. Larry responded that the generators are complex, and they ran into an issue with one recently that they could not diagnose themselves, so they had the contractor come down to repair it. Bob added that maintenance is more involved. Larry motioned to approve the renewal of the town generators' maintenance agreements. Seconded by Bob, the motion passed 3-0.

Approval of the 2026 General Assistance Payment Schedule: Tom motioned to approve the 2026 allowable levels of general assistance for payment. Seconded by Larry, the motion passed 3-0. Bob stated that this is the approval of SNAP changes to the general assistance benefits schedule. Tom asked about the \$450 a month for gasoline. Larry also expressed concern about the amount. Bob stated he believes that is the total budget, but they will ask Mary to clarify.

#### **Any Other Official Business:**

The Budget Advisory Committee recommendations for the Board will occur during a meeting within the next couple of weeks. Tom recommended that the board look at the numbers themselves. Max communicated with the town attorney for clarification, and the answer will impact the baseline calculations and comparison. The driving factor is the default budget. Bob stated that they should analyze the numbers requested this year and not rely on figures that may be or are wrong from the previous default. There is a bottom-line default for this year, but it was not divided properly. They need a spreadsheet completed and have Department Heads make cuts as needed.

Building Department Position and Fire Department: Max and Bob met with Rick about the Building Department and Fire Department. The recommendation of a candidate for the fire chief position is to keep it as is for now and to make no changes until a new chief makes a change. Until the new chief arrives and presents a staffing plan to the board, they will need personnel to cover the open positions. Roger Seppala was recommended to cover the building inspector position. Homer Davis was recommended to cover the training officer position. Brittney was recommended to cover the deputy of

EMS position, volunteering 10 hours a week. Bob explained the emergency management plan review process. Larry asked if Roger Seppala will be trained before Deb Douglas leaves, and if he has been trained in the software. Bob answered that he is not sure. He added that in the future, they need to look at a software module for permitting, where the contractors can apply for the permit themselves. The state also has a software system where the firefighter in charge needs to input the data for the scene themselves. Tom offered to work with Deb to see the whole process. There was extensive discussion on the interim coverage of the Building Inspector position, who oversees the Building Department, the cost of adding a full-time position, and combining various positions. Max stated that the prospective chief wants to understand the current structure of the Fire Department and Building Department before making staffing changes. Bob asked Max to relay to Rick that the Board is aware that they need someone effective January 2<sup>nd</sup>, 2026, to accept building permits temporarily, at least.

**Informational Items, Communications, & Updates:** There were none.

**Adjournment:** The meeting adjourned at 7:02 p.m.

Respectfully submitted,

*Victoria Stenersen*

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Executive Secretary