



Board of Selectmen's Meeting

Conference Room at Rindge Town Offices

Date: Wednesday, December 31st, 2025

Time: 12:00 pm

MEETING MINUTES

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

The meeting was opened by the chair at 12:04 pm with the Pledge of Allegiance.

New Business:

Encumbering Funds for Existing Contracts (RSA 32:7 & RSA 32:8):

Max explained that there are two encumbrances requested. One is for \$15,000 to Drummond Woodsum for a retainer agreement regarding Rindge Rentals LLC. The board approved the allocation of funds at a previous meeting. The second is for CADNET Services LLP for \$19,000, which is the retainer amount for the IT service for the Town.

See Attachment A. No transfers are required for the overages in General Government of \$9,632.77 in the Technology line, \$32,638.29 in the Assessing budget, and \$1,212.77 in the Insurance line because they can be covered by the remainder of \$54,506.37 in General Government, specifically from the Executive budget. No transfers are required for the overages in Public Safety of \$13,000 in the Ambulance Line and \$2,219.00 in the Mutual Aid line because it can be covered by the remainder of \$37,038.00 in Public Safety, specifically from the Police Department budget. Max went over the three transfers in Attachment A. Recreation went over budget due to the truck maintenance costing more than what was budgeted for the year.

Tom asked how much the Town came in under budget. Max answered that he believes it is about \$50,000. Tom asked if they should encumber the remaining funds towards legal purposes. There was a discussion on what has been spent, the available balance, and the amount to encumber. The board agreed to encumber a total of \$20,000 for the current case.

Tom asked about the transfer to the Ambulance because there is a warrant article that established a trust fund with \$40,000 for the Ambulance service to cover expenses above \$85,000. The board agreed not to transfer the money from the operating budget but to use the expendable trust fund to cover the overage. Max agreed to work with Helene on this.

Bob asked about the request to encumber funds for police software for 2026. Max added that the software was paid in advance through Accounts Payable last week or this week. The encumbrance is not needed and can be taken out of the 2026 proposed budget because it will be paid out of the 2025 budget. If there are remaining funds by the end of 2026, they will pay the 2027 bill from those funds.

Roberta Oeser, Main Street, explained that \$12,000 for the Revaluation was covered by the Capital Reserve Fund; there is also a \$10,000 journal entry needed for the ARPA Fund, and an \$80,000 journal entry for Town Buildings for the Library generator due to unanticipated revenue. Tom calculated that there is about \$134,000 remaining in the 2025 budget.

Tom motioned to encumber \$20,000 for the Zoning Board case with Drummond Woodsum and \$19,000 for the CADNET contracted obligation from the unexpended balance, for a total of \$39,000. Seconded by Larry, it passed 3-0.

Bob motioned to transfer \$10,645.00 from the Executive or General Government budget to the Welfare Budget, to transfer \$2,592.22 from Public Safety, specifically the Fire Department budget to Culture and Recreation budget, and transfer \$200.00 from Public Safety – Fire Department Budget, to the sanitation line. Seconded by Tom, it passed 3-0.

Any Other Official Business: Tom requested that the Board challenge a recent decision on a case made by the Zoning Board because they approved a subdivision with less than adequate road frontage, which creates a non-conforming lot. They approved the case with the reasoning that denial would create hardship; Tom does not agree with that reason. The Board can appeal the decision within the next two or three weeks. Larry stated he would like to research this case before they decide to appeal. Bob agreed that it is worthy to look into and asked for it to be added to the agenda next week.

At 12:41 p.m., Bob motioned to enter into a non-public session under RSA 91-A:3 II (b) – hiring. Seconded by Larry, it passed by a roll call vote Bob – aye, Tom – aye, Larry – aye (3-0). At 12:55 pm, the meeting returned to the public.

Bob motioned to seal the minutes of the non-public session until January 14th, 2025, because divulgence of the information would likely render a proposed action ineffective. Seconded by Larry, it passed by a roll call vote: Bob – aye, Tom – aye, Larry – aye. The vote was 3-0.

Adjournment: The meeting adjourned at 12:56 p.m.

Respectfully submitted,

Victoria Stenersen

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Executive Secretary