

**TOWN OF TUNBRIDGE  
SELECTBOARD MEETING**

**Tuesday, January 8th, 2019**

**Present: Gary Mullen, Mike McPhetres, John O'Brien, Simon Bradford, Rudi Ruddell, Kay Jorgenson, Judy Tucker, Jonni Spaulding, Jillian Conner**

Meeting called to order at 6:05 pm

Previous week's minutes were reviewed and signed.

**Lister Update**

Rudi Ruddell, Lister, updated the Board on the past year's errors and omissions that were corrected and sent to the State on 1/8/19. One change resulted in a tax refund of \$19.82 to a property owner. Ruddell will return to a meeting in February to ask the Selectboard to sign off on the 2018 Grand List.

The Selectboard asked Ruddell for an update on the Town Office internet networking progress. Ruddell responded that he would like RB Technologies to come do an assessment on the office's network. It will cost \$1,500.00 at most, but if the Town decides to hire RB Technologies after their initial assessment, it will cost half of that - \$750.00. Ruddell also noted that he recently saw the Town of Randolph's advertised Request for Proposals seeking similar services.

O'Brien made a motion to pay for the network assessment, at a cost of no more than \$1,500.00. McPhetres seconded. All in favor. So moved.

Ruddell updated the Board about the old Brocklebank Quarry, which is in disuse. The current owner has indicated potential interest in selling the land. The Town may be interested in purchasing it. The property is on "lease lands". Gordon Tuttle has done much research on lease lands and has offered to speak with Ruddell about them soon.

**Kitchen Renovation Update**

Jonni Spaulding, kitchen designer, along with Kay Jorgenson and Judy Tucker, joined the meeting to discuss the Town Hall kitchen renovation. Spaulding informed the Board that it has been confirmed that a new ventilation system needs to be installed, which could cost another \$7,000.00.

New target dates were set for the next round of Requests for Proposals (RFP) for the renovation. The RFP will be advertised starting on 1/15, with bids to be due on 1/31. Target start date for the renovation is on or shortly after 2/4. Renovation should be complete by 4/5. Spaulding estimated the full renovation should take a minimum of 6 weeks, potentially 8. She knows of two contractors who are planning on bidding.

Jorgenson and Tucker shared that Nancy Howe has a list of forums and places that the RFP can be advertised on. They also told the Board that the Church and Recreation Committee are interested in when this project will be completed, as they depend on revenue generated from the events they host in the Town Hall. Jorgenson also said she would love to see new chairs in the Town Hall basement.

Jorgenson and Tucker also informed the Board that the lights on the outside of the Town Hall and Library are still not great. Sometimes they don't work. When they do, they don't provide enough light. Jillian Conner will check the lights after dark, and call Mike Howe to work on them if necessary.

### **Other Business**

Simon Bradford, Fire Chief, came to the meeting to ask that he not be appointed as the Emergency Management Coordinator position because in the event of an emergency, it would be difficult for the fire chief to manage every aspect of the emergency. Bradford suggested Brenda Field be appointed to the position because she is interested in doing it and has all of the appropriate incident command training.

Mike McPhetres made a motion to appoint Brenda Field to be the Emergency Management Coordinator. John O'Brien seconded. All in favor. So moved.

Conner told the Board and Bradford that Field recently suggested that Bradford be appointed to the new Emergency Services Zone Committee. Bradford said he would be interested in serving on that committee.

O'Brien made a motion to approve the Nanobrewery Festival liquor license. McPhetres seconded. So moved.

O'Brien made a motion to approve the Special Event Permit. McPhetres seconded. So moved.

The Special Event Permit was submitted by Anne Linehan of Brocklebank Brewery to present a Winter Evening talk at the Tunbridge Library.

Mullen informed the Board members that he contacted Jackie Higgins, former Collector of Delinquent Taxes, about the records that Joe Paquin, current Collector of Delinquent Taxes, requested. Higgins told Mullen that she did not have the records requested.

O'Brien offered to look into purchasing new chairs for the Town Hall.

McPhetres made a motion to hire Sullivan Powers & Co. to perform a review audit of the Town's finances from FY 17/18. O'Brien seconded. So moved.

Order and Warrants signed.

Town Meeting Warning signed.

McPhetres made a motion to adjourn. O'Brien seconded. Meeting adjourned at 8:50pm.

Selectboard/Committee Joint Meeting Schedule 1<sup>st</sup> Tuesday of the Month

Cemetery Commission: April and August

Planning Commission: April, August and November

Recreation Commission: January, April, July and October

Listers: May and November

Auditors: September and November

Library Directors: October



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Gary Mullen, Chair



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Mike McPhetres, Vice Chair



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John O'Brien, Clerk