

Town of Bartlett
Office of Selectmen
Meeting Minutes
Wednesday, May 29, 2024

Attendees: Chairman Gene Chandler, Selectman Vicki Garland, Selectman Ronald Munro

Meeting opened at 3:59 p.m.

The Pledge of Allegiance was recited.

Chris Fithian and Steve Frackleton of the Bartlett Conservation Commission attended the meeting to discuss the process for the Conservation Commission to purchase items in support of the petitioned warrant article #20 at the 2024 Town Meeting. It was decided that the purchases would come from the general fund and adjustments would be documented at the end of the year by the treasurer in the Conservation Fund. Mr. Fithian and Mr. Frackleton shared information with the selectmen regarding current invasive species concerns. Chairman Chandler requested that Mr. Frackleton meet with Road Agent Travis Chick after his upcoming training on invasive species to help the road agent address his concerns with knotweed.

Bartlett Recreation Director Annette Libby attended the meeting to discuss two items. The first item was regarding the Bartlett Athletic and Recreation Association (BARA) structure and the Memorandum of Understanding that was emailed to the selectmen on 5/28/2024. Mrs. Libby shared information about current programs at the Morrell Family Community Complex. She stated there are still raised garden beds available for this summer and that this past spring was her last year organizing the maple sugaring program. Sugaring supplies will be sold to either the new sugaring program organizer or to outside parties. She also shared that there will not be a farmer's market. The insurance coverage increases made the market not profitable. Mrs. Libby and Bryan Morin (BARA board member) discussed plans to reorganize the BARA staffing structure. BARA would be overseen by an Executive Director supported by a Program Coordinator in their new plan. All financial obligations including payroll, benefits administration and hiring would be conducted by BARA. The Town of Bartlett would only be committed to providing funding in the amount of salary and benefits. The selectmen agreed to review the information provided, consult with town counsel and respond to BARA in the future.

The second item Mrs. Libby discussed was the setup of the ladder truck during the 4th of July parade and celebration. With the moving of the end of parade events to the front of the school property, positioning the ladder truck in order to raise the American flag is trickier. Last year the truck had to enter from the back of the school in order to make the turn and back onto the field. This maneuver resulted in the other parade participants having to wait at a safe distance and delayed their access to water and restrooms. Mrs. Libby is requesting that the ladder truck forgo being in the parade and be setup prior to the start of the parade so the end of the parade and raising of the flag is seamless. Selectman Munro will have a conversation with Chief Currier requesting his input on this change.

Chairman Chandler reported that Roger Labbe has offered to buy scrap metal and culverts accumulated at the town garage for \$150.00. Selectman Munro made a motion to accept Mr. Labbe's offer. Seconded by Selectman Garland. Roll call vote GGC – yes, VLG – yes, RTM – yes

Secretary/Bookkeeper Mary Miller asked the selectmen for permission to upgrade the current BMSI accounting software to gWorks. gWorks has purchased BMSI and will no longer be providing upgrades or new services for the BMSI product. Bruce Perlo from BMSI/gWorks has agreed to decrease the setup charges from \$5000.00 to \$2500.00. The gWorks software is more expensive than BMSI, but should provide reliable support going forward. Selectmen agreed to this upgrade.

Administrative Assistant Lynn Jones asked the selectmen if they needed any other permits from the Josiah Bartlett Elementary School for using the tent on the front lawn. Chairman Chandler clarified that Fire Chief Currier had inspected the tent and issued a place of assembly permit. All agreed no permits were required.

At 5:30 p.m. Chairman Chandler opened the public hearing to discuss the proposed changes to fees for building permits, copy fees, test pits, and other various fees. See chart below. There was no discussion

from the public. Selectman Garland made a motion to make the proposed changes effective July 1, 2024. Selectman Munro seconded the motion. Roll call vote GGC – yes, VLG – yes, RTM – yes
Public hearing was closed at 5:36 p.m.

Selectman Garland made a motion to approve the minutes of 5/8/2024. Selectman Munro seconded the motion. Roll call vote GGC – yes, VLG – yes, RTM – yes

The next Selectmen’s Meeting will be on Wednesday, June 12, 2024 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:54 p.m.

Respectfully submitted,
Mary Miller
Secretary

Permits Approved:

Date	Owner Name	Map/Parcel	Type of permit
5/13/2024	Katherine Lavigne	6WSTSD-80-L00 5 The Meadows	Construction – pickleball court
5/14/2024	514 Holdings LLC Paul Wabrek	3RT302-23-R00 514 US Route 302	Change of use – apartment
5/14/2024	Jody Sullivan	2JENKS-65-L03 Jericho Road	Construction – house
5/14/2024	Robert/Catherine Blake	5VILLG-FOS-230 45 Foster St	Construction - shed
5/14/2024	Jan Filip Rev Trust	2RT302-000-L00 749 NH RT 16/302	Construction – new lighting
5/14/2024	Intervale Crossing LLC	1RT16A-255-R00 522 NH Route 16A	Change of Use – cigar lounge/retail
5/14/2024	Intervale Crossing LLC	1RT16A-255-R00 522 NH Route 16A	Sign Permit – cigar lounge
5/15/2024	Dennis/Vicky Gallagher	5VILLG-KEA-20 4 Kearsarge Street	Construction – redo porch
5/21/2024	Grand Summit Hotel	3GRSUM-249-MAS 104 Grand Summit Rd	Construction – cooling tower
5/21/2024	Cardinal Holdings LLC	5RT302-28-L00 1477 US Route 302	Sign permit – new sign
5/21/2024	Mark/Pam Gutowski	5COBRD-55R-W23 Cobb Farm Road	Construction – house
5/21/2024	Bartlett Historical Soc.	5VILLG-STA-RCC 13 School Street	Sign permit – new sign
5/21/2024	William Cotter	5VILLG-MIL-10 3 Mill Street	Construction – dormer
5/21/2024	Michael J Webb	5COBRD-55L-W32 135 Cobb Farm Road	Construction – house
5/21/2024	Whispering Brook HOA	2RT016-210-MAS Whispering Brook	Construction – pumphouse
5/21/2024	Sun Ng Glen Ellis RV	2RT302-37-L01 83 Glen Ellis Rd	Construction – repair shed
5/21/2024	Sun Ng Glen Ellis RV	2RT302-37-L01 83 Glen Ellis Rd	Construction – repair storage
5/21/2024	Sun Ng Glen Ellis RV	2RT302-37-L01 83 Glen Ellis Rd	Construction – repair pools etc
5/21/2024	Sun Ng Glen Ellis RV	2RT302-37-L01 83 Glen Ellis Rd	Construction – repair mech bldg

5/29/2024	Lori Stearns	5VILLG-PIN-130	Construction – house
		25 Pine Street	
5/29/2024	Hiebert Investments	1RT016-263-L02	Tent Sale Permit
		541 NH Route 16/302	

Items signed:

Accounts Payable Checks
 Payroll Checks
 Time off requests
 Purchase Orders
 Vender Permit – Mighty Mini Donuts – Intervale Crossing – May 26, 2024
 Special Event – Alpine Garden Winery – June 7, 2024 – book reading and discussion
 Driveway Permit – Michael Lang – 2LNDRH-76-000
 Vender Permit – Marj Wood – Intervale Crossing – May 26, 2024
 Special Event – McSheffrey Club – Bocce class – June 7, 2024
 Special Event - McSheffrey Club – Bocce class – July 12, 2024
 Special Event - McSheffrey Club – Bocce/Pickleball Jen’s Friends Fundraiser – July 20-21, 2024
 Letter – Banner reminder – 5VILLG-MAI-20
 Driveway Permit – Gale Mender – 5STLNG-E00-54
 Driveway Permit – Jody Sullivan – 2JENKS-65-L03
 Special Event – 4th of July Parade and Festivities – Josiah Bartlett Elementary School - 7/4/2024
 Special Event – Tuesday in July – Gazebo Park – Bartlett Recreation concerts in the park
 Driveway Permit – Mark/Pam Gutowski – 5COBRD-55R-W23

Fee Schedule		
	Old Fee	Proposed New Fee
Building Permits		
House	\$25.00	\$250.00
Condo	\$25.00	\$250.00 per unit
Garage	\$15.00	\$30.00
Deck	\$10.00	\$20.00
Additions	\$10.00	\$20.00
Shed	\$10.00	\$20.00
Signs	\$10.00	\$25.00
Change of Use-residen	\$20.00	\$50.00
Major Commercial	\$100.00	\$300.00
Minor Commercial	\$50.00	\$150.00
Misc./Other/Renewals	\$10.00	\$10.00
Permit to Occupy	\$1.00	\$20.00
Vendor Permit	\$5.00	\$20.00
Tent Sale	\$10.00	\$20.00
Driveway Permit (separate from house permit)		\$50.00
Solar Array	\$10.00	\$10.00
Test Pit Witness Fee	\$50.00 per pit	\$50.00
Septic Review	\$50.00 per plan (no charge for amended or as built plans)	\$50.00
Copies per page	\$0.25	\$1.00 per page
Deeds	\$3.00 first page	\$5.00 per deed
	\$1.00 each additional page	
Zoning Ordinance	\$5.00 per booklet	\$20.00 per booklet
Research Fee	\$10.00 per hour	\$30.00 per hour
Tax Cards	\$1.00 per property	\$3.00
Tax Maps	\$3.00 per copy	\$5.00 per page