



**Town of Sutton
Pillsbury Memorial Hall
93 Main Street Sutton Mills, NH 03221**

Select Board Minutes

Monday, December 30th, 2024 – 5:00pm

PLEDGE OF ALLEGIANCE:

Select Board Chair Glenn Pogust opened the meeting at 5:00pm with the Pledge of Allegiance. Present at the meeting were: Glenn Pogust, Select Board Chair; Michael McManus, Select Board Member; Nancy Glynn, Select Board Member; and Julia Jones, Town Administrator.

Also present at the meeting were: Lee Booker, and Deputy Treasurer and Supervisor of the Checklist Judy Parkinson.

APPOINTMENTS:

At 5:00pm the Board met with Taylor Weiss for her appointment to Assistant Supervisor of the Checklist. The Board certified her oath of office, which was administered by Town Clerk/Tax Collector Beth-Holly LaDuke.

At 5:30pm the Board met with Conservation Commission member Charles Bolduc regarding an unanticipated donation to the Conservation Commission made by the Seivert Family Foundation. The Board agreed to accept the donation pursuant to NH [RSA 31:95-b](#).

MINUTES:

The Board agreed to postpone review of public and non-public minutes from December 23rd.

MANIFESTS:

The Board reviewed and approved the following manifests:

Payroll:	\$	19,336.25
Payroll:	\$	1,187.49
Vendor:	\$	26,962.81

INTENTS:

BUILDING PERMITS:

NEW BUSINESS:

The Board reviewed proposals for property file digitization, document management, a public portal, and printing submitted by Ricoh and PiF Technologies. The Town Administrator delivered a presentation summarizing each proposal. The Board compared the cost of these proposals over a 5- and 10-year period. The Board selected Ricoh's proposal based on cost and Ricoh's ability to provide in-house backfile scanning. The Board reviewed, approved, and signed a contract with Ricoh for document digitization, management, a public portal, and printing. The Board discussed funding sources and agreed to obligate \$44,365.12 in State and Local Fiscal Recovery Funds under this contract for backfile scanning of property files, licensing for a document management system with a public portal, and implementation of the document management system. Implementation includes integration with AxisGIS, the Town's existing tax mapping program. Contracted work will be completed in 2025.

The Board reviewed, approved, and signed a \$27,000 contract for tree removal along town roads between JW Land Clearing and the Town of Sutton, prepared by Town Forester Anita Blakeman on behalf of the Town. Under this contract, JW Land Clearing will use a bucket truck to cut trees down to a designated height over 5 days during the winter of 2025. The Highway Department will fell, buck, chip, and remove wood. JW Land Clearing will provide one laborer for groundwork. The Board discussed funding sources and agreed to obligate \$27,000 for this contract. Contracted work will be completed in 2025.

The Board agreed to obligate \$5,321 in State and Local Fiscal Recovery Funds for employee workstations purchased for the Finance Manager, Executive Assistant, Town Clerk/Tax Collector, and Deputy Town Clerk/Tax Collector in 2024.

The Board agreed to obligate \$9,364.71 in State and Local Fiscal Recovery Funds for a trench box purchased by the Highway Department in 2024.

The Town Administrator shared that she would send a request to encumber funds from previous years by e-mail on December 31st. The Board agreed to review this request on December 31st and provide their decision by end-of-day.

OLD BUSINESS:

REVIEW OF CORRESPONDENCE:

PUBLIC INPUT:

SELECT BOARD COMMENTS:

Pogust shared information about vote-counting machines approved by the Secretary of State. The Board agreed to include the cost of vote-counting machines in the operating budget. The Board agreed to revisit this discussion at the next meeting of the Board.

McManus shared his interest in repurposing two police vehicles which are beyond their useful life as cruisers. The plan is to purchase two new cruisers and repurpose the existing police vehicles for lighter use by the highway and fire departments. The Board agreed to discuss this further with the Chief of Police on Monday, January 6th.

ADJOURNMENT:

There being no further business the meeting was adjourned at 6:30pm.

Respectfully submitted,

Julia Jones

Town Administrator