

Town of Rollinsford
Select Board Meeting

August 10, 2026

Kim St Hilaire, Peter Lampesis, Jodi Carnes

Minutes recorded by Salme Perry

6:30 p.m. Call to Order

K St. Hilaire called the meeting to order at 6:30.

1. Community Input - None

2. Consent Calendar

a. Approval of Minutes:

The minutes of 7/27/26, were approved with amendments. KS/PL All in favor.

3. Department/Department Head Business (as needed for new business and updates)

a. Tax Collector, Town Clerk, Finance Administrator

Overdue tax notices have been mailed.

Primary Election, September 8, 2026, coverage was discussed. P Lampesis will fill the first slot, 6:50 - 11 am, K. St. Hilaire will be in attendance from 12 - 5 pm, J. Carnes will be in attendance from 5 pm to the end of count. All Board members will be present for the count, after the poll closes. Jack Boyle was appointed by the Select Board as a Pro-Tem for the primary election.

b. Building Inspector/Code Enforcement/Land Use

The following building permit application was reviewed and signed by the Board:

2026-079 55 Heritage Dr, Map 2, lot 2-13

Removal of deck.

Going forward, the Board will sign the building permits outside of the regular business meeting.

c. Highway/Transfer Station/Facilities Management - Manager Jim Andersen

J Andersen came with two orders for supplies for catch basin work on Kelwyn Drive. Purchase orders were not necessary, as both orders were under \$1,000.

d. Police - Chief Uraskevich

In order to be competitive with neighboring municipalities, Chief Uraskevich suggested that, and the Board agreed to modify the hourly detail rates: Officers pay will increase from \$65 to \$70 and the Town will increase its detail rate from \$106 to \$111.

KS/PL All in favor

e. Fire - Chief Glidden

Fire Truck Grant update: K St. Hilaire reported that documentation was approved by the NHDES. K. St. Hilaire will request an extension from NHDES since the new truck is not expected to be received and operational by the end of September 2027.

The grant approval for \$500,000 and the possibility of acquiring a new fire truck will be posted in the upcoming newsletter.

The Firefighters' Association is donating a Ballard Pro Thermal Imager, worth \$9,459, to the RFD.

Chief Glidden gave copies of the letter of intent (the first step in formally acquiring it from the manufacturer) to purchase a new fire truck for Board review and approval.

The Board received the July RFD activity report.

4. Town Administrator - Cary Boyle

a. Hydro Plant/Parking Area

A public hearing is required for the Town to accept gifts over \$5k in value. The Board scheduled a public hearing for August 24, at 6 p.m. for the acceptance of the gift of paving of the parking lot adjacent to the hydro plant from the new mill owners, Chinburg.

b. Temporary Space

C Boyle and K. St. Hilaire are actively looking at other spaces and temporary solutions. The Citizen's Bank building offers approximately 1,800 SF at \$25 per SF.

The Lower Mill offers a 4,600+ SF space at a rate of \$7 per SF.

C. Boyle, J. Uraskevich and K. St. Hilaire met with Steve Cantwell to discuss the possibility of constructing a police station on the Pease Lane property with a lease to own proposition for the Town.

c. Town Hall Maintenance/Repairs

On August 18, an air quality hygienist will be coming to evaluate air quality. A discussion with Key HVAC and Octagon is needed about how to work on the HVAC system and conduct mold remediation while the building is occupied.

d. Building Inspector/Code Enforcement/Health Officer Opening

The job descriptions for the Building Inspector (BI), Code Enforcement Officer (CEO) and Health Officer (HO) have been shared with and approved by the Select Board. C. Boyle will post them during the week of 8/16. The Board agreed that for a combined role of BI and CEO, the part-time hours could be up to 20 hours as needed. The HO role will be part-time or on call as needed since there is minimal demand for this role.

5. Select Board - Administration

a. Committee and Liaison Updates (if any)

J Carnes reported a need to replace 6 truck radios for Highway at a cost of \$25,000. Manager Andersen will be directed to talk with Joe Desch about getting funding from CIP for the radios and a warrant article at the March 2027 Town Meeting.

The Board will start scheduling each department for 2027 budget review. Jon Ordway has sent out a draft schedule for the Budget Committee for department budget review starting at the end of September.

J Carnes suggested that the Board schedule extra meetings to allow extra time for department budget review and urgent matters related to temporary space. It was decided to meet at 6:30 for regular business meetings and 6:45 for the extras. The calendar is:

August 24 at 6:30.

August 31 at 6:45

September 9 at 6:30, Public hearing at 6.

September 14 at 6:45

September 21 at 6:30

September 28 at 6:45

October back to regular schedule: Meetings on the 12th and 24th.

The Energy Commission is waiting for the land survey of the Transfer Station. C Boyle is doing research for the surveyors.

6. Community Input - None

At 8:06 p.m., the Board entered non-public pursuant to NH RSA 91-A:3 II (a) as moved by K. St. Hilaire, seconded by P Lampesis. KS =yes, PL = yes, JC = yes.

Motion by K. St. Hilaire to exit non-public at 9:29 p.m., seconded by P. Lampesis. PL = yes, KS = yes, JC = yes.

Motion by K. St. Hilaire to enter public at 9:29 p.m., seconded by P. Lampesis. All in favor.

7. Any other business to come before the Board - None

8. Adjournment

Motion by K. St. Hilaire at 9:30 pm to adjourn, seconded by P. Lampesis. All in favor.