STATE OF NEW HAMPSHIRE – TOWN OF SURRY
SELECTMEN
MEETING MINUTES October 5, 2026

The meeting was called to order at 7:03 P.M. Jay Croteau, Steve Goldsmith, and Ron Profaizer were present.

Mr. and Mrs. Melanson attended to respond to the nuisance complaint concerning their Village Road property. The Board explained that it remains in the fact-finding stage and is reviewing possible zoning issues, the nuisance provision of the Zoning Ordinance, and potential health concerns associated with the animals. The zoning questions have been referred to the Planning Board. The Melansons stated that there is no commercial activity being conducted on the property and that proposed meals-to-go and farm stand activities did not proceed.

The Melansons agreed to allow a site visit. The Board will coordinate a Saturday visit involving the Health Officer, one Select Board member, and, if available, a representative of the Humane Society. The Board also advised the Melansons that building permits are required for their two approximately 10' x 16' sheds.

Dillon Simpkins provided additional information concerning his nuisance complaint and reported that he had contacted the Humane Society regarding additional animal-welfare concerns. The Board reiterated that allegations are still being investigated and that its role is to determine whether conditions warrant Town action under zoning, nuisance, or health authority. The Board also advised Mr. Simpkins that private civil remedies remain available independent of Town action.

As part of the investigation, the Health Officer and one Select Board member will visit the Simpkins property.

Jay Croteau made a motion to accept the meeting minutes from September 28, 2026. Steve Goldsmith seconded. All were in favor.

The Board reviewed and approved the manifest.

The Board reviewed and approved payroll.

Bruce Smith reported that the Town's tax-rate information has been submitted and the remaining submission is from the School District. The School District reported an approximate $103,052 surplus, generally consistent with earlier projections.

Avitar requested updated assessing data in preparation for interior inspections. Bruce Smith agreed to work on transmitting the requested data file to Avitar on Friday.

Jay Croteau made a motion to adopt the updated Town Hall Policy as written. Steve Goldsmith seconded. All were in favor. The final policy will be dated and placed in the Town's policy records, and the website form will be updated.

Review of the Personnel Policy was deferred. The Board agreed that the document needs a dedicated review session after all members have had additional time to review it.

Steve Goldsmith made a motion to approve the Morton Salt quote of $90.66 per ton. Jay Croteau seconded.

Jay Croteau will retry the Annual OPD Land Use Regulation Survey from another computer or browser. The survey is due October 30.

Jay Croteau reported that he now has the information needed to complete the Town's unclaimed-property submission. The amount identified is approximately $94.

Ron Profaizer reported on his meeting with Asplundh regarding deadwood and hazardous trees. The review identified approximately 31 locations with deadwood and 16 dead trees along the S-curves toward the Surry/Keene line, and approximately 18 deadwood locations and 20 dead trees along Joslin Road. Eversource is scheduled to address the utility-wire side of the roadway next year, so the Asplundh review concentrated on the opposite side. No expenditure was approved.

Steve Goldsmith reported that NH DOT has been notified of the damaged guardrail on Route 12A. The item was considered complete.

Public Works assignments were reviewed. Remaining ditch-line logs are to be identified and removed as appropriate, roadside mowing will continue, and the speed radar sign will be moved to Surry Dam Road for approximately 30 days.

Ron Profaizer provided an update on the Town's new phone and internet system. Spectrum will begin modem work at the Town Hall and Library on October 9 and at the Fire Station on October 12. Additional planning and implementation meetings are scheduled for October 13 and October 15. The target remains to have the new phone and internet system operational by the end of October.

Materials for the Town Hall porch lattice project are scheduled to arrive October 6. Steve Goldsmith will prepare and level the area before installation.

The Board continued development of the vacant Select Board administrative position. There was general agreement to use the title Administrative Assistant/Bookkeeper and on the draft responsibilities, including meeting support, accounts payable, payroll and QuickBooks, assessing coordination, required filings, records administration, public contact, and related office responsibilities. Website and newsletter assistance will also be included.

The Board discussed the position as a part-time W-2 employee under Select Board supervision, generally in the range of 16–20 hours per week. The Board agreed that qualifications should control the hiring decision rather than residency.

Funding for the Administrative Assistant/Bookkeeper position remains unresolved because the expanded position was not included in the current budget. Bruce Smith will provide third-quarter expenditure information, and the Board will review available funding and consult with the Budget Committee. Accounts payable and assessing/Avitar support were identified as the most immediate administrative needs.

Jay Croteau reported that he contacted K. Haskell regarding damage to a tire and wheel after striking debris on Route 12A. Because there was no evidence that the debris came from a Town vehicle and Route 12A is a state highway, the Board identified no Town action to take and closed the item.

The building permit for M. Lizotte at 64 Cider Mill Road was located and signed.

The Board scheduled the required public hearing to consider acceptance of the Fire Department's AFG grant for Monday, October 12, at 7:30 P.M.

The revised Record Retention Policy will be circulated before the next meeting and brought back for possible approval.

Jay Croteau made a motion to adopt the Legal Services Policy with the Treasurer added as an authorized official. Steve Goldsmith seconded. All were in favor.

The Board continued its review of the Building Inspector compensation procedure. Ron Profaizer reported that the revised procedure needs to address the position as a W-2 employee and provide for payment as work is performed rather than the previously contemplated quarterly payment process. Re-inspections also need to be addressed. A revised procedure will be circulated for Board review. The Board also noted that the earlier motion establishing the 80/20 compensation arrangement had been omitted from prior minutes and emphasized the need for closer review of motions before future minutes are approved.

The Board reviewed a building permit application for a 30' x 36' three-car garage on Mine Ledge Road with unfinished storage space above. The Board agreed that any approval should clearly identify access through the existing driveway and state that no additional curb cut is approved. The item will return to the Board next week for completion.

The Board discussed concerns about the turn from Old Walpole Road onto Farm Road and whether fire apparatus can safely make the turn. The Board agreed to formally ask Fire Chief Josh Brooks to evaluate the location using Fire Department apparatus and provide a recommendation to the Select Board.

Ron Profaizer made a motion to adjourn. Steve Goldsmith seconded. The meeting adjourned at 10:15 P.M.

Submitted R. Profaizer