STATE OF NEW HAMPSHIRE – TOWN OF SURRY
SELECTMEN
MEETING MINUTES October 12, 2026

The special Select Board meeting was called to order at 6:30 P.M. Jay Croteau, Steve Goldsmith, and Ron Profaizer were present.

The meeting's purpose was to discuss possible cemetery expansion with Craig and Kim Fisher of Beth-El Bible Church.

The Fishers expressed willingness to explore making a portion of the church property adjoining the cemetery available to the Town. Any agreement would require approval by the church membership. The Board discussed a possible survey, land valuation, cemetery access, and an estimate of the additional burial plots that could be created. No agreement or expenditure was approved.

At 6:53 P.M., Steve Goldsmith moved to adjourn the church discussion. Jay Croteau seconded. All were in favor.

The regular Select Board meeting was called to order at 7:00 P.M. Jay Croteau, Steve Goldsmith, and Ron Profaizer were present.

Tim Hansen of Phil's Tree Service met with the Board regarding a proposed ongoing program to remove hazardous roadside trees. He quoted preliminary winter rates for a two-person bucket-truck crew and a separate rate for a four-person crane crew. Mr. Hansen offered to review and prioritize locations with the Town before scheduling work. No expenditure was approved; vendor selection remains scheduled for October 19.

At 7:30 P.M., Jay Croteau opened the posted public hearing to consider accepting an AFG grant for a washer and dryer for the Fire Department's protective gear. The grant award was stated as $32,762, with a Town match of $1,639. Steve Goldsmith moved to accept the grant. Ron Profaizer seconded. All were in favor.

The public meeting closed at 7:46 P.M.

The Board continued its standing meeting.

The Board reviewed the October 5, 2026 meeting minutes and corrected the attribution of a motion. Jay Croteau moved to approve the minutes as corrected. Steve Goldsmith seconded. All in favor.

The Board reviewed and approved the manifest and payroll.

Dillion Simpkins was given the opportunity to address the board during unscheduled public input. He requested an update regarding the complaint he raised at prior meetings. The Board noted that it was scheduling a site visit.

The Board discussed an inquiry from SUR about the proposed purchase of property at 416 Route 12A and the construction of a steel building to maintain and store construction equipment. The Board identified zoning, the status of the existing garage use, driveway access, and possible site-plan requirements as matters requiring review. The property is within a groundwater-protection area, and portions were identified as wetlands on State mapping. The Board discussed the Planning Board's role in administering the groundwater ordinance and the applicant's need to work with the state to determine any wetlands impact. The Board did not determine whether the proposed development could receive a building permit. The Board will respond to the applicant with the issues identified.

Review of the Personnel Policy was deferred pending additional review by Board members.

Jay Croteau reported that the annual OPD Land Use Regulation Survey has been completed.

The Board reviewed third-quarter expenditures and discussed possible funding for the proposed Administrative Assistant/Bookkeeper position. Two individuals have expressed interest in the position. The Board also discussed using Town Clerk staff as an alternative but made no decision.

The Board requested historical fourth-quarter Highway Department expenditure information. Funding for the Administrative Assistant/Bookkeeper position remains unresolved; the Board made no hiring or compensation decision.

Review of the revised Record Retention Policy was deferred.

The Board reviewed proposed changes to the Building Inspector's inspection log and associated forms. The Building Inspector will begin using the proposed log and updated Certificate of Occupancy form. The Board agreed to begin testing the inspection log during the remainder of 2026. The intention was to establish a more formal payment and reporting process beginning in January 2027..

The Board reviewed the Mine Ledge Road garage building permit application. The Building Inspector requested more complete construction and floor plans, information on the second floor, and a plot plan showing building placement and driveway access. The Board also questioned the stated $80,000 construction valuation. The application remains pending additional information.

The Board discussed the difficulty of turning fire apparatus at the intersection of Farm Road and Old Walpole Road. Members were advised that the Fire Chief had tested the turn with a fire truck and taken photographs. The Board has not yet received the formal written assessment requested. The matter will be carried forward.

The Board discussed an email from Wayne Hartz concerning development of a continuity-of-operations plan for elections. The Board was receptive to the proposal and will review a plan when presented.

The Board confirmed that the Spectrum equipment document had been signed.

The Board reviewed and signed a building application and permit for an electrical panel.

Steve Goldsmith and Jay Croteau reviewed and signed a building application and permit for two sheds.

The Board was advised that an updated Town mailing-address list has been obtained directly from Avitar and is available for Town use.

The Board discussed and responded to L. Ylitalo's email regarding concerns about repairs and ongoing maintenance on Farm Road.

Emergency Management reported that the Hazard Mitigation Grant Program progress report is due October 15 and will be submitted on time. The Board reviewed whether any payments had been made to the Southwest Region Planning Commission for the plan update; none were located during the meeting. A revised plan will be distributed before the scheduled public hearing.

The Board also discussed security cameras at Town Hall and possible grant opportunities. Emergency Management offered to investigate available funding and whether Town Hall could qualify as an emergency transfer point.

Review of the Email Guidance Policy was deferred.

Building permit for electrical upgrade at 45 Valley View was reviewed an approved.

New modems were installed at the Town Hall, Clerk's Office, Select Board Office, Library, and the Fire Station as part of the telecommunications upgrade. Problems were reported by the Clerk’s Office on Monday that they could not reach the DMV website because of a firewall issue. The problem is being diagnosed and worked on.

Lattice installation is scheduled to be completed over the weekend.

Ron Profaizer moved that the Board enter non-public session pursuant to RSA 94-A:e, II for the purpose of discussing the implementation and personal impact of implementing Buddy Punch electronic time. Second by Jay Croteau. All in favor.

Ron Profaizer moved to come out of non-public. Jay Croteau seconded. All in favor.

Ron Profaizer moved to close the meeting at 10:51. Steve Goldsmith seconded. All in favor.

Submitted R. Profaizer