STATE OF NEW HAMPSHIRE – TOWN OF SURRY
SELECTMEN
MEETING MINUTES October 19, 2026

The Select Board meeting was called to order at 7:00 P.M. Jay Croteau and Ron Profaizer were present. Steve Goldsmith arrived at 7:20 P.M.

Dillion Simpkins and two other residents raised ongoing concerns about the Village Road property, including noise, odors, keeping animals, and advertising for a farm stand. Jay Croteau reported that he and the Health Officer visited the property on October 17 and discussed grain storage, rodents, trash burning, and open fires. The Board had not yet prepared a written report concerning the visit. The Board will continue its review and follow up with the Planning Board after its October 21 meeting. The Board emphasized that it had not determined that a zoning violation existed.

The Board met with Gregg Taylor, his real estate agent Michele Wright, and members of Mr. Taylor's family regarding SUR's proposed purchase and use of 416 Route 12A. State groundwater-protection mapping had been provided. The Planning Board still has questions about the proposed equipment-maintenance and storage uses, groundwater restrictions, continuation of the existing use, and possible site-plan review. The Board offered to share its questions with Mr. Taylor and SUR and explained that it could not ensure issuance of a building permit or completion of the review by the proposed closing date. No permit determination was made.

Bruce Smith reported that the tax warrant was awaiting final approval from the Department of Revenue Administration. The Board agreed that, once approval is received, he will notify members by email and leave the warrant available for signatures rather than wait until the next regular meeting.

Jason Anyan of Gemini Paving reported suspicious requests for driveway estimates involving Surry properties and asked for help verifying the claimed owners. The Board reviewed available property information, and the belief of both Mr. Anyan and the Board was that they were most likely fraudulent and to proceed with caution.

Steve Goldsmith moved to approve the October 12, 2026 meeting minutes. Jay Croteau seconded. The minutes were declared approved. A correction was made to describe the 7:30 P.M. grant proceeding as a public hearing rather than a public meeting, and members initialed the corrected minutes.

The Board reviewed and signed the manifest and payroll. Members also agreed that Town keys should be returned when an employee leaves Town employment, consistent with Town policy.

Ron Profaizer moved that, after reviewing the hazardous-tree-removal proposals, the Board take no action on the proposed program in 2026 and include it for consideration in the proposed March 2027 budget. Steve Goldsmith seconded. All were in favor. The Board discussed $9,000

as a preliminary budget amount. Ron Profaizer will assemble the written proposal and the information from Phil's Tree Service for the budget file.

Jay Croteau reported that the Mine Ledge Road garage permit application had been denied as incomplete. The applicant was notified by email and asked to provide detailed building and site plans, property-line and driveway information, and a revised construction valuation. No response had been received. The matter will be retained for follow-up.

The Board reviewed the Fire Chief's written assessment of fire-apparatus access at Farm Road and Old Walpole Road. The turn is manageable in favorable conditions but could be difficult with snow or other obstructions. The Board will coordinate with the Highway Department to keep the turning area clear during plowing and examine possible improvements during a site review. No permanent alteration or expenditure was approved.

The Board agreed to hold a workshop on November 3 to review the Personnel Policy after members complete their individual reviews and identify questions. Ron Profaizer will post the workshop notice on the website and public notice board.

Jay Croteau moved to approve the revised Records Retention Policy. Steve Goldsmith seconded. All were in favor. The approved policy will be printed and placed in the administrative-procedures notebook.

Steve Goldsmith moved to approve the revised New Hampshire Municipal Association Legal Services Communication Policy, including the Treasurer among the designated officials. Jay Croteau seconded. All were in favor.

Jay Croteau moved to approve and implement the Email Use in Board Communications policy. Steve Goldsmith seconded. All were in favor. The Board discussed using Town email accounts for official business and avoiding email deliberations. The Board will establish one Town email account for the Library and one for the Fire Department.

The Board agreed that all approved administrative policies on the website so boards can access current versions.

The Board discussed the Building Inspector's compensation and permit-administration procedures, including inspection records and the combined Certificate of Occupancy and Certificate of Completion form. Further review and approval were deferred to the November 3 workshop. Members will identify questions before the workshop.

The Board provided an update on the telecommunications conversion. Phones had been installed at Town Hall and the Library, and the Fire Department had received equipment for installation. The Board requested the transfer to the new service on October 27, pending final confirmation. The static-IP problem affecting the Town Clerk's access to the Department of Motor Vehicles had been resolved by the end of the day.

Town Hall framing and lattice work was expected to be completed Friday or Saturday. Jay Croteau offered to contact the plowing contractor to request that snow be kept away from the new lattice.

The Board signed two intents to cut involving the Proctor Road area, for Melinda Conway and Meadowsend Timberlands. Jay Croteau will submit the documents to the State.

The Russo timber warrant could not be printed and was carried forward to the next meeting.

The Board reviewed a Right-to-Know request for residential tax-assessment appeal and abatement records for 2024, 2025, and 2026. The Board will forward the request to Bruce Smith to assess the available records and the work required. The Board will revisit the matter at the next meeting, with attention to response-time requirements and possible clarification of the request's scope.

The Board agreed to change the contact for Hamblet Electric's alarm testing to the Select Board email address. The Board will flag the invoice when received so staff can update the contact information and coordinate testing.

Jay Croteau will correct and resubmit the OPD Land Use Regulation Survey after receiving notice that the earlier submission was incomplete.

The Board began accessing the Primex online renewal account and resetting its password. The renewal remained in progress; no final renewal approval was recorded.

Ron Profaizer reported that the second round of website revisions was complete. The planned launch is November 2 or 3. Six local photographs are needed before launch. He will seek suitable photographs and review possible integration with the newsletter system. Board members were asked to review the revised site.

Ron Profaizer reported that the annual information update for New Hampshire Aging was reported complete.

The Board reviewed Buddy Punch training and preparations for the November 1 full implementation. The Board will follow up with Public Works via email to reinforce recording unpaid breaks, using the break and lunch functions rather than ending the workday, and submitting weekly timecards by Sunday or Monday morning for Board review. Ron Profaizer will verify that Administrator access is activated for all Board members. The Board also discussed another meeting with the employee before final implementation may be needed for any last minute adjustments or questions.

The Board reviewed the Public Works task list and directed that remaining roadside mowing be completed that week, followed by grading dirt roads. Other identified work included removing remaining logs from ditches and placing gravel along new pavement edges. Members discussed clearer assignments, completion reporting, and regular communication about planned work. The

Board also discussed and agreed that Board approval is required before Public Works secures a per diem helper to assist on a project.

The Board discussed a political flyer distributed in town that referred to the Select Board. Members stated that the Board had not participated in or endorsed the flyer.

Building Inspector Steve Goldsmith reported that he had reviewed revised plans with the contractor for the Cushing accessory dwelling unit on Sawmill Road. The contractor would enclose approximately 38 square feet as unused space to reduce the apartment to the Town's 750-square-foot limit. Ron Profaizer moved to allow construction to proceed based on the Building Inspector's review of the revised plans. Steve Goldsmith seconded. Steve Goldsmith will follow up with the contractor. One of the town's fire engineers requested additional information about the proposed elevator being installed.

The Board discussed Roger Wilbur's concerns about Farm Road repairs and runoff affecting the private crossover road. Members agreed that an on-site review was needed to hear the owner's concerns and determine whether the Town's work contributed to the reported damage. Steve Goldsmith will follow up with Frank Lucius about the work performed and any corrective responsibility. The Board discussed hearing from Mr. Wilbur before meeting with the contractor. The Board did not determine the cause of the damage, liability, or additional expenditure.

The Board received, for information only, a copy of a cease-and-desist notice from the Melanson family to Dillion and Rachel Simpkins concerning the neighbors' dispute. No Board action was taken.

The Board received notice from the Cheshire County Treasurer that the Town's county-tax obligation is $360,383, due before December 17, 2026.

The Board agreed on the importance of securing the Administrative Assistant/Bookkeeper position and funding it. Bruce Smith provided detailed Highway Department budget information, including projected spending for the remainder of the year, for members to review.

The Board discussed political signs on the Town Common and signs reportedly lacking sponsor information. Ron Profaizer will ask the Town Moderator whether signs may be placed on the Common and how to handle signs without paid-for and contact information. Removal was deferred pending clarification.

Ron Profaizer moved to close the meeting. Steve Goldsmith seconded. All were in favor.

Time 10;50 P.M.

Submitted R. Profaizer