STATE OF NEW HAMPSHIRE – TOWN OF SURRY
SELECTMEN
MEETING MINUTES November 2, 2026

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

Dillion Simpkins spoke during the unscheduled public input time slot. He said he had additional information he wanted the board to consider regarding 24 Village Rd. Jay Croteau requested that he submit the information in writing for consideration. Mr. Simpkins agreed.

Jay Croteau moved to approve the draft copy of the Administrative Assistant/Bookkeeper Job Description. Second by Steve Goldsmith. All in favor.

The Board discussed Farm Road warranty work, including thin gravel coverage and surface material. The Board will contact the contractor to schedule repairs and review his entire work area, including the additional problem spot identified.

Buddy Punch went live, with the current paper timecard expected to be the last for the employee transitioning to electronic reporting. Ron Profaizer reviewed the Quick Guide training with Durwin covering punches, breaks, quarter-hour rounding, and work categories. Travel - Parts and Supplies was added as a department, requiring a brief work notes requested for all categories. A Board member has yet to take on the roll in the system as manager to review entries and produce the manifests. John Davis's paper timesheet would temporarily be delivered through a Board member pending a continuing procedure.

Ron Profaizer moved to authorize the Buddy Punch summary report as the Town's payroll manifest and contemporaneous electronic approval so payroll could proceed between meetings on the current cycle. The motion was seconded by Jay Crotueau and approved with all in favor. Ron Profaizer also moved to authorize the 15 minute rounding rule in Buddy Punch which rounds clock-in and clock-out times to the nearest quarter hour, applied consistently and neutrally, with actual punches retained electronically. Jay Croteau seconded. The motion passed unanimously.

The November 3 workshop will cover the Personnel Policy, Building Inspector processing and payment procedures, and keyholder records, responsibilities, and returns when locks are replaced.

Telephone numbers had been ported to the new phone system, but the Clerk's phone remained unreliable. Ron Profaizer temporarily moved the conference-room Wi-Fi phone to the Clerk's station and provided voicemail access information; voicemail operation still needed confirmation. Jay Croteau will investigate and provide support while Ron is away. A second Wi-Fi phone may be needed if the wired connection cannot be resolved. The Board ordered two additional Fire Department handsets, with compatibility and licensing questions pending.

The Board moved the website launch from November 5 to Friday, November 13, allowing more time for content entry and support. Ron Profaizer will obtain CharlesWorks confirmation and revise announcements.

The Board reviewed Avitar's $32,772 contract for the 2027 townwide valuation update covering 547 parcels and discussed Budget Committee review of annual revaluation funding. Jay Croteau moved to sign the contract. Ron Profaizer seconded. All were in favor. The Board signed the contract; a copy will be retained before returning the signature page.

The Board reviewed and signed invoices and checks.

The L. French tax-map correction remained open. Avitar had advised John Davis to meet with Monique during a future office visit. The Board agreed that a member should participate and that a deed, survey, or other evidence would be needed for a correction.

Jay Croteau reported completing the NH OPD Annual Survey of Municipal Land Use Regulations.

The All State Materials refund has been requested.

No response had been received to the second email regarding the Right-to-Know request.

Jay Croteau sent Beth Doyle the 24 Village Road site-visit findings and will answer her follow-up about winter animal shelter. The Board signed the inspection letter; it and the report will be retained in the property file. Town council has not responded further to the pending inquiry.

The Board agreed to seek guidance, including from the Municipal Association, on written contracts for snowplowing subcontractors. Certificates of insurance were also discussed.

Jay Croteau reported that the October 28 Zoning Board discussion with SUR provided preliminary guidance that a special-exception application for 416 Route 12A might succeed. Fire-safety and fuel-storage review were discussed. The discussion was informational; the Select Board approved no permit or special exception.

Katie Anderson was no longer pursuing a second ADU and sought to finish the space with the kitchen removed. The Zoning Board had not accepted her variance application because the described work required no identified variance relief; the ZBA sent an explanatory letter. A building-permit application would be sent in to the Select Board as the next step. Members discussed possible future use as a separate dwelling.

Jay Croteau noted that the Zoning Board minutes will be emailed and all backdated minutes posted with the new website.

Primex did not consider Give Peace a Tri participant waivers necessary, and the Board did not plan to pursue them. Ron Profaizer had requested a response to the still-unanswered volunteer Fire Department payroll question.

Laura Barrett had requested and received the abutter addresses for the gravel-bank hearing mailing. Members discussed a proposed Saturday site visit at 10:00 A.M. and anticipate a November 18 hearing,

The Board reviewed preparations for the November 3 election. The Board acknowledged the need to post town results as soon as they are available.

The Board placed the HCS support request in the next-year budget file.

The Board will correct the requested resident name in the assessment records; current tax bills have already been prepared.

A Report of Cut for Russ Fiore at 21 Carpenter Road was received for processing.

During public input, John Davis requested notice of the meeting with Monique from Avitar. He reported that the acreage appeared correct, but the mapped boundaries did not match the land, affecting a management plan. The Board will follow up with meeting arrangements.

The Board agreed on the wording to publish on the website and newsletter regarding the municipal tax rate. Members discussed higher bills and elderly exemptions. A member of the board will mail the requested elderly exemption form to the resident who inquired on it.

Ron Profaizer moved to enter nonpublic session under RSA 91-A:3, II(a), to discuss timekeeping. The motion was seconded and approved with all in favor. Nonpublic session began at 9:17 P.M.; separate draft minutes were prepared.

The Board voted to close the nonpublic session and return to the public session.

Jay Croteau moved to adjourn; Steve Goldsmith seconded. The meeting adjourned at 10:03 P.M.

Submitted by Ron Profaizer