SELECT BOARD'S AGENDA

November 16, 2026

I. CALL TO ORDER @ 7:00 P.M.

II. SCHEDULED AGENDA ITEMS FROM RESIDENTS & OUTSIDE GUESTS

a) Nancy Callender — Town audit discussion.

III. STANDING AGENDA ITEMS

b) November 9 meeting minutes
c) Manifest
d) Payroll

IV. UNSCHEDULED PUBLIC INPUT, QUESTIONS, AND REQUESTS

a) Limited to 5 minutes per person.

V. CARRYOVER ITEMS FROM PRIOR WEEK'S AGENDA

a) SB — Parenteau / Mine Ledge Road garage — building permit review
b) SB — 544/546 Route 12A — building permit review and act on duplex-to-single-family conversion permit.
c) SB – Procedure Review
    a. SB —Revised Key Control Policy, key log, distribute and test keys, and coordinate the Knox Box order and lock change.
    b. SB — Building Inspector Procedures — review and approve.
    c. SB — Personnel Procedures — review and approve.
d) SB — John Anglis — confirm assessing name correction and identify who will complete it if still open.
e) RP — Administrative Assistant/Bookkeeper — recruitment update on NHMA and Indeed postings.
f) SG / RP — Farm Road — warranty repair status and proposed gravel charge. Public Works ditch and entrance-widening assessment.
g) SB — Buddy Punch — interim payroll review, regular reviewer, and electronic manifest approval procedure.
h) RP / JC — Telecommunications — Town Garage number, Fire Station phone test and two handsets, and voicemail handling.
i) RP — Website — launch status
j) JC — L. French tax-map correction — Contact Avitar
k) SB — Town Hall snowplowing — determine coverage and insurance requirements.
l) SB — Gravel-bank proposal — Reminder: Public Hearing - November 18 meeting.
m) SB – Finalize draft letters to close out investigation
n) JC – Finalize draft letter to resident regarding exemption request
o) JC — Verify all requested documents provided to Gregg Taylor, including ZBA minutes
p) JC — Finalize draft letter to the elderly exemption applicant Form PA-29, Surry's eligibility information, and the supplemental form.
q) JC – With new website live, post old ZBA minutes
r) JC — Contact Avitar about the L. French map correction, supporting records, and including the Board in the meeting with Monique and John Davis.

VI. NEW BUSINESS — Requests or emails received BEFORE THE AGENDA CLOSED

a) SB – Set date for a meeting with the Tax Collector
b) SB – Need to set up Spectrum Business Portal Access – requires pin on invoice
c) VOICE MAIL
    a. SB – VM from W. Schmidt regarding Avitar inspection
    b. SB – VM from Stone Matthew regarding building permit
    c. SB – VM from S. Cabrin regarding tax increase

d) SB – Possible request for Town Council's assistance in drafting warrant articles

VII. AS TIME PERMITS — Requests or emails received AFTER THE AGENDA CLOSED

VIII. UNSCHEDULED PUBLIC INPUT, QUESTIONS, AND REQUESTS

Limited to 5 minutes per person.

IX. NON-PUBLIC SESSION — As Needed

X. MOTION TO CLOSE @ 9:00 P.M.