

Selectmen's Meeting Minutes

Monday, March 28, 2022

At the Selectmen's Meeting held on Monday, March 28, 2022 at 6:00 p.m. the following people were in attendance: Shawn White, Abbey Querrard, and John Tholl.

A motion was made by John Tholl to enter non-public session at 6:00 p.m. pursuant to NH RSA 91-A:3, II(d), NH RSA 91-A:3, II(e), NH RSA 91-A:3, II(l). The motion was seconded by Abigail Querrard. Roll call vote: Tholl: Yes; White: Yes; Querrard: Yes. Motion passes. The board entered non-public session at 6:00 p.m.

The Board adjourned from non-public session at 6:25 p.m.

A motion was made by John Tholl and seconded by Abbey Querrard to seal the non-public session meeting minutes because it is determined that divulgence of this information likely would render a proposed action ineffective. Roll call vote to seal the minutes: White: Abstained; Tholl: Yes; Querrard: Yes. Motion passes, 2-0.

Chair White called the meeting to order at 6:30 p.m.

Others in attendance: Bob Loiacono, DPW Director Robert Larson, Susan Larson, Patrick Ryan Sondra Brekke, Katy Kopp, David Scalley, Rick Vashaw, Catherine Atwood, Judy Gessner, Eric Dubreuil, Tammy Dubreuil, Courtney Vashaw, Barbara Pinkham, Fred Ingerson, Ed Samson, and Melissa Farrow.

Abbey Querrard led the pledge of allegiance.

King Square Parking Lot – Proposed Acquisition of Easements, RSA 41-14-a

Shawn White said in reference to the Parking Lot, the Board has made a decision that we are going to get together with the landowners, who own the properties in question (3 Main Street and 5 Main Street), as they have stated that they would like to own the land, and we will get together with them and move in that direction in doing a lot line adjustment with them.

John Tholl made a motion that we enter into an agreement with the property owners of 3 Main Street and 5 Main Street in regards to the two easements that run across the public parking lot (Tax Map 103, Lot 51) that is located behind Cumberland Farms. Abbey Querrard seconded the motion. All in favor, 3-0. Pat Ryan said he thinks it is going to be a win situation for all. John Tholl said it may take some time to get this agreement done. We will need to come up with an agreement, and get a survey done for the boundary line adjustments.

NCIC Grant

Chair White explained that we were informed today by NCIC that they are not eligible to apply for new awards from the USDA's Rural Community Development Initiative grant program that we discussed last week. This was due to legal issues and timelines, and the grants that were approved last year are moved forward into 2022. We are now looking at 2023 for this.

Civil Air Patrol – Ready-OP Memorandum of Understanding

John Tholl said that the Town Attorney came up with some changes for the MOU, and John has not yet gotten the revised copy so this not ready to be signed tonight.

Barbara Pinkham, Cemetery Trustee, Pine Street Survey

Barbara Pinkham said the trustees started fielding questions about the old pine trees from some of the eight residents along Spruce and Pine Streets that border or have some kind of boundary with the cemetery land. Barbara came before the board at this point, and Stan Holz's recommendation was not do anything until we get a survey done. A year ago this month at last year's town meeting the board made a motion from the floor to give the cemetery trustees \$5000 one time only to pay for the survey of the Pine Street cemetery land. Barbara said it took all of 2021 to get it done. Barbara said they were provided with the survey that Mark Vanderheyden had done and that he turned over to Rob and Rob has the maps. Barbara has spoken with Rob. Barbara is here to ask how we want to proceed. We have the results, but quite honestly it doesn't tell us anything we don't already know. It didn't cost the entire \$5000 to have the survey done. Barbara said it appears as though there is a brook that runs along there and cuts underneath Spruce Street and that historically has marked a good portion of the southern border according to records and deed. That has changed over time, culverts and fill have been added. Barbara said if we accept basically that traditional or historical boundary then we have 4 residences out of the 8 that appear ok. She doesn't think there will be a real dispute with any of those. The Comeau's property actually turned over some of their land to the Pine Street Cemetery, and it is now part of Pine Street Cemetery. They worked that out. If we accept the brook, then you have three residences (Sweatt, Miller and Breen) that probably seem ok. They are at opposite ends. They have four properties on Pine Street with issues and there is one on Spruce, the Ricker residence. Barbara said that Rob can speak to that and he has helped them with that and they appreciate his assistance. One of the Ricker boundary lines is not agreed upon and can't be determined to be an absolute boundary line. The other three on Pine Street belong to Hunt, Gee, and Rideout, three in a row. That is where we have issues and need to decide how we proceed. On the side of the survey map, Mark Vanderheyden has provided his suggestions and they are to basically determine a boundary agreement and enter into some kind of talks with those individuals and agree to a new permanent boundary line. Barbara doesn't see that being an issue with the Ricker residence because they don't have anything on that and it is kind of no man's land. With Hunt, Gee and Rideout they have encroached on that land and the encroachment involves yards and and/or actual buildings that have been placed on land that seems not to be their land. That is where we stand after the survey. Not sure if the Board has had a chance to look at it. Nothing

got settled because of the survey. Barbara said the Board would probably want to take it under advisement and talk to people and pull in what the Board would need for opinions. Speaking for the trustees, they need to know how to proceed. It all started with the big pine trees, and they are still there. Have to determine a boundary line to determine the responsibility. Shawn said the board can get together and meet with the residents. Shawn said the brook did go through the back yards, and years ago one of the residents put in a culvert so they could have back yards. Around 2012 the culverts failed and flooded out the residences on Pine Steet. Everything was done without DES involvement. Once the Board realized what was going on, the Town put in all new culverts. The Town knew there was encroachment and allowed it to happen. The brook is gone, and the culvert lays where it used to be. Barbara said in some places it is only a couple of feet but some places it impacts 30 to 40 feet. It does not impact the cemetery at all, and it is never going to affect the cemetery. The trees are the concern. Barbara said they have their first cemetery meeting next week and that is on their agenda. Wanted to take something back to them. It is not affecting land that is going to be used by the town for anything. The Board suggested that Barbara speak to the trustees and get back to us and let us know how they feel. Barbara said if she was a landowner there with some encroachment what she would be concerned about is the trees. What happens if they don't want the land? The Board asked Barbara to get back to them after the trustees meeting, and we will go from there.

Dave Scalley – Brown Street Furniture property

Dave Scalley said he had some questions re: last week's meeting and when the Brown Street Furniture issue came up.

--Why are we giving back delinquent taxpayers \$68,000 back when the taxpayer owns other property in Whitefield. Why aren't we putting a lien on both of those properties? Why are we giving money back to a taxpayer that we have recourse to get it back from?

--Dave said in reading the minutes, on 2/14 previous Selectboard member Peter Corey asked what does Mr. Abbott get out of the deal, and Shane replied it is none of the town's business. Dave thinks it is the taxpayer's business because we are giving him back money in back taxes.

Shawn said that our town attorney is working with Sara on getting a copy of the purchase and sales agreement. Shawn said the Board needs to know if Shane and Sara have a legal interest in the property before we can proceed with any type of agreement. The Board had a lot of heart ache to give back any money to a landowner who has been thumbing his nose at us. We didn't take it back because we didn't know what was in the land, and he feels the Board was smart by not taking that land. There have been two environmental assessments and the last one came in late fall and there are a few items but not as drastic as what we thought. Shawn said do we now take that land back, which the owner still would have time to repurchase it, 90 days. As soon as we take it back, the town has to make that building secure. What is the market going to do is another concern? Are we going to put all this money into it, and could we get that back if the

property went out for a bid. The Board came to an agreement that Sara and Shane would have to pay all taxes, costs, and water, and sewer costs that are owed, excluding the interest. To at least get that paid to us, and hope that Shane and Sara will go forward with what they say are going to do. Dave asked why don't we lien the other land that Mr. Abbott owns? Shawn said we will check with our town attorney on that. Dave said is there some way to secure the money we are giving back to Mr. Abbott for his building at 33 Brown Street that he is up to date on taxes.

Sondra Brekke said the Board has said they were only going to abate the interest. They are going to have pay all the past due property taxes. We are just not making them pay the interest. Dave is saying is that is bad precedent on anything and that is what he is concerned about. Mr. Abbott should not make any money on that deal. Dave said that the Planning Board allowed him to put a business in that building and Dave asked the PB why aren't you making that business pay their rent to the town and the PB said it wasn't in their purview. Is the rental money going towards taxes? Dave said that Mr. Abbott is collecting \$1500 a month in rent and is still not paying his taxes. Dave said he doesn't know the legality of that. Dave said Mr. Corey had stated at a previous meeting that it is costing the average taxpayer \$132 a year so far from the day Mr. Abbott stopped paying the taxes. Because of him not paying those taxes, people are paying \$132. Dave said it does not seem right to him.

Bob Loiacono said the word out on the street is that Shane and Sara would take the building and pay the past due property taxes and not pay Mr. Abbott a penny and clean up the property.

Department Head Meeting

Melissa Farrow – Recreation Department

--Getting off to great start with the baseball season. Ed Samson has been helping out with that effort, and it is greatly appreciated. Have quite a few sponsors: one full sponsor from Passumpsic Bank, and also got a \$250 sponsor from YaYa's, \$250 from the Lion's Club, \$250 from Littleton Eye Care. We will be having a baseball parade this year and will have banners with all the sponsors listed.

--Working with Rob to get the summer program moved up to the Highland Street park. That is the goal for the summer. Melissa and Courtney are trying to work to get much needed money available to so we can get Kaitlin Wood on board for the summer. Melissa thinks she has some money in her budget. Courtney is helpful with grant writing. Nervous about summer travel for bus expenses. Melissa reached out to the Living Shores and they will actually come to us which will be cheaper. That will be one of our field trips, and we may be able get other people to come and visit.

--Trying to put together a small easter program down stairs. We are sending the word home with our After School Program kids and we put it on the school's website. We will have some crafts and goody bags and the easter bunny will come and visit.

--Melissa is keeping the picnic tables here so they won't get destroyed. Talking to Rob about getting rid of the garage door at the rec field building. Want to put in a regular garage door. Melissa may need a bigger water heater. Melissa is working with Courtney on getting a community clean-up day scheduled at the Highland Street Park.

Courtney Vashaw – Library

--The library is massively busy, from a patron circulation standpoint and also from behind the scenes as well. Courtney said that they are very fortunate to work with Ammonoosuc Community Health Services, a federally funded health organization. ACHS has been awarded \$1.2 million to do a 24-month resilient community initiative agreement. The community organizations that are involved are starting off with resiliency planning which involves how does a community build on its capacity to solve problems. It is a pilot program in NH. There is funding come through ACHS specifically to libraries and it is happening with Whitefield first out of the gate and 5 others. It means to them that libraries are considered trusted partners and resources. What this means to us as a town is that ACHS is paying for this enormous amount of training that will go to Courtney through a national organization dashboard website tied into a national website for disaster preparedness planning. It can be used for everything so if there was a flood in town, a tornado, another pandemic, we would have this dashboard helping us as a community. It will pay for us to do strategic planning, community surveys, community forums, and to, get this website up and running so we can best use it as a community then they will pay for us to have help grant writing. We identify what is working well and identify here is what we really need help with, i.e. weak areas: housing, food insecurity, etc. Their goal is to help identify our players, partners, community resources and bring them all to the table and help us find money to solve the problems. Talking about grant funding and what is possible for capital development and infrastructure. Courtney spends an enormous amount of time on this. The Library budget is 1% of the municipal allocation. Courtney said that partnering with them doesn't automatically qualify us for a lot of grants that you would think we would qualify for. A lot of these grants supplement the Town funding, and the library's town allocation is severely underfunded. A lot of the responses she gets back from grants she is applying for is that the stuff she is asking for is what the town should be paying for like staffing. She was trying to find \$40,000 to have a full-time staffer. They can't help with those capital expenditures. Courtney is seeing budgets from the libraries around the state like the Littelton Public Library has a budget of \$347,000 and ours is going to be \$49,675. We can't do the things they can do. When you talk about doing these amazing youth programs, Courtney said she is desperate to find money for our town. What she is prepping the community for is we have the chance to fall into some phenomenal funding sources if we play our cards right. Courtney needs critical help. We are underfunding our people at a critical level. Melissa and Courtney are trying to beg, borrow and steal every penny they can find so they can get a staffer who is phenomenal and allow Courtney to chase after the grants and to do more of these projects. We are at a funding deficit. Courtney

said they are doing everything we can to find creative problem solving or ideas on how to make up a gap that is decades in the making. She knows Littleton is a lot bigger than we are. If we could pay personnel, we would be able to do more of this type of work, beating the pavement and looking for funding. We may need to discuss more warrant articles next year to get us where we want to be. Courtney said that no one will work for us. Tammy Dubreuil said no one wants to work at all. Courtney said if Melissa and Courtney could share a staff member that would be helpful. Melissa said if she can keep her summer staff at 5, they can contribute a little to the summer person. Courtney said that Bethlehem, Lancaster, Colebrook, and Littleton have robust full-time staffs and what they can do is phenomenal, and we can't do those things. Parents always say to her they are doing this and that in Bethlehem. Courtney said that we are desperate, and great things are coming down the pike for funding, but we are in tough, tough shape. Courtney will share the dashboards with the Board when they are available.

Ed Samson, Police Chief

--Activity wise started the year off average, but these last three weeks to a month have been very busy. Drug activity, had an uptick in overdoses, 7 that required interdiction and one death. It is taxing the resources for the PD and ambulance. One individual overdosed 5 times in 3 days. There is a bad batch going around, and addicts seek that out. That has been our biggest activity in the past month. Hopefully it levels off and things get better.

--Speed complaint issues on the town side streets. Speed signs have worked out well on the major roads into Town. We have discussed for the Elm Street area possibly doing another mobile speed enforcement sign on the problem streets at times. Last time we looked into it, it was cost prohibitive, but it is something to look into with all the grants rolling in.

--Ed said he and Rob talked about this building and general maintenance and upkeep moving forward. Long-term maintenance stuff there is not a plan in place for that and we are starting to notice that. They just did something up for that for the library. The town crew can only do so much. We had a water leak a couple months ago in two separate locations downstairs and there are still missing ceiling tiles that look unkept. We don't have a lot of storage, and we are looking at options moving forward. It would behoove us to do something for a long-term plan for the building itself.

--Officer Davis's last day was a week ago. He was a good asset. With that, the hiring side of things is not good. Every single department is hiring. Some Police Departments are offering \$15,000 to \$20,000 in signing bonuses. Ed got a good applicant last week that he met with today. He is a local individual, not certified. Ed said he would like to move forward with a

tentative offer of employment. The Board said we can discuss this in non-public session at the end of the meeting tonight. We will have the SROs for the summer to help with the understaffing. They are busy in the schools and that goes unseen.

--Shawn said at the parking lot where the old town office was there is an unregistered truck parked there for a while. Ed said we are aware of it and speaking with that individual the person he is working for is trying to help him out. It will be addressed. Shawn suggested possibly getting together with Rob to put up some signage there.

--Sondra Brekke asked how many officers there are. Ed said 6 full-time, which includes the two full-time SROs. Entered into this agreement with the high school and elementary school and the school district covers the full cost for those individuals for the school period and the town picks up the remainder. Ed said it has worked out well, and Bob Loiacono said on both sides.

--Emergency Management – Time to update the Hazard Mitigation Plan. He said we have selected June Garneau at Mapping & Planning Solutions again to work with us on this. She worked with us five years ago when we did the update. Ed will get the paperwork together for the Board to sign for this at the next meeting.

Fred Ingerson – Water Department

--Update on the school tank is that it is still leaking, waiting for better weather so they can do all the tank inspections at once to save us money.

--Couple of water breaks over the winter. Been a few on the private side.

--Fred said he doesn't have the information on the remainder of the money for the water project. Rob has that information.

--Shawn suggested that we change Fred's email address over to the same as the rest of the departments use. Judy will contact Certified Computers to do this for us.

--Shawn said that we appreciate all Fred's hard work. We had a major water break when Fred was out of town recently. We still have not been able to fill that back-up operator position. Shawn suggested that Fred get together with Rob and talk it over when he is going to be gone. If Fred is comfortable with Bill Rines making those decisions when Fred is gone that may be something to move forward with. Fred said the DPW is fine with assisting in the repair process. It is running the pumps and controls that becomes the issue. Rob said no one has that training. Until we can find someone to fill that position, is it something we could put Bill into to learn some of that? Ultimately, if something happens to Fred, we need to have someone know what is going on. Rob said he advocates cross-training, not sure Bill is the one we want on it.

--Shawn said we also want to be sure that everyone effected by the water outage receives notification on the water outage. Rob said he double checked and all who were affected by the outage had notes or were personally told about it. Shawn asked them to let the Board know the next time that there is a major water break. John Tholl said can we let the Legion know if it happens again to them, as they did not know about. Fred said some of it is hard to get in contact with people. Most people don't have landlines anymore. Fred said he does have some emails for people, but it is not even for half of the water users. Ed said we still have the phone messaging program that works and he has shared with Rob.

Rob Larson – Public Works Director

--Fuel prices, in his case for hauling gravel and plowing roads, the quarterly report for last year in the first quarter they spent \$6,461. So far this quarter we are at \$12,656. The Diesel price increased from 2.45 to 4.66 this year. Wants to make the board aware, we are already looking at using 1/3 of his budget for fuel and there are four quarters. Todd and Rob are working out plans to reduce unnecessary usage of the large vehicles. Working on plan to reduce that. From the sources he gets, diesel fuel, if it even is available come this summer, is going to be between \$8 to \$10 a gallon. Diesel fuel may not even be available past June. Stiles is going to keep Rob posted. Diesel fuel is an issue nation-wide.

--Solar project with the library, town hall and fire station is being submitted and hoped to be approved in mid-April and money awarded in September and move forward in the spring or following season.

--Jefferson Road water project has been finalized and Rob gave the Board two proposals to look at. One with a bid alternate, is for \$319,952 and the one without the bid alternate is for \$163,352. Alliance out of Danville, Vermont is the low bidder. The Board discussed the extra funds for the bid alternate, and the possibility of using the Road Repair capital reserve account to make up the difference. The Board did not feel we wanted to use those capital reserve funds. Shawn suggested that we move forward with the bid without the bid alternate and see if we can find additional grant funding with all the projects coming out for water projects and the push to fund water projects to fund the bid alternate. Rob said it is not going to get any cheaper than what we have got for bids right now.

--Memorandum of Understanding for the library maintenance is all signed, and we are just waiting to get back the signed copy from the library.

--Union street concept design – Rob said the last time the Board met they wanted, in order to apply for the grant, to have some engineered plans. Rob said he has been working with DOT and USDA who asked Rob to come up with a preliminary concept plan so they understand what we are doing. Rob has an engineering proposal from Horizons Engineering proposal for doing that plan for a \$10,000 fee. Rob said he has money in the budget do that so the Board can move forward. Shawn said the Board had already agreed to do that and pay for it out of the ARPA funds. The Board signed the Agreement for Engineering Services with Horizons Engineering.

--Rob said we are going to hire Dave Avery to come in and do catch basins this year. Shawn suggested reaching out to David White in Vermont for a price as well. He is the one the town used to use.

--Shawn said to please tell the guys did an excellent job on the gravel roads this season. Stayed out late and worked late days and give them kudos for that.

--Shawn said he is wondering the board's opinion that Rob take on a project this summer to work on SOP's. Towns have templates he can use. It would be for the public works department, i.e., highway department, chain saws. Shawn said he started working on that when he was here, but they got wiped out when the computer at the town garage was wiped out. Ed Samson said he has used Primex as a resource for this as well.

--Shawn asked Rob to work with the Fire Chief to get the striping of the parking lots and cross walks done as soon as possible. Rob said there has been issues with having paint available to do this, but he will get in contact with Chief Ross.

--Shawn suggested to do a clean-up day, free dump day like we did in the past, i.e. free mattress disposable or a white product. Jim is knowledgeable about it. Would like to get this done as soon as we can and get an ad in the paper for it.

--Shawn asked about the time cards that we have spoken about before. Was Rob able to get that program updated to what the PD and Fire Department use? Rob said we talked about the guys signing their work sheets and the program he used has all that. Rob said he wasn't aware the Board wanted to change his program. He submits the sheet to Judy on a weekly basis.

Shawn said that the Board is going to work on the revised Personnel Policy which we have been working on for many years. We are going to do our non-public session first if anyone wants to stay after for the Personnel Policy session.

--Rob Larson read a Whistleblower's Protection Act NH RSA 275-E:9, Public Employee Complaint Investigation Process, which is attached and part of these meeting minutes.

Courtney said she did not know the personnel policy as it pertains to hiring was on the agenda tonight. She said has been belaboring Judy about the town's health insurance coverage. She is asking as part of the personnel conversation, would it be possible to explore pro-rating insurance for part-time employees. It is up to the town to decide whether someone not full-time can be insured. She is asking if they can find anyway in the universe to work on that for us if that can be something as part of the personnel policy. It is a barrier for some of our folks, even if they can buy it at their own cost. Courtney said in reference to the ARPA funds the town received, she would like to ask again if that money can be put towards salaries that we split to attract someone to help us. If the Board is willing to look at those windfall funds, she would be thankful.

Sondra Brekke asked who is responsible for junk yards in their yard? She is talking about the residence just pass Grandma's. It is really getting to be so bad it is exploding over the fences. Shawn said that the town and state have sent letters to the property owner. We will look further into that if there are any other steps to take.

Tammy Dubreuil said she had never had an issue with the Highway Department or Water Department, and they have all been doing a great job. Kimball Hill Road has been taken care of very well, and the DPW is doing a great job. Tammy said when people are not wanting to work, let's not piss people off. She said they appreciate everything they have done.

Dave Scalley said he worked with Rob and his team on a project at the 99 Union Street apartments. They all worked together to change the hydrant and the job was completed efficiently and professionally.

Barbara Pinkham asked if the letter Rob read was going somewhere. Rob said no, it was up to the Board. Someone asked if it was going to be part of the minutes and the Board said it would be.

A motion was made by John Tholl to enter non-public session at 8:06 p.m. pursuant to NH RSA 91-A:3, II(a). The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. The motion was seconded by Abbey Querrard. Roll call vote: Tholl: Yes; White: Yes; Querrard: Yes. Motion passes.

The Board entered non-public session at 8:06 p.m.

The Board adjourned from non-public session at 8:47 p.m.

A motion was made by John Tholl and seconded by Abbey Querrard to seal the non-public session meeting minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. White: Yes; Querrard: Yes; Tholl: Yes. Motion passes.

The Board reviewed the Personnel Policies & Procedures Manual and made some changes prior to be submitting for town counsel to review.

The meeting adjourned at 9:20 p.m.

Whistleblower's Protection Act NH RSA 275-E:9
Public Employee Complaint Investigation Process

Background:

2019 Christmas I bought Dunkin Donuts gift cards and my wife made cookies for my guys at the Town Garage as appreciation. After the fact, Judy said "you don't need to do that...it's in the budget"

So the next year, 2020 Christmas, I covered it with the town budget.

Then, I went ahead in 2021 and bought appreciation gift cards of \$20 each (\$160) for the guys....
ESPECIALLY SINCE THEY WERE GOING TO HAVE TO WORK CHRISTMAS DAY PLOWING...

NOW we are in March 2022, and at the select board meeting (March 7, 2022)...And according to Peter Corey I was told LAST YEAR that I couldn't spend budget funds on a yearly Christmas appreciation gift card for the guys
I DO NOT RECALL the conversation of 2020.

The billing on the town credit card for this purchase would have shown up in January 2022.

WHY IT WAS NOT BROUGHT TO MY ATTENTION AT THAT TIME?
WHY WAS IT OKAY TO SUPPLY FOOD FOR ELECTION WORKERS, OUT OF THE BUDGET
AND NOT THE GUYS?

The Offense:

I received a notification of a week's suspension for this act, on March 10, 2022 of which was signed by Shawn White and John Tholl. This decision to reprimand me required a meeting prior to the letter. Apparently, they met in secret on March 9th or the morning of March 10th, without the knowledge of Peter Corey. Peter Corey was legally still Chairman until the new selectman was sworn in and was NOT included in this meeting nor signed the letter of reprimand...which I have a copy.. This secret meeting violates state law. RSA 91-A:2 Which requires the board to conduct any official business at a properly held meeting.

The timing and action taken by these two members of the board demonstrate a willful and preplanned agenda to bypass the restraints of the Town Personal Policy as well as the Select Board rules of proper procedure. This also shows a clear intent to harass and intimidate me and further demonstrates the continuance of harassment demonstrated for the past three years by Shawn White.

The Town's Grievance:

The Select Board claim in a letter dated March 10,2022, I violated the following Town Policy:

Item 21: Use of Town Assets

"All employees are expected to exercise due care when operating town equipment and to exercise reasonable restraint when using town supplies. Any employee misusing equipment or expropriating supplies, funds, or other assets, shall be liable to disciplinary action, including suspension or termination at the discretion of the Board of selectmen, and will be subject to legal action."

[Expropriating: take away (property) from its owner.] [Stealing]

1} I spent \$160 from the budget on Dunkin Donuts gift cards for 8 guys for Christmas
The money stayed within the department. None of it went towards me.

Item 27C: Insubordination

"Disciplinary action may be initiated for reasons which include, but are not limited to, the following:
C: Insubordination"

1.} Insubordination: Definition: When you purposely defy a direct order (Which I did not do)
Forgetting something is not refusal to do the command. It is not insubordination.

My Grievance:

Item: 27: the disciplinary process shall include the following steps:

1. Verbal warning: immediate supervisor or department head verbally warns employee of area which needs improvement with remedial suggestions offered. Date, Time nature of warning and remedial suggestion should be included in employee's personnel file. Warning should come within one day of knowledge of offense.
2. Written warning: department head gives written warning to employee for repeat of offense which was source of verbal warning or an offense the seriousness of which dictates more than a verbal warning. Warning will include nature of possibility of future disciplinary action. Warning should be issued within 3 days of offense.
3. Suspension: Department head suspends employee without pay for recurring offense or offense which merits suspension.

I was not afforded this process

Item 23: It is the policy of the Town of Whitefield that all its employees, public officials, and committee and board members should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment. The town of Whitefield will not tolerate harassment of any type....

Item 23 of the Town Policy has also been violated as I have been harassed by Shawn White since the day I was interviewed here in the Town of Whitefield. Section 3 states "such conduct has the purpose or effect of unreasonably interfering with an employee's, public officials, or committee or board member's work performance or creates an intimidating, hostile, or offensive work or meeting environment

BOTTOM LINE IS: GLADLY Paid BACK THE \$160 TO THE TOWN OF WHITEFIELD BECAUSE I APPRECIATE THESE GUYS.....THEY WORK HARD, THEY SHOW UP ON TIME, DO A GREAT JOB, THEY WORK OVERTIME IF NEED BE, NO MATTER WHAT'S GOING ON IN THEIR OWN PERSONAL LIVES.

My Grievance is..... I was not afforded the right to open communication to resolve this issue as stated in Item 22 of the Town Policy Manual, nor did I receive a written warning as stated in Item 27 before suspension....And the Select board held a secret meeting to form the disciplinary action. THEREFORE MY PAYCHECK WAS ILLEGALLY WITHHELD...

Work place harassment can lead to serious state and federal charges.
This continuous harassment interferes with my ability to serve the town.

This harassment must stop immediately.

I demand reimbursement of the lost pay, and the end of the constant harassment by Shawn White.

Robert Larson
Public Works Director

CC: Christine Fillmore
Lauren Irwin
Select Board Whitefield NH