Office of Board of Selectmen

143 Main Street, P.O. Box 310, Belmont, New Hampshire 03220-0310
Telephone: (603) 267-8300 Fax: (603) 267-8327

Selectmen's Meeting Minutes
Wednesday, May 20, 2026 6:00 pm
Belmont Mill, Tioga Meeting Room

Present were Chairman Ruth P. Mooney, Selectman Travis O'Hara, Selectman Jon Pike, Selectman Sharon Ciampi, Selectman Mark Lewandoski, TA Alicia Jipson, Executive Assistant/Assessing Administrator Colleen Akerman, Town Planner Karen Santoro, and DPW Director Brian Jackes. Also present were Budget Committee Members Ron Mitchell and Susan Roache. Via Zoom: TC Assistant Devon Tibbetts.

The Chairman opened the meeting at 6:00 pm and those present stood for the Pledge of Allegiance.

Review & Approve Minutes:

Minutes of Public Meeting 05/06/2026:

Selectman Mark Lewandoski moved to approve the minutes of the public meeting held 05/06/2026; seconded by Selectman Travis O'Hara. Motion passed unanimously (5-0).

Minutes of Public Meeting 05/06/2026:

Selectman O'Hara moved to approve the minutes of the public meeting held 04/01/2026; seconded by Selectman Pike. Motion passed unanimously (5-0).

New Business:

Library Trustee Appointment:

The Trustees advertised a vacancy and recommended a resident to fulfill the remainder of the term for the vacant seat.

Selectman Lewandoski moved to appoint Jessica Haggett to the Library Trustees with a term to expire 03/31/2029 as recommended by the Library Trustees 05/19/2026; seconded by Selectman Ciampi. Motion passed unanimously (5-0).

Conservation Commission Member Appointment – Amira Provost:

Selectman Pike moved to appoint Amira Provost as a full member of the Conservation Commission with a term to expire 03/31/2028 as recommended by the Conservation Commission 05/13/2026; seconded by Selectman Lewandoski. Motion passed unanimously (5-0).

DPW Open Positions – Truck Driver Laborer and Building & Grounds Maintenance Laborer:

We currently have a DPW truck driver/laborer position open, as well as a full-time Building & Grounds Maintenance Worker, and a part-time Buildings & Grounds summer laborer.

Drinking Water State Revolving Fund (DWSRF) – Pre-Application – Concord Street & Johnson Street:

DPW Director Brian Jackes started a pre-application for a low-interest loan on the Town's behalf but would like the Board's approval before submitting it. Belmont has some old water lines that need to be addressed, such as Concord Street, which has cast iron pipes that are not lined with cement. Those pipes could be contributing to the rusty water conditions. Concord Street also needs to be rebuilt, and this work could be done at the same time. Some of the loans offered by DWSRF have some principal forgiveness. Concord Street will cost $800,000-$900,000 for the water line work and if we can get some loan forgiveness, we can hit this from multiple directions to save on costs. Selectman O'Hara asked if we are approved, will the public need to vote on it. DPW Director Jackes said yes, it would go to the voters at Town Meeting. Selectman Pike noted that Kevin Sturgeon brought this up about 10 years ago and we didn't do anything about it then. DPW Director Jackes said the line isn't failing, but it is old and we need to start thinking about it. We can't in good conscience re-do the road and leave the ancient water line. The sewer lines are in pristine condition.

It was the consensus of the Board to proceed with the pre-application process for the DWSRF.

Hill Street Service Line Break:

DPW received a call Saturday evening about a service line break at the property across from Jordan's on Route 106 where the "sink hole" is. There was a geyser in the parking lot. They tried to shut things off, but they could not. The curb stop will be corrected. It is a grey area because we own to the curb stop and they own from the curb stop but there is no clarity on who owns the curb stop itself. The Town will fix it and document everything for the lead service line inventory. With delinquent shutoffs they are finding things that haven't been turned in 50 years. There are no GIS locations, and our records are okay, but they use a metal detector and common sense to locate curb stops. Pennichuck completes regular gate exercises but there are no regulations on exercises for curb stops. The leak at this property will be the responsibility of the property owners. They can't determine where the "quicksand"/sink hole is coming from, even after testing the water. It could be an undocumented drain or dry well, but they will try to find out more.

America's 250th Birthday Celebration:

TA Jipson shared that we are planting red, white and blue flowers and placing banners downtown with help from the American Legion. Downtown will be festive. American Legion member Ron Mitchell reported they have ordered the 250th flag and they have lots of small flags that could be loaned out for use at the bandstand and flower boxes around downtown.

The Memorial Day parade will start on Monday at 1:00 pm on School Street and end at the Veterans Memorial. They will have ice cream cards for the kids.

The Heritage Commission has hired a military band for the end of August as part of the 250th celebration.

GoGov Demo and Discussion:

In an effort to better reach the residents and get our messages out we are looking at some citizen notification software to supplement the methods we already use, such as our newsletter email group, our website, the newspaper, and bulletin board postings. Mailings cost thousands of dollars each time. TA Jipson noted that an article about our agenda was in the Saturday newspaper and no one from the Town was interviewed. The article stated that the GoGov software is used for code enforcement purposes and would now include Belmont residents. That information did not come from the Town. GoGov has multiple products and it is not our intention to use it or any other similar software for code enforcement purposes, and no decisions have been made about using any citizen notification software.

A short demonstration video was displayed at the meeting. The product is a branded app with push notifications, email, texting, phone calls, social media and website integration. It would be free for residents to use and download and would allow for real-time alerts and provide useful information at everyone's fingertips, such as department directories, and shortcuts for utility payments, events calendar and more. Notifications could include everything from meetings to community events, road closures and more. The cost includes promotional materials and residents can decide how they want to be contacted. This is a notification function only, and departments would be able to make their own notifications for events and notices, and it can be set up to require supervisory approval before going live. The cost is about $5,500 per year for this product, and we will be reviewing other similar products if the Board is interested in offering this type of service to our residents. The Board discussed complaints they've received that we do not do enough to notify residents about events and activities, and notices. This would be another good avenue to advertise.

Other New Business:

Spring Tax Bills:

Spring tax bills will go out May 26th and will be due July 2nd. The spring bill includes all of the building permit pickups, new construction, adjustments for Current Use and updates to credits and exemptions. We picked up about $15,400,000 in value and our overall value is $1,539,232,611.

Old Business:

Funds Received by Lawrence Fence for Incomplete Cemetery Fence Project $5,843.42:

The Town has successfully recovered a deposit from 2021 for work that was not completed. This issue was reported to the Town Prosecutor because it was above the threshold for felony theft. The company owner repaid the deposit to avoid arrest. The funds were expended from the Cemetery Capital Reserve Fund and will go back to the fund.

200 Daniel Webster Highway Auction Update:

The original winning bidder, Kevin Hutchinson, withdrew his bid and per our agreement with JSJ Auctions, it was offered to the second highest bidder, who was interested. Chi Vai Phu made a deposit, and a second deposit is due 5/22/2026. The impression is that the restaurant will be able to stay at the location. The Town will still collect all of the money that it is owed even

though the second highest bid was lower. The new owners are aware that the house must stay with the business and can't be subdivided or rented separately.

Main Street & Depot Street Intersections – 4-way Stop Update:

The State will be advertising starting 6/2/2026 for a contractor to start work for fall 2026. A preconstruction meeting will be held before the work starts. This work is part of a grant program. There were some concerns that the change will make it hard for big trucks to make the turn and they may seek alternate routes.

NHDOT Notice about Retail Dining in the ROW:

A notice was received from NHDOT about outdoor dining that had been extended during Covid into ROWs. TA Jipson confirmed with Town Planner Karen Santoro that there are none in Belmont that extend into the ROW.

Other Old Business:

Well 4 Update:

DPW Director Brian Jackes reported that well 4 was fired up and works, except it was not communicating with the old well house and they could not combine the water like they hoped. Someone worked on it into this evening and things are now ready to be fired up as soon as Pennichuck can get here. All of the well testing came back clean.

Public Comment:

Library Benches and Pavilion Columns:

Ron Mitchell informed the board that he redid the benches in front of the library, and he noted that the columns at the Pavilion should be treated with some oil such as teak oil, to prevent drying out and cracking. He suggested an inmate work detail to complete the work.

BOS Future Agenda Items: None

Board & Committee Reports:

There were no updates for the Budget Committee or Planning Board. Selectman Lewandoski said are going fine with the Conservation Commission. Selectman Ciampi reported the Heritage Commission doesn't meet until tomorrow, and the Cemetery Trustees will have cemeteries cleaned up for Memorial Day.

Next Meeting:

TA Jipson will be attending the annual Primex Conference on June 3rd and requested that the Board meet at 10:00 am Tuesday, June 2nd if possible.

It was the consensus of the Board to reschedule the first June meeting to Tuesday, June 2nd at 10 am.

Non-Public Session:

Those present and voting were Chairman Ruth P. Mooney, Selectman Travis O'Hara, Selectman Jon Pike, Selectman Sharon Ciampi and Selectman Mark Lewandoski. Also present were TA Alicia Jipson, Executive Assistant Colleen Akerman and Town Planner Karen Santoro.

Chairman Mooney moved to enter non-public session in accordance with RSA 91-A:3 II c at 7:13 pm; seconded by Selectman O'Hara. Roll Call 1: J. Pike, M. Lewandoski – aye, T. O'Hara – aye, S. Ciampi – aye, R. Mooney – aye. Motion passed (5-0).

Town Planner Karen Santoro and TA Alicia Jipson updated the Board about the ongoing legal situation with Mr. Gordon Walker at 130 Depot Street.

Town Planner Karen Santoro left the meeting.

The Board reviewed a hardship request submitted by the Fire Department for ambulance services provided to a Town resident and made a decision.

The Fire Department submitted a request to allow staff members to donate their sick time to a fellow firefighter, which requires Board approval.

Chairman Mooney moved to approve the sick time donation; seconded by Selectman Ciampi. Roll Call 3: M. Lewandoski – aye, S. Ciampi – aye, J. Pike – aye, T. O'Hara – aye, R. Mooney – aye. Motion passed (5-0).

The Board discussed an issue involving a Town contractor.

TA Jipson presented a new proposal for cleaning services for Town Hall and the Police Station that will reduce costs. The Board discussed the advantages and disadvantages of a third-party company versus hiring a part-time Town employee for this type of work.

It was the consensus of the Board to proceed with the new contract.

Executive Assistant Colleen Akerman left the meeting.

The Board discussed staffing at Town Hall and an incident at a private residence involving town personnel.

Selectman O'Hara moved to exit non-public session at 8:24 pm; seconded by Selectman Pike. Roll Call 4: T. O'Hara – aye, J. Pike – aye, S. Ciampi – aye, M. Lewandoski – aye, R. Mooney – aye. Motion passed (5-0).

Selectman O'Hara moved to seal the minutes of this non-public session because, if discussed in public, it would likely adversely affect the reputation of a person or persons, other than a member of this board and it could render a proposed action ineffective; seconded by

Selectman Pike. Roll Call 5: M. Lewandoski – aye, J. Pike – aye, T. O'Hara – aye, S. Ciampi – aye, R. Mooney – aye. Motion passed (5-0).

Adjournment:

Selectman O'Hara moved to adjourn the meeting at 8:25 pm; seconded by Selectman Pike. Motion passed unanimously (5-0).

Respectfully Submitted By:

Colleen Akerman, Executive Assistant

Approved by the Board 06/17/2026:

Ruth P. Mooney, Chairman

Travis O'Hara, Vice Chairman

Jon Pike, Selectman

Sharon Ciampi, Selectman

Mark Lewandoski, Selectman