

BOARD OF SELECTMEN'S MEETING

Monday, March 26, 2018

Call Meeting to Order **6:00PM**

Approved or Amended
_____(Date)

Hugh Curley _____
J Chris Bowes _____
Virginia Drew _____

Present: Hugh Curley, Vice Chair; J. Chris Bowes, Selectman; Virginia Drew, Selectman and Kelly Dearborn-Luce, Town Administrator/Recording Secretary.

Staff Present: Nancy Wheeler

Other Attendees: Joni Kitson, Debbie Sargent, Dick and Mary Frambach.

The group recited the Pledge of Allegiance.

Board welcomed new member Virginia Drew, Selectman.

Nomination of Chair and Vice Chair - Chris Bowes made a **motion** to nominate Hugh Curley as Chair. Virginia Drew seconded the motion, all voted in favor.

Virginia Drew made a **motion** to nominate Chris Bowes for Vice-Chair. Hugh Curley seconded the motion, all voted in favor.

Review and Accept Agenda Chris Bowes made a **motion** to amend the agenda as Kelly would like to add (a) personnel session after the scheduled non-public. Hugh Curley seconded the motion. All voted in favor.

Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Appointments were reviewed and discussed. Chris Bowes made a **motion** to approve the following 2018 appointments: Celeste Decker for Deputy Welfare Officer one year term, Kate Champney for Conservation Commission 3 year term, Andrew Ramsdell an alternate for ZBA 3 year term, Gary Kitson an alternate for ZBA 3 year term, Alan Quimby a member to ZBA 3 year term, George Carlson a member to ZBA 3 year term and Chair for BOS (or designee) as the Public Information Officer for the EOC for a one year term. Motion was seconded by Virginia Drew, all voted in favor.

MS 232 (voted appropriations) was reviewed and explained by Nancy Wheeler. Chris Bowes made a **motion** to approve the MS 232 as submitted. Motion was seconded by Virginia Drew, all voted in favor.

Fee waiver request for BCEP (2) were reviewed. The fee waiver request for the Town Office to dispose of a computer and printer (equipment) and the other fee waiver request is for Earth Day – Road Side Clean-Up. Chris Bowes made a **motion** to approve both fee waiver requests. Motion was seconded by Virginia Drew, all voted in favor.

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Veteran exemptions (x10) were reviewed. Chris Bowes made a **motion** to approve the following veteran's exemptions for Map and Lots: R8-8-3, U01-14, R3-24-4, R6-6-9, R10-23-24, U16-7-3a, U10-10-25, U18-6-25, U18-6-9 and U10-57. Motion was seconded by Virginia Drew, all voted in favor.

Finance Report:

Nancy Wheeler reported on the following: Operating budget was merged, Purchase Order for new ambulance to be signed, AP request to transfer plot sales into the Trust, new bank signature card signed, new budgeted raises was discussed with the Board and Chris Bowes made a **motion** to approve the 2018 budgeted raises with half of the employee raise to be paid retroactive from the first pay period in January (to be paid at the next pay period) and the second half of the raise to be paid at a date to be decided by the Board. Virginia Drew seconded the motion, all voted in favor. Nancy noted that the contract for Travelers will be due and the Board discussed options to go out to bid. Hugh Curley would like to receive an estimate from Travelers first. Nancy said TD Bank is working on ACH Payments from Tax Service Companies. The Echo Valley Farm Road Bridge is coming to a close and DOT will confirm payment. Nancy will be out for training and the Auditors will be here April 30th. Nancy asked about a stipend pay and the Board will discuss under non-public. The actuarial study for retiree benefits is in progress.

Administrators Report:

Kelly Dearborn-Luce reported on the following: Gordon Ellis, Road Agent – there was one concern with snow plowed into road / traffic count (list) from NHDOT and there is a copy for the BOS & one for planning board. Quarterly mileage report was submitted. Gordon said Epsom is one of the few towns in the State that does not have muddy gravel roads. NHDOT submitted the Red list bridge for review. The Board discussed the mailbox guidelines and Winter Maintenance Policy again and would like to research further and Kelly will also check with Post Office.

Chief Yeaton – had to put in extra time and make himself available due to shortage of staff. Purchase Order for the new ambulance was submitted. The Monday night training was great; 10 other towns, over 80 participants and all of Epsom PD attended and the training was sponsored by Grappone on first responder's hybrid. New resident is interested in being a volunteer FF and will attend the AEMT class with George. Chief is speaking with Chichester & Northwood Fire Chiefs regarding shifts, regionalizing (mutual aid) coverage. Ambulance 2 is at Grappone for some warranty items (Exhaust recall and tires) and maintenance and the repair quote was \$ 1820.

Chief Preve – ordered the new police vehicle and no date yet when it will be ready. The ALICE training sign up requires a billing invoice first and Nancy is working with them to sign us up **and** the Chief would like to have coverage by Chief Clark in Chichester; pay one officer to attend ALICE and ask for coverage in return. Chief would like opinion from the BOS. The Board agreed to have Chichester cover in exchange for the ALICE training. The Chief is working on MRI recommendations and the Chart provided by Hugh Curley.

Web site – Kelly sent out the survey to committees, boards and departments and just waiting for results and report from Steve, at Virtual. Virginia Drew asked about the storage capacity and Kelly had discussed that with Representative from Website design and it has not been determined as to how far back in archives we can have stored on the site in regards to the minutes. Kelly will check further. Tax interest deferred is all paid now regarding a hardship request to waiver late fees. Friday, April 6th is the NHMA Government Affairs Policy committee first meeting and Kelly will be attending. Troop 80 – certificate of liability update is required for the land-use agreement on Short Falls Road and Kelly notified the Troop.

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Discussion:

Tax interest waiver request – Board reviewed a letter of request to waive the interest that was due for late tax payment. The envelope (of the tax payment) was post marked February 10th.

Although the tax payer claims it was mailed on or about December 31st. The Board discussed the Post Office service. Chris Bowes stated he is not in favor of granting the request to waive the late fees. Hugh Curley asked about the date on the check and that the taxpayer calculated the late fees. Chris also spoke about setting precedent of the request. Chris Bowes made a **motion** to decline the request to waive the late fees of the tax bill. Motion was seconded by Virginia Drew, all voted in favor. Virginia Drew asked if the letter sent to the taxpayer could mention an appeal process and Kelly said yes.

New Board assignments – the Board reviewed the liaison assignments. A lengthy discussion was held regarding the new format and structure due to the Administrators responsibilities. The list contained Board members for Ex-Officio, Elected Officials, Finance Administrator and Town Administrator.

Hugh Curley, as Chair said he could be Liaison for Legal and Ex-Officio for BCEP. Chris Bowes said he could be Liaison for (the 3) Elected Officials and Ex-Officio for Safety Committee. Virginia Drew said she could be Liaison for Budget Committee and Ex-Officio for Zoning Board. The Planning Board liaison is to be determined and the Board would like to see the list of all the other departments and staff. Chris was concerned with changing the responsibilities and liaison assignments back to what it was, as the Administrator works well with the Department Heads now and this change was months of work. Kelly reports for the Departments now and Chris noted that was one of the items MRI discussed; was to not have public department head meetings. Hugh Curley said he remembered Alan Gould mentioning that. The other liaison assignments will be discussed again at the next meeting.

Northwood Lake – thank you letter for appropriations. Chris spoke about the monies appropriated for Northwood Lake. Nancy spoke about the time to pay the bills and that this request is early as the Board usually waits until close to tax time for revenues. Chris Bowes made a **motion** to issue a check for \$4,000.00 around the pay period of May 15th. Motion was seconded by Virginia Drew, all voted in favor.

Available options for voting dates –Hugh said he spoke with Jeff Keeler about the options that the Town could have to move the voting/election day to the 2nd Tuesday in April or May due to snow storms in March . Other items of concern to be considered before changing the voting day are; the change would need to be voted on by tax payers, the financial issues and school availability. Hugh said NHMA is also checking into this and will be discussed again at a later date.

MINUTES

Draft – March 12, 2018 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor. (Virginia abstained).

Final – amended minutes of Feb 26th and March 5th final were reviewed and signed.

Non-Public minutes – March 12 and March 5 amended.

Board reviewed the minutes of March 12, 2018. Chris Bowes made a **motion** to approve the minutes, motion was seconded by Hugh Curley, all voted in favor.

Board reviewed the amended minutes of March 5, 2018. Chris Bowes made a **motion** to approve the minutes, motion was seconded by Hugh Curley, all voted in favor.

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Selectmen Liaison Reports:

Virginia Drew said she was invited by Gordon Ellis, Road Agent to tour the Highway Garage.

Chris Bowes said he was discussing a proposal of Fireworks for Old Home Day.

Hugh Curley spoke about Drinking Water funds training coming up. The Police Chief is working on the list of recommendations from the MRI report. Hugh developed a spreadsheet to identify all the recommendations. Virginia Drew thought it was a great idea for all departments to do a self-audit for the Board to see. The Chief also submitted his list of recommendations outlining the budget items and Hugh will combine both lists.

5 Minutes for Public Questions and Comments:

Joni Kitson spoke about department head meetings and the decisions for Administrators were in non-public. Rob Topik - spoke about the difference with informal and formal discussions and thought it was good to give a "heads-up" report on departments.

For your Information:

Xfinity TV changes

Mitchell Group Att. Retiring/party

OMHRC survey

Official 2018 results

Concord PD Golf Tournament

ZBA court corrsp – affirmed ZBA decision

Executive Council Report

NHDOT Bridge - Red list

At 8:05PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel. Hugh Curley seconded the motion. A roll call vote was Hugh Curley– Yes, Chris Bowes– Yes and Virginia Drew-yes. Motion passed.

At 8:25PM the Board returned from non-public session. Decisions were made in non-public. Hugh Curley made a **motion** to seal the minutes. Chris Bowes seconded the motion. A roll call vote to seal the minutes was Hugh Curley– Yes, Chris Bowes– Yes and Virginia Drew-yes. Motion passed. Board returned to regular meeting in process.

At 8:27PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (L) review of legal advice. Hugh Curley seconded the motion. A roll call vote was Hugh Curley– Yes, Chris Bowes – Yes and Virginia Drew-yes. Motion passed.

At 9:45PM the Board returned from non-public session. No decisions were made. Hugh Curley made a **motion** to seal the minutes. Chris Bowes seconded the motion. A roll call vote to seal the minutes was Hugh Curley– Yes, Chris Bowes– Yes and Virginia Drew-yes. Motion passed.

At 9:47PM Hugh Curley made a **motion** to adjourn. Chris Bowes seconded, all voted in favor.

Respectfully submitted,
Kelly Dearborn-Luce, Recording Secretary

These minutes are in preliminary draft form only and are subject to change before final approval.

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