

## BOARD OF SELECT MEN'S MEETING

Monday, March 12, 2018

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

### FINAL

Approved on \_\_\_\_\_ (Date)

Donald Harty \_\_\_\_\_  
Hugh Curley \_\_\_\_\_  
J Chris Bowes \_\_\_\_\_

or amended on \_\_\_\_\_

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

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Debbie Sargent, Virginia Drew and Dick Frambach.

The group recited the Pledge of Allegiance.

Chair Don Harty was presented with retiring gifts and thanks from all for his time and service as a Selectmen and volunteer.

**Review and Accept Agenda** Chris Bowes made a **motion** to amend the agenda as Patricia Hickey was not able to attend as scheduled. Hugh Curley seconded the motion. All voted in favor.

**Administrators Report** – Kelly Dearborn-Luce spoke about the Department Head meeting; Gordon, Road Agent has not issued any road waivers to date. There have been 2 complaints (1) about trash pickup and other about construction on private road. A guideline has been drafted regarding “mail box placement” and Gordon is reviewing. Board suggested having it as a guideline and not a policy. Mileage report is due at end of the month.

Chief Yeaton has been covering some shifts due to shortage of staff. Orientation was done and new volunteers are participating in the AEMT class. After the Board signs the letter to Rymes the Chief would like to hand deliver to the owner. The quarterly report was submitted. Chief spoke about the bad accident on Rte 28 and noted everyone did a great job and good team effort with mutual aid. Chief Yeaton thanked Don Harty for his time and said it was a pleasure to work with him.

Chief Preve is working on policies and the chart Hugh reviewed with him. The drug take back day is April 28<sup>th</sup> and the drug box (drop off) is working. Chief is also working on the 2019 Grants. The ALICE training is coming in April and Chief recommended that Office Staff attend. The Board discussed and noted that the class was expensive and didn't want to close the office for 2 days and they will discuss further (may send one person to come back and train others in the office). Chief asked about the new cruiser and if the budget is passed could he order the vehicle right away and the Board agreed he could. The mileage report has been submitted for this quarter.

There is a vacation extension request from 2 employees. Chris Bowes made a **motion** to extend the vacation time of 60.5 hours for Gordon Ellis until May 11, 2018. Motion was seconded by Hugh Curley, all voted in favor.

Chris Bowes made a **motion** to extend the vacation time of 20 hours for Bob Hutchins until May 2018. Motion was seconded by Hugh Curley, all voted in favor.

Penny Graham sent a request to use the Old Town Hall beginning in April on Fridays for band practice. Chris Bowes made a **motion** to authorize the use of the old town hall for band practice. Hugh Curley seconded the motion, all voted in favor.

The Safety Committee met and decided on the 4 yearly training sessions to be held which are; Sexual Harassment, Back/Lift Ergonomics, Lyme/Tick Disease and How to Handle Difficult People. Kelly asked the Board if they would like any or all to be mandatory for all employees. The Board said the Sexual Harassment and Back/Lift Ergonomics should be mandatory.

Finance Report: Nancy Wheeler asked if there were any questions of accounts payable and payroll. Payroll had a couple of new items. Board did not have any questions. Nancy will see the Board at the polls to have checks signed.

### **Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Restitution Payment Agreement was reviewed. Kelly noted that the responsible party did come into the office and signed the agreement. Chris discussed the terms of the payment and noted how long it would take to pay off. Kelly mentioned that the amount of the payment is to be reviewed at the end of 6 months and could possibly increase. Chris Bowes made a **motion** to sign the agreement for restitution payment. Hugh Curley seconded the motion, all voted in favor. Motion passed.

Tax deferral agreement – Epsom Elderly Housing. Yearly agreement with 2017 tax rates adjusted for 2018 agreement. Chris noted that he feels this agreement is more of a fiscal burden to other (elderly home owners). Chris Bowes made a **motion** to approve the agreement/payment in lieu of taxes for 2018. Hugh Curley seconded the motion, all voted in favor. Motion passed.

Appointments x3. Peter MacCullum for Deputy Boat Tax Collector, Elizabeth Bosiak and John Keane for Alternate members of the planning board. Chris Bowes made a **motion** to appoint John Keane and Elizabeth Bosiak as alternate members to the planning board. Motion was seconded by Hugh Curley, all voted in favor. Chris Bowes made a **motion** to appoint Peter MacCullum as the Deputy Boat Tax Collector. Motion was seconded by Hugh Curley, all voted in favor.

Application for Current Use x2 – Chris Bowes made a **motion** to approve the 2 current use applications for Tax map R3-33-1 and R3-18-B. Motion was seconded by Hugh Curley, all voted in favor.

Tax Deed waiver - Kelly explained that the Park Owners had locked up the home and are addressing the issue. Hugh Curley made a **motion** to sign the deed waiver for Tax Map 16 Lot 7-29. Motion was seconded by Chris Bowes, all voted in favor.

Thank you letter to Rymes for the donation towards the installation of the Fire Department furnace was reviewed and signed by the Board and the Fire Chief. Chief Yeaton will hand deliver the letter.

### **DISCUSSION**

Web Site design – Dept. survey. Kelly noted that the phone conference to update the web site was on March 6<sup>th</sup>. There is a survey for each department and/or Board to complete as to what they would like to have on their site. Each web page can be used by their Department administrator. The site design should be completed within 12 weeks.

### **MINUTES**

Draft –February 26, 2018 were reviewed. Hugh Curley would like to amend the minutes to add the name of the business mentioned in his liaison report. Kelly will amend and have them ready for the next meeting.

Draft – March 5, 2018 were reviewed. Chris Bowes made a **motion** to accept the minutes. Hugh Curley seconded the motion, all voted on favor. Motion passed.

Final – February 12, 2018 were signed.

Non-Public minutes – February 26, 2018 (x2) were reviewed. Hugh Curley made a **motion** to approve the non-public minutes for session #1 on February 26, 2018. Motion was seconded by Chris Bowes all voted in favor. Motion passed.

Hugh Curley made a **motion** to approve the non-public minutes for session #2 on February 26, 2018. Motion was seconded by Chris Bowes all voted in favor. Motion passed.

Non-Public minutes – March 5, 2018 (x2) were reviewed. Hugh Curley made a **motion** to approve the non-public minutes for session #1 on March 5, 2018. Motion was seconded by Chris Bowes all voted in favor. Motion passed.

Hugh Curley would like to amend the non-public minutes for session #2 on March 5, 2018. Board will review in non-public.

Don Harty wanted the minutes to reflect a conversation that was held at that last meeting when Joni Kitson questioned a tool that was sold to the Highway Department through Donbeck Sales. Don Harty owns (Donbeck Sales) and sold tools to the town at wholesale prices and has made no profit on any of the sales as he knows that would be in conflict with his Selectman's position. Don said he noticed an invoice (while ago) and knew he could provide a better price for the same tool that was being ordered. Don has provided a list of the "items sold to Town of Epsom by Donbeck Sales" – list is attached to these minutes. Don also mentioned some of the items that have been donated by Donbeck Sales to the Town of Epsom such as; cordless drill kit for Highway, 200 plow bolts & nuts and 10 wheeler load/sand aggregate. Hugh and Chris thanked Don for selling tools at cost to the Town and for his donations over the past 6 years.

Chris Bowes spoke about the Paving Prices – Advanced Paving had submitted prices (same pricing as 2017) to Gordon Ellis, Road Agent for the 2018 paving projects. The Board discussed the pricing at their last meeting and Chris wanted to have Gordon clarify that the 2018 paving projects were on a smaller scale. Board discussed the policy to have larger projects go out for bid. Chris thought that since the prices have been submitted as a public document it would be difficult to go out to bid now. Hugh thought the bid process could be for per ton or feet of road with the large projects when needed. Chris Bowes made a **motion** to accept the 2017 pricing for paving submitted by Advanced Paving. Motion was seconded by Hugh Curley, all voted in favor.

### **Selectmen Liaison Reports:**

Chris Bowes – **Gary** Perry was thanked for all his help with setting up (and taking down) the voting booths. Chris noted that Gary (and family) is always willing to help out! Hugh agreed and thanked Gary as well.

Hugh Curley spoke about the MRI recommendations with the Police Chief and they are working on some of the policies and prioritizing the recommendations. Hugh has the posters for Drug Drop Off Box at the Police station that will be provided for election day. Debbie Sargent asked about needles and Hugh said that no needles were allowed to be dropped off in this box.

Don Harty said he spoke with the Moderator regarding the election day being opened during the snow storm. It is the Secretary of State that would cancel an election day.

### **5 Minutes for Public Questions and Comments:**

Joni Kitson said her and Gary thank Don for his time and service. Joni also thanked Don for the donated list of tools by Donbeck Sales and she didn't mean to imply any wrong doing of selling tools to the Town at that last meeting. Joni asked to see the Bridge list in the FYI file.

Virginia Drew also thanked Don for his time and service and hopes he would stay and be on another board. Virginia asked to see the LCHIP letter in the FYI file.

Hugh Curley explained the reporting process to receive the refund check from LCHIP. Virginia mentioned some free training from Homeland Security regarding active shooters.

Dick Frambach asked about the NHDOT list of interim bridges and Joni Kitson had the list and explained them to Dick. Dick asked if some undesignated funds could go towards the repair of the bridges and the Board said no, that would have to be a town vote.

At 7:10PM 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 Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 7:50PM the Board returned from non-public session to regular meeting. 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 Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

Hugh Curley spoke about the interim appointment for the Emergency Management Director. During the time required, the Board of Selectmen and/or Designee have been appointed the Emergency Management Director.

### **FOR YOUR INFORMATION**

NHDOT interim bridge inspections

First responder seminar

LCHIP refund check

Voting Booths

OMHRC news letter

At 7:55PM 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.*