

BOARD OF SELECTMEN'S MEETING

Monday, May 21, 2018
Call Meeting to Order **6:00PM**

DRAFT

Amended on _____ (Date)

Hugh Curley _____
J Chris Bowes _____
Virginia Drew _____

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

Staff Present: Nancy Wheeler

Other Attendees: Joni Kitson, Deb Sargent, Lola Duffort (Concord Monitor), Dick and Mary Frambach.

Chair opened the regular meeting at 6pm. The group recited the Pledge of Allegiance.

Review and Accept Agenda Chris Bowes made a **motion** to amend the agenda to include 2 non-public sessions at the end of the meeting. Virginia Drew seconded the motion. All voted in favor.

Scheduled Time:

Tony Soltani to speak to the Board – Hugh had not heard back from him.

Administrators Report: Kelly Dearborn-Luce reported on:

Gordon said the drainage is on-going on Swamp / Sanborn Hill should finish this week (blasting is done). Virginia asked about the sweeping concern on Lena Lane. Chris said he received the email and forwarded to Kelly and Kelly spoke with Gordon and emailed the resident. Gordon had previously said he could get to the sweeping within a couple of weeks. Hugh would like an exact time frame as to when the sweeping would be done and Kelly will call Gordon.

Chief Yeaton said the Antique fire truck show was well attended. There was a Mass casualty accident this morning on Rte. 28 – which included 5 ambulances/13 patients. Chief said it's been extremely busy. They will be posting for job as FF/Paramedic and/or FF/AEMT.

Chief Preve – In regards to the ALICE instructors, all have passed their test now and the training is scheduled for June 19th at the school. Chief also responded to MV accident this morning. The National Drug Take Back data was confirmed and will be on Facebook. Chief received educational material (free) from Eddie Eagle/NRA gun safety for the school grades 1-4 to implement next school year. The monthly reports and mileage report is due at end of the month and he has some preliminary information regarding recommendations from MRI such as the CAD program is at a cost of \$18,500 and the safety perimeter fence/vehicles is at \$22,500. James will be attending the evidence class in June which cost \$350.00 to be held in Stratham.

Kelly will be attending the Primex Administrators training in July for 3 days. There is no fee for the class. The Boards' meeting schedule and Department head meetings which are tentatively scheduled for July 16th and Oct 22nd are updated but Virginia may request a change in June.

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Virginia asked if the Board could meet on June 25th instead of the 18th as she will be out of Town. Chris Bowes said he will check his schedule. Kelly also noted that the updated phone list is their binders.

Finance Report: Nancy Wheeler noted the expenditure report has been updated. The tax bills went out. Annual Workers Comp wage updates for 2017 have been completed. Next week there will be no AP however the week of June 4th (no BOS meeting) AP and Payroll will need to be signed. Chris Bowes and Virginia Drew both said they will be in to sign. Aflec enrollment is coming up and Nancy is working with the Representative.

Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Sign permit application on Town land was discussed again. Kelly noted that she spoke with Jay Hickey regarding the sign permit application and Jay said it had been a grandfathered sign and this is just a replacement on the same post at the same location on the Town owned land. Chris Bowes said if Jay approved it then there should be no need for more discussion. Virginia still had concerns about the use of the sign and that anyone could be interested to put a sign on town land. Board discussed the location and size of the sign. Chris made a **motion** to approve the sign permit application for David Stewart /Blasty Burroughs to be located on the corner of Center Hill Road (replaces the Blake's Campground sign). Motion was seconded by Virginia Drew. Hugh Curley said he would like to approve the sign permit application subject to the Zoning Compliance Officers approval. Vote was 2-in favor and Virginia oppose. Motion passed.

Appointment for OMHRC was discussed at the last meeting. The Board had previously approved Cheryl Gilpatrick for the committee and the Board signed the appointment paper.

Abatement request – Chris Bowes explained that the resident has been approved for disability but received a tax bill by error and therefore needed to have the 2017 tax amount abated. It was also noted that the resident still owes for the prior tax lien. Chris made a **motion** to approve the abatement for Map U16-7-107A in the amount of \$1192.95. Motion was seconded by Virginia Drew, all voted in favor.

Fireworks Fund – The Board had previously approved the firework fund to accept donations to have the display for Old Home Day. The Board signed the policy.

Capital Improvement Plan – Central NH Regional Planning has submitted their contract for the 2018 Capital Improvement work. Board reviewed the contract. Chris Bowes made a **motion** to approve the contract. Motion was seconded by Virginia Drew, all voted in favor.

Discussion

Pay Increase request from the Planning Board was discussed. Kathy Desroches sent an email to Hugh regarding a budget line item. Board did not approve that budget line item to be a pay increase for the recording secretary. Nancy Wheeler explained the pay rates for the Planning Board recording secretary which is at \$115.00 (was formerly \$110.00) per meeting for the minutes and each mailing of letters and notices per case/hearing is paid as "support fee", which is a line item in their budget. Hugh had asked Kelly if there was a job description for Recording Secretary and there is no defined description. Kelly spoke about the list of duties that was defined and Kelly will send a copy to the Board. Hugh would like to speak with Kathy DesRoches, Chair of the Planning Board, before making a decision.

EMD letter & Appointment – Board had asked Kelly to draft a letter regarding the request for Rick to return to EMD. The appointment paper is also ready for the Board to review.

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Chris Bowes made a **motion** to re-appoint Rick Bilodeau as the Emergency Management Director. Motion was seconded by Virginia Drew, all voted in favor. The Board signed the appointment papers.

Contract for BTLA / Consultant services – the Board review the contract for expert assistance on a BTLA hearing regarding Unutil as suggested by the Town Attorney. Board would like more information consolidating with the other Towns, share cost and number of poles. Kelly will speak with Tim Northcott, M&N Assessing and discuss again at next meeting.

Eversource legal appeal – Kelly noted that Attorney Jae Whitlaw wanted to know if the Board would like her to file an appearance on behalf of Town of Epsom in the upcoming hearings for BTLA regarding Eversource. Attorney Whitlaw has submitted the fee schedule. The Board reviewed the contract and had concerns regarding the appeals filed. Kelly will speak with Tim Northcott, M&N Assessing and discuss again at next meeting.

Minutes to approve and sign

Draft – May 7, 2018 were reviewed. Chris Bowes made a **motion** to approve the amended minutes. Motion was seconded by Virginia Drew, all voted in favor.

Non-Public minutes – May 7, 2018 (x3) sessions were reviewed. Chris Bowes made a **motion** to approve the minutes for May 7, 2018, session #1 not sealed. Virginia Drew seconded the motion, all voted in favor. Chris Bowes made a **motion** to approve the non-public (sealed) minutes for May 7, 2018, session #2 and #3. Virginia Drew seconded the motion, all voted in favor.

Minutes to approve and sign that were tabled from May 7, 2018

Draft- April 9, 2018 Hugh would like to amend.

Draft - April 23, 2018 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor.

Non-Public minutes – April 9, 2018 session #1 were reviewed. Chris Bowes made a **motion** to approve the minutes for session #1. Virginia Drew seconded the motion, all voted in favor.

Non-Public minutes – April 23, 2018 session #1 were reviewed. Chris Bowes made a **motion** to approve the minutes for session #1. Hugh Curley seconded the motion, all voted in favor.

Non-Public minutes - April 23, 2018 (x2) sessions were reviewed. Chris Bowes made a **motion** to approve the non-public (sealed) minutes for session #2a and #2b. Virginia Drew seconded the motion, all voted in favor.

Selectmen Reports:

Chris Bowes – Route 4 rest area cleanup was done again this year and Chris thanked Dave Fiorentino for all his hard work and time! The Fireworks display set for Old Home Day is being discussed at the next School Board meeting by Pat Connors to ask about using their field. Chris said the handouts are ready and we are asking for firework donations! Chris was at the perambulation boundary marker setting at the Deerfield Town Line. Gary Perry at Webster Park would like to give the gas grill to the Fire Department. Board agreed it was good idea and will be noted on their inventory.

Virginia Drew said the surveys for the Old Meeting House are up to 175 now. The next OMHRC meeting will be held at the Old Town Hall. Virginia said she visited the Fire Department during their Monday training night and a tour of the Fire station and ambulances.

Virginia also thanked the Office Staff for their assistance with all her questions and noted that Donna Randall (Office Assistant) was helpful when her husband called for information.

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Hugh Curley said the Planning Board discussed the Capital Improvement, Economic Development and the new proposed water line at their last meeting. Hugh discussed the high cost of connecting to the new water system, which is approximately \$250.00 per linear foot. Hugh mentioned that BCEP has a contract to lock in a tipping fee price. Hugh asked the Board members if they were interested in voting for the NH Electric Coop Board of Directors. Board reviewed the list of candidates.

5 Minutes for Public Questions and Comments:

Joni Kitson said she wanted it noted in the minutes that she said over \$200,000 was used for paving from the Budget and Capital Reserve that did not go out for contract.

At 7:20PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (L) legal review. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 8:05PM the Board returned from non-public session. A decision was made in non-public. Chris Bowes made a **motion** to seal the minutes. Virginia Drew 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 discussed the Selectman Contact Official for the Police Department. Chris Bowes made a **motion** to change the contact official from Hugh Curley to Chris Bowes. Motion was seconded by Hugh Curley, all voted in favor.

At 8:10PM Hugh Curley made a **motion** to go into non-public session under RSA 91-A: 3 II (c) reputations. Chris Bowes seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 8:20PM the Board returned from non-public session. A decision was made in non-public. Chris Bowes made a **motion** to seal the minutes. Virginia Drew 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 discussed the revised job description for Paramedic. Virginia Drew made a **motion** to approve the revised job description for paramedic. Motion was seconded Chris Bowes, all voted in favor.

At 8:22PM Chris Bowes made a **motion** to adjourn. Virginia Drew seconded, all voted in favor.

For your Information:

- *Lien Execution Report from Tax Collector*
- *NHES US Census updates*

*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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