

BOARD OF SELECTMEN'S MEETING

Monday, April 9, 2018
Call Meeting to Order 6:00PM

DRAFT

Hugh Curley
J Chris Bowes
Virginia Drew



Approved on _____ (Date)

or amended on 4/11/18

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, Jill Lavin, Ron Colby, Dick & Mary Frambach, Len Gilman, Wayne Preve (Epsom Police Dept. – Officer Gnatowski, Officer Fudala and Lt. Michael) and Chief Yeaton.

The group recited the Pledge of Allegiance.

Review and Accept Agenda Chris Bowes made a **motion** to accept the amended agenda. Virginia Drew seconded the motion. Hugh Curley would like to amend the agenda further and add on 2 non-public sessions. All voted in favor.

Administrators Report: Kelly Dearborn-Luce reported on the following:

Department Heads-

Gordon Ellis, Road Agent said – the roads are open as of April 9, they have done some milling & paving and will start roadside mowing & ditching and also preparing for paving.

Chief Yeaton – A Firefighter just passed the AEMT now and the board would like to send a letter of congratulations. The Board also discussed a pay increase for new certificate and the Chief will make a recommendation for the Board to review. Chief is working on new forest / deputy wardens and when it is complete he will submit names for the Board to approve.

Chief Preve – will schedule for Chichester coverage during the ALICE program. The hours are 7am-5pm x 2 days @ \$60.hour / ALICE update is at 45 and max is 50. 90 letters were sent out to Great Bay Police Test and 8 are taking the PT test, the drug take back day is April 28th from 10-2 and information is posted on Facebook.

Kelly also said the Department Heads asked if the Board could revisit and discuss the ½ raises to be given out this year.

Kelly noted that a Tax agreement payment update/status was submitted and is in their binder

David Noyes, Surveyor and assisting with perambulation has submitted some pricing for the granite bound marker; 6"x6"x3' @ \$44 weight = 120# /x4' @ \$53. 160# x 5' @ \$65. 2000#

04/09/18

I suggest setting the bound 3' in the ground. Also, I strongly prefer to reset the original bound at its original location with the new bound next to the original, on line, with about 2' above ground, as a witness (easy to see and recognize). Or a metal sign post with sign "TOWN LINE". Dave Noyes

Chris Bowes made a **motion** to purchase the 6x6x3 bound marker at a cost of \$44.00. Motion was seconded by Virginia Drew, all voted in favor. Kelly will contact David Noyes and Deerfield Town Administrator.

At 6:10PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (c) reputation. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 6:30PM 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.

Kelly mentioned that the Attorney would like to meet the Board regarding an abatement filed with BTLA. The Board could tentatively meet Monday, April 16th at 5PM or 8AM or on Tuesday April 17th at 8AM. Kelly will confirm date and time.

Finance Report: Nancy Wheeler reported that NHDOT reimbursement letter was received regarding the Echo Valley Farm Road bridge project and the Town should receive a check in the amount of \$154,455.07. Nancy attended the DOL labor law updates. Thursday is the HealthTrust work shop. Nancy is working with Chief Preve on the attendance and invoice for the ALICE program. There are 11 attending at this time. Hugh asked why both the Highway personnel were attending. Chris noted they had signed up at the beginning and has already budgeted for both Gordon and Hutch to attend the training.

Nancy asked about the pay raise sheet. Chris Bowes said the Department Heads had asked the Board to revisit the staggering of the pay raises. The Board discussed the timing of the raises, the retroactive pay and to change back to a full raise. Chris Bowes made a **motion** to approve the payment of the full pay raise now (and not stagger the pay raise) with retroactive pay due from December 16th (start of 2018 pay year). Motion was seconded by Virginia Drew, all voted in favor. Nancy will adjust pay rate sheet, change the retroactive pay and modify the pay at the next pay period.

The Board also discussed the timing of the performance evaluation reviews. Some reviews are staggered. Nancy noted that some are being done according to the employee's anniversary date. Chris said the reviews were done by August to be ready for the budget season. Virginia Drew made a **motion** to have the performance evaluation reviews start on July 1st and submitted by August 15th for the Board to review. Motion was seconded by Chris Bowes, all voted in favor.

Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

The appointment for Deputy Treasurer was reviewed. Virginia Drew made a **motion** to approve the appointment for Barbara Clark as Deputy Treasurer. Motion was seconded by Chris Bowes, all voted in favor.

The appointment for Deputy Town Clerk/Tax Collector was reviewed.

Virginia Drew made a **motion** to approve Livia Acdan as Deputy Town Clerk/Tax Collector. Motion was seconded by Chris Bowes, all voted in favor.

Veteran, Solar and Disabled exemptions – were reviewed. Hugh Curley would like to table the approvals of the Solar exemption for better clarification of the assessment. Kelly will contact M&N Assessing.

04/09/18

Chris Bowes made a **motion** to approve the following exemptions; Veteran Exemptions: R10-8-6 spouse, U18-6-29, R01-30-16, U16-7-6A, R10-8-3, U4-18-20 and U18-6-17. Disabled Exemption: U11-31-5. Motion was seconded by Virginia Drew, all voted in favor.

Virginia Drew made a **motion** to approve and sign a letter to Cameron Smith of the Epsom Fire Department to congratulate him on passing the AEMT course. Motion was seconded by Chris Bowes, all voted in favor.

Virginia Drew made a **motion** to approve and sign a letter of gratitude and thanks to Ken Brown for his services as care taker of the Food Pantry, as Ken is retiring. Motion was seconded by Chris Bowes, all voted in favor. Kelly noted that Armand Claris will be the new care taker of the Food Pantry.

Discussion

BCEP discussion/ Len Gilman. Len spoke to the Board about several concerns at the BCEP regarding trash trucking, administrative meetings and equipment. Len stated he is resigning, as of tonight, from the BCEP and feels it's a waste of time and the committee is not doing due diligence. Virginia asked about the policies and Len said the committee does not follow through. Chris asked about the trucking and material disposal bids and Len spoke of the tipping fees increase. Hugh thanked Len for his time and expertise on the committee. Hugh also said there are sub-committees scheduled to review some of the issues that Len is concerned about. Chris Bowes made a **motion** to accept, with regret, the resignation of Len Gilman from the BCEP committee. Motion was seconded by Virginia Drew, all voted in favor.

Scheduled Time:

7:15PM Police Chief Preve spoke to the Board about an email he received from Hugh Curley regarding a request for reports. Chief spoke about his concerns with the request for just his Department and not being consistent with a request for other Departments. Chief said the Department Head meetings with Kelly as Administrator are working well and they are able to communicate freely and discuss everything with the other 2 departments. The Board is receiving more information now from Kelly than past reports. Chief said he had been updating the Facebook page and had just submitted 3 months of activity reports. Chief Preve said the list of items to report from the MRI assessment is still being worked on and some have a cost to be budgeted.

Chief Yeaton spoke about the Department Head meetings with Kelly and said they all talk and report and it's like pre-planning. The Department head meetings that were previously held in public were not informative because they (Police and Fire Officials) have confidential information that cannot be disclosed in public.

Hugh Curley spoke about the email he sent asking for follow-up reports and to see if the Chief could look at the Town of Lee Police reports. Chief reviewed the report from Lee and noted there were daily activities such as, picking up a dead turkey in the road and the Chief wanted to know why Hugh needed to know that. Chief said he didn't think reporting was a bad idea, he just disagreed with not being consistent with all departments, wanted to know what information the Board is looking for and he wanted to be treated the same as other departments. Hugh said the reports of activities could be positive and we could see the good that the Police Department is doing, to be pro-active. Hugh gave an example of public relations and the Chief said an officer went to the school and Hugh wanted to know when that happened.

Virginia Drew said the information from reports would be received as good. Chris Bowes said he did review the information from Lee and asked if the Chief thought this could be done when the Town gets

04/09/18

their new web site. Chris said he didn't agree with request for daily but monthly reporting would be good and to be consistent with monthly reporting.

Virginia noted that they are still short staffed and the reports could be pro-active to promote and be organized but it would be done slowly.

Chief spoke about the roll-call and some of that information was confidential but he could add that in his reports. Lt. Michael said they would have to redact the information if confidential. Virginia asked if this reporting would be a burden and the Chief said yes, as the department runs on a 24/7 shift with only 5 men. Chief said he told the residents of Epsom he would give 24 hour coverage and he does

Hugh said he was trying to ask, not tell; only the "Board" can tell what to report and if more activities are reported they could take pride in their work.

Board held discussion on what contents the Chief could report, the recommendations from MRI and Facebook posting. Chief stated he didn't want to be micro-managed and Hugh said he's sorry if he got that impression when he asked questions. Virginia said she appreciates the reports, the work he has done with MRI and it may take a while, working together, to get what we want.

Hugh asked about the PT testing and if Chief would notify the Board when the oral boards were going to be held.

Chris Bowes asked the Chief if he would work with Kelly to implement the reports to the Board and the Chief said yes. Chief Preve thanked the Board for their time and the Board thanked the Chief for coming in.

Chief Yeaton said an example of some of the items of why the Department Heads could not meet in public, are the drug cases. The meetings work well with Kelly and asked the Board to please not change the current system. The Fire Department reports that are submitted are like the ones he submits for the Annual Town Report. The FD has certain medical and legal confidentiality rules. Chief spoke about Cameron Smith as a new AEMT now and will submit a recommendation for pay increase. Chief noted that his wife is also finishing the AEMT course soon. The Board thanked the Chief for coming in.

Vacant Appointments – Kelly noted that the Cemetery Trustees and Planning Board had vacant seats and the Board could appoint members for one year. The Board asked Kelly to advertise the vacancy on the web site and check with other Committees.

BCEP Appointments will be tabled for discussion until the next meeting. Kelly will contact Penny Graham to see if she will accept a position on the committee.

EOP changes & updates - Kelly noted that the Emergency Operating Plan is due for signatures and there are other minor changes. Rick Bilodeau has reviewed the book and noted some changes are required to update. Chris Bowes made a **motion** to approve the revised EOP for the 2018 updates. Motion was seconded by Virginia Drew, all voted in favor. Board signed the updated (2018) version of the EOP.

04/09/18

Board assignments were discussed and Hugh would like the Board members to review their list and make their recommendations to Kelly. The Board agreed that the members would be "Contact" person for the Department and not the Liaison, as Kelly is the Liaison as stated in the job description. The discussion will be continued until next meeting.

Charitable Exemptions. The Board reviewed the charitable request for exemptions. Chris Bowes made a **motion** to approve the following charitable exemptions: Merrimack Valley Church @Map U8-101-1, Northeast Resource Recovery@ U6-8, Evergreen Lodge #53 @Map U14-27 and Audubon Society @Map R14-21. Motion was seconded by Virginia Drew, all voted in favor.

Food Pantry status. Ken Brown current care taker of the Food Pantry is retiring. Armand Claris will be taking over. The Board signed a letter of thanks to be sent to Ken.

Accept donation for Webster Park reforestation. Chris Bowes made a **motion** to accept the generous donation of \$100.00 for the Webster Park reforestation program. Motion was seconded by Virginia Drew, all voted in favor.

Minutes to approve and sign

Draft – March 26, 2018 were reviewed. Chris Bowes made a **motion** to approve the minutes of March 26th. Motion was seconded by Virginia Drew. Hugh Curley would like to amend a section regarding the discussion on page 3 to express what he meant to say. Chris and Virginia did not agree with the amendment. Motion to approve the minutes as written was voted on – all voted in favor.

Final – March 12, 2018 were reviewed and signed.

Non-Public minutes – March 26, 2018 x 2 sessions. Virginia Drew made a **motion** to approve the minutes of nonpublic session #1. Chris Bowes seconded the motion, all voted in favor. Virginia Drew made a **motion** to approve the minutes of nonpublic session #2. Chris Bowes seconded the motion, all voted in favor.

The Board tabled the review of past non-public minutes until the next meeting.

Selectmen Reports:

Virginia Drew said she attended the Zoning Board of Adjustment and was impressed with the organization and how the Chair Glenn Horner, conducted the meeting.

Hugh Curley spoke about the email he received from Gary Kitson asking for details on the paving project on Leighton Brook Drive. The Board discussed the bid policy and size of the paving job. Chris said it would be difficult to request for bids now that the current pricing is for public review. The Board would like to discuss further and ask Gordon to attend the next meeting.

Chris Bowes said he is available on the 23rd for a regular meeting. Virginia Drew said she is not available.

5 Minutes for Public Questions and Comments:

Len Gilman asked about the difference in the white or orange road posting signs. Virginia said she could ask the road agent. Len also mentioned that he would like Hugh Curley to stay on the BCEP committee as Selectmen representative.

Joni Kitson asked if Gordon would be on the agenda for the meeting for the 16th for paving discussion. Ron Colby said he thought the Department Head meetings which are now reporting through Kelly are good to have.

Betsy Bosiak asked about the Economic Development Committee and Chris gave an overview. Betsy also asked how many law suits the Town has and Hugh said 2.

04/09/18

Jill Lavin spoke about the previous bid process at BCEP. Jill also mentioned the concerns with landfill closures and the committee is looking into it.

At 8:50PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (L) review legal advice. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:25PM the Board returned from non-public session. No decisions were made.

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.

Virginia asked if the Board could review the survey the Old Meeting House Revitalization is doing and report back on any suggestions as the committee needs the Board approval before they can move forward.

Correspondence – FYI

MS-123 report to DRA from Town Clerk
2018 Water Quality report
Northwood milfoil permit application has been filed
Xfinity updates
State of NH surplus auction
LWCF letter
Notice of final tax bill from Dawn Blackwell

At 9:30PM Chris Bowes made a **motion** to adjourn. Hugh Curley 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.

04/09/18

Addendum to minutes of 4/9/18

Attachment
to April 9, 2018
BOS minutes Apr
r 3

Hugh Curley <hugh.curley@epsomnh.org>
to wpreveepsompd, Kelly

sent April 3, 2018

Chief,

Every day or two I try to take a look at the facebook page for the PD. I thought you had begun to get more followers and positive responses since it had become active again. I noticed it was last updated on 3/26 over a week ago and prior to that on 3/14. Is there a reason it has not been updated recently?

Also, on the topic of reporting we (the BOS) have not received a monthly report on activities in many months and possibly nearing a year. We know from MRI that using the dispatch report of radio contacts is not the best measure of calls or activity, so I am wondering what would be the best style and type of report that would provide information to the Board and Residents on the daily activities of officers. These could include vehicle stops and arrests or course but hopefully more positive things that you and your men are involved in - like community outreach events at school or other places. I am wondering if this is something that can be in "lay" language and possibly compiled daily and summarized weekly. The new webpage might offer a great opportunity to have a place for even daily or weekly information. I am wondering if this is something Gail could do, or if you have other ideas?

I am hoping the Board can discuss some options this week with the hope of having something definite and in place in the next month or so.

Do you have any suggestions for reports to Boards of Selectmen and the public from other departments you may be aware of?

I have looked around a bit and did like the Town of Lee's information on the web site and saw they are about the same size as Epsom PD -- especially if we get a 6th officer someday soon. Take a look and let me now what you think of http://leenh.org/Pages/LeeNH_Police/index

We can meet to go over options on Friday if you would like or next Monday. If you want to be at the next BOS meeting 4/9 it would be good, if not to get your ideas in by our meeting or in writing would be great.

Thanks
Hugh