**BOARD OF SELECTMEN’S MEETING**

Monday, December 18, 2017

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

**DRAFT**

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

**Donald Harty \_\_\_\_\_\_\_\_**

**Hugh Curley \_\_\_\_\_\_\_\_ or amended on \_\_\_\_\_\_\_\_\_\_**

**J Chris Bowes (absent)**

**Present:** Donald Harty, Chair; Hugh Curley, Vice Chair; and Kelly Dearborn-Luce, Recording Secretary.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Debbie Sargent, Virginia Drew, Lola Duffort, Gary Perry, Glenn Horner, Gordon Ellis, Jay Hickey, Harvey Harkness, Gary Benner, Chief Yeaton and Wayne Preve.

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Hugh Curley made a **motion** to amend the agenda to include a discussion with Old Meeting House Revitalization Committee. Don Harty seconded the motion. All voted in favor.

**Scheduled Time:**

*Department Head Meeting-*

Chief Yeaton Fire Department spoke about the recent promotions within the Department; Lt. Ted Virgin became Captain, Joel French became a Lt. and Zach Gagnon became a Lt.. Board said “congratulations to all”. The ambulance billing (with Comstar) is still an on-going and the process to become qualified to bill Medicare. George Calligandes is assisting the Chief with the billing. Chief asked the Board about the year-end budget because he would like to purchase new/replacement jackets for Fire/EMS personnel. The cost would be approximately $4,000.00 and could come from Town budget, Fire Department Association and the Fire Department Auxiliary. Don Harty recommended the cost come from the Town budget since the jackets are worn during on-call time and the Chief agreed and thanked the Board. Chief said the Explorers sold out the Christmas trees and few wreaths left. Some of the money is to fund the cost of attending the Fire Academy. Chief spoke about the upper respiritory cold/flu that is spreading and the Nursing Home got hit hard and there are concerns for public health. Board said they appreciate the Chief’s service and thanked him for coming in.

Gary Perry, Webster Park said the Park is closed now. The Christmas tree lighting event was good and about 75 people attended. The rink is not flooded yet. Gary asked to encumber $5,000.00 for the tree replacement. Gary said trees could cost approximately $150-$350.each and could ask for volunteers to plant. Gary would like to see irrigation installed to help maintain the trees. Gary will fill out a Purchase Order to encumber the funds. Don Harty asked about plans for a tennis court and Gary said he is discussing plans with Eagle Scouts and that is on the list. If they decide to plan a tennis court the plans will be presented to the Board. The Board said Gary was doing a great job and thanked him for coming in.

Jay Hickey, Zoning Compliance Officer reviewed the new permits issued for commercial projects such as a small engine repair and Paintball. Also the property owned by Raymond Brothers is being sold to a new business. The DML property sold to another business. David Stewart received his approval for the micro-brewery. Kingstown Park was moving their homes around due to the floodplain area. Circle 9 will be closing as per agreement for Jan & Feb. Aroma Joes is on hold. Christ Nelson is building the housing on Short Falls Road. New owner for Gossville Store is selling Antiques and a new storage unit facility is being proposed on Route 4.

Gordon Ellis, Road Agent said the fall went well. Paving projects went well. He attended the Budget committee meeting. Gordon would like the Board to encumber funds for 2 unfinished paving projects in 2017 (New Rye and Swamp Rd). Gordon said there is a leak in the power steering on F550 and Epsom is the only Town in State without a 6wheeler. Don Harty asked about the school traffic concern and could the Railroad right-of-way be used? Gordon said it would be costly to widen but to brush hog and grade could be approximately $6,000.

The Board, Police Chief, Gordon and Gary Benner from Yeaton Lane held a lengthy discussion on the use of Yeaton Lane for the school pick-up/drop-off traffic. Don said this was an option when they addressed the concerns with School Board and Pat Connors last year. The concerns are for safety, emergency vehicles and blocking driveways. Don Harty will be attending the next School Board meeting to discuss these concerns further.

Chief Preve, Police Department spoke about the Grant approvals. Chief said they have been busy with accidents and working with the Fire Department. He will be attending the budget meeting tomorrow. Don Harty spoke about MRI (Municipal Resources) which were hired to conduct a risk assessment of the Police Department and the preliminary report is completed. When the final report becomes available they will review it with the Chief and then it will be available for public view. Don said there is one item in the report that needs to be addressed immediately regarding the holding cell. Chief showed pictures of the concern with the vent and light. Chief said he could place plexi over it but the cell is not being used. Hugh Curley said a memo will be sent to the Chief regarding this concern of the holding cell. Hugh Curley also said that MRI noted that the Police Department has not used any *sick time* in ten years. The Board mentioned (and agreed) when MRI noted that was good to know about the sick time and amazed with the Department. Board thanked the Chief for coming in.

Glenn Horner, ZBA Chair, spoke about the recent zoning board cases such as: paintball business, storage complex and Raymond Brother’s property for a new proposed business. Don Harty asked about the steps the businesses have to take for their process and is there a one-stop where they know in advanced of what is required. Glen said they usually have professional engineered plans done and there is a checklist so they should know what is expected ahead of time. Glenn further noted there should be no more than two meetings to complete the appeal process, then they can apply to the Planning Board.

Chief Yeaton said the elderly housing proposals could be a concern in the future with the number of calls the Fire Department receives already and that we should be thinking of long range planning. The need for more full time Fire Department will be necessary. Hugh Curley asked about the demographics in the elderly housing emergency calls and Chief said he could start grouping the demographics for future planning.

Kelly noted that the Health Officer has submitted a memo with a concern but was unable to attend, Patricia Hickey, Welfare Director was unable to attend but she did not have any new reports and she is receiving a lot of Christmas gifts! Rick Bilodeau, Emergency Management also called in to say he was sick with cold and not able to make the meeting and the only report is that the Grant has been sent in for the phone systems.

Don Harty said he wanted to speak about a personal issue with the Department Heads and Staff. Don announced that he will not be running for Selectmen when his term is up in March 2018. Due to family and work issues he would be unable to commit the time needed.

Nancy spoke about the year-end budget reports for the Department heads.

Board thanked the Department heads for coming in.

**Staff:**

Nancy Wheeler, Finance reported on the Health Benefit flex plan agreement which is ready for the Board to sign. Nancy said this week is last payroll for the year. Since next wseek is a short week, AP can wait unless something comes in that is time sensitive. During January pay week Don or Hugh both said they will be available to sign the AP on the 2nd since the regular meeting is not until the 3rd. The Auditors were here to work on the preliminary audit for 2017 and stated everything was looking good. Open enrollment of the Health insurance is completed and there is a $22,000 cost savings with lower premiums. Don Harty asked about the work week of 40 hours for the Officers instead of 43 where they would receive OT for hours worked after 40. And Nancy said it would be a cost of approximately $8800.00. Hugh Curley said he would discuss that with the budget committee (and Police Department) at the Budget meeting tomorrow night.

Kelly Dearborn-Luce, Administrator, spoke about the meeting date change for January 2nd the regular meeting will now be held on *Wednesday, January 3rd.* There are several request memos for the Board to vote on in their file: (1) a confidential health issue request from the Health Officer. The Health Officer has requested $965.00 for a public health clean-up. Kelly noted that the funds can come from Planning Board line item and the concern is for public health. Hugh Curley made a **motion** to authorize the expenditure of funds for a public health issue clean-up. Motion was seconded by Don Harty, all voted in favor. (2) Dog license renewal fee requested to be waived was discussed. Hugh Curley said due to the scenario with medical he would approve the request. Hugh Curley made a **motion** to rescind the penalties of the dog license renewal. Motion was seconded by Don Harty, all voted in favor. (3) A tax interest deferral request was discussed for Map U18-5-2 and Hugh said due to the circumstances noted in the letter and it was submitted before the deadline he could approve the request. Hugh Curley made a **motion t**o approve the tax interest late fee as long as the 2 payments are received, as stated in the letter.Motion was seconded by Don Harty, all voted in favor. Kelly will send a letter to the property owner. (4) Avitar submitted their recommendation for an appeal that went to BTLA. Tim from M&N Assessing also reviewed the recommendation and agreement. The value of the assessment for the property will also be changed to note the correction. Hugh Curley made a **motion** to approve the settlement based on Assessing recommendations of the limited, unbuildable use of the lot for Map U10-14 Int 1 and Int 2. Motion was seconded by Don Harty, all voted in favor.

A letter from Neil English, Contractor regarding the quote from 2014 to stabilize the structure at the Old Town Hall was reviewed. Due to the lapse of funds and Neil’s work schedule, Neil said it would be in the best interest of the Town to contact another Contractor to have the project completed, Don Harty asked Kelly to contact the name that Neil has submitted for a quote.

**Signature:**

1. Accounts Payable/Manifest was reviewed and signed.
2. Payroll was reviewed and signed.
3. Mountain Trailwinders Snowmobile Club form was reviewed. Kelly said one lot was revised and initialed. Hugh Curley made a **motion** to approve the annual form. Don Harty seconded the motion, all voted in favor.
4. GIS Maintenance agreement for 2018-2019. Hugh asked about the agreement and Kelly said the agreement is for the Internet maps and Hugh Curley made a **motion** to approve the 2018 agreement Don Harty seconded the motion, all voted in favor.
5. Flexible spending plan agreement was discussed with Nancy under staff report and the Board would like to send the plan agreement to the Town Attorney for review. Hugh Curley made a **motion** to approve the agreement pending comments from Counsel. Don Harty seconded the motion, all voted in favor.

**Discussion:**

Proposed Town Office bids were reviewed and some contractors were interviewed. The Board has interview notes and proposals to review and they should make a final decision at the next meeting which is January 3rd. Hugh Curley would like to follow up with some information regarding thermal and cost of utilities.

Letter Re: school traffic. Resident on Yeaton Lane sent a letter to the Board regarding the new traffic route for the school. Don Harty read the letter to the public. The concerns are for safety, excessive traffic and access to their own driveways. Don asked Kelly to send a copy of the letter to the School Board and Don will be attending their next meeting. The roads are maintained by the Town and the traffic concerns are a school issue, therefore both Boards need to address any concerns. The use of the railroad was discussed again and members in the audience stated the width is narrow.

Hugh Curley discussed the location of the meetings for the new Town approved committee, Old Meeting House Revitalization Committee, as the meeting is scheduled to be held at the Library. It was noted that if any files are requested, the files cannot leave the Town Office and the committee can meet here to view such files.

**Minutes for review and discussion:**

Draft – December 4, 2017 was reviewed. Don Harty amended the minutes as there was a motion missing regarding the appointment of the Old Meeting House Revitalization Committee. Kelly will amend the minutes. Hugh Curley made a **motion** to approve the amended minutes. Don Harty seconded the motion. All voted in favor.

**Minutes to sign:**

Final – November 20, 2017 were reviewed and signed.

Harvey Harkness spoke to the Board about his current Conservation Easements. Don Harty said he liked the idea of the land being open for public recreational use. Hugh Curley said he still had concerns about the managment company financial status.

**Selectmen Liaison Reports:**

Hugh Curley said the BCEP budget is up $9,000.00 and the time frame for their meetings is being discussed. Hugh is still working with Kelly on the BCEP advertisement for volunteers.

**For your Information:**

KENO correspondence from NH lottery

Memo re: vacation time

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

Joni Kitson asked why the Selectmen’s vehicles were at the Library on Friday afternoon and Don Harty said they had a meeting with Legal Counsel.

Virginia Drew said she had concerns about the width of the railroad ROW near the school but knows the Board is trying to be creative. Virginia also thanked Don Harty for his time and service as Selectman.

At 8:25PM Hugh Curley made a **motion** to adjourn. Don Harty 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*.