**BOARD OF SELECTMEN’S MEETING**

Monday, December 4, 2017

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

**DRAFT**

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

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

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

**J Chris Bowes \_\_\_\_\_\_\_\_**

**Present:** Donald Harty, Chair; Hugh Curley, Vice Chair; J. Chris Bowes, Selectman;

And Kelly Dearborn-Luce, Recording Secretary.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Norm Yeaton, Lucie Weeks, Ralph Weeks, Jill Lavin, Ron Colby, Maryann Zirngiebel, Debbie Sargent, Charles Driesbach, Virginia Drew and Len Gilman,

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Chris Bowes made a **motion** to accept the agenda. Hugh Curley seconded the motion. All voted in favor.

**Scheduled Time:**

***Opening of the bids for the proposed Town office*** – Don Harty explained that the bids went out for a design/build and we received 4 bids. The results are as follows:

StructureTone @$ 1,491,418.00

Berwick Construction @$ 835,739.10

Haron Corp @$ 978,730.00

Careno Construction @$ 979,000.00 (with a note stating the 2015 proposal/design could be priced at $826,000.00

Don said the bid proposals will be reviewed and compared and the Board will discuss again at the next meeting.

**Staff:**

Nancy Wheeler reported on the purchase order memo that was sent out and she has received PO’s from Police and Fire Departments and none from Highway yet. Payroll includes year end stipends. Nancy submitted an updated list of warrant articles for the Board to review. The 2016 Audit report is in for signature and the Auditors will be here on December 15th. Open enrollment for Health Insurance is due and Nancy will advise the Board and adjust operating budget if there are any changes.

Kelly Dearborn-Luce spoke to the Board about a Tax Payment Agreement which is in default. The Board agreed to have Kelly send a certified letter to start the deeding process and notification of the eviction process. Hugh would like it noted in the letter that full payment shall be made and no further agreements. Kelly also spoke to the Board about the recent concern on Cass Road. Kelly drove on the road and noticed the pot holes near the beginning of the road, but the remainder of the road was fine for a dirt road. The small parcel of Town land on Goboro Road has an offer from the neighbor. Bobbi-Lynn Thomas, Realtor is working on the possible sale. Warrant Article 79-E has been rewritten for Town vote. The article is for a tax incentive for rehabilitation of structures that will help with economic growth. Conservation Commission with Bear Paw would like to continue their discussion of easements and Alison will be in on December 18th at the Department Head meeting. The Holiday closing list for 2018 is on the agenda for discussion; however there is a request to amend that schedule. The office staff is requesting to close early for Christmas Eve day and New Year’s Day (both on a Monday). The office will be open 8-1 instead of 10-6. The Board received a thank you card in the mail from a resident on New Rye Road thanking the Fire Department for their assistance during the last wind storm when he lost power. Kelly will forward the card to the Fire Department.

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Web site contract – previously the Board awarded the new web site design contract to Virtual Towns and Schools. They have presented a contract. The Board reviewed and signed the contract. A discussion was held as to the timing of when the invoices are due. Nancy said the money is budgeted for the 2018 but not the $2,000.00 fee for annual maintenance. Board discussed options and if the budget were to fail. Board agreed they did not want to wait to get the new design started. Hugh Curley made a **motion** to fund the design this year if available (in budget of 2017). Motion was seconded by Chris Bowes, all voted in favor.

Agreement and release for Sleepy Hollow Lane, private road, was reviewed. The owners have received ZBA approval for full time (year round) use. Chris Bowes made a **motion** to approve the waiver. Motion was seconded by Hugh Curley, all voted in favor. Board signed the agreement. Kelly will have the waiver recorded at the registry of deeds.

Audit of financial reports for year-end as of December 31, 2016 submitted by Roberts and Greene was reviewed. Chris Bowes made a **motion** to approve the report. Motion was seconded by Hugh Curley, all voted in favor. The Board signed the report.

Job descriptions were reviewed for Town Administrator and Finance Administrator. Chris Bowes made a **motion** to approve the revised job descriptions. Motion was seconded by Hugh Curley, all voted in favor. Board signed the revised job descriptions.

Land use change for current use was submitted for property on Mountain Road, Map R02-Lot 69. Chris Bowes made a **motion** to approve the land use change. Motion was seconded by Hugh Curley, all voted in favor.

**Discussion:**

BCEP appointments – Hugh Curley discussed the proposal regarding appointing members to take the place of voting member, Jill Lavin. Jill Lavin submitted her letter of resignation due to becoming an employee of BCEP. Hugh thanked Jill for her time and service as an Epsom resident volunteer. The Board agreed to have the volunteer represenative position advertised to the public to try to see if any other interested parties would like to become a member of the BCEP. Kelly will assist with the advertising.

Meeting House Charter (revitalization) – Kelly worked on the revisions for the new Charter and reviewed with Attorney. The Board and Virginia Drew received latest draft of the Charter language. Don Harty said with this new Charter (Committee) the members will be able to find a use for the building and do some fund raising. Virginia spoke about the interest that the members have and that she understood the Board will have to authorize the funding events and receiving donations. Nancy spoke about the funds which were previously established by the Board to receive private donations and the Board is the agent to spend such funds. The Board must accept donations at a meeting and if over $10,000.00 a public hearing will be held. Kelly spoke about the options that the Board could appoint a Selectmen representative as a member, as a liaison or appoint a designee.

Chris Bowes made a **motion** to approve the “The Charter of the Old Meeting House Revitalization Committee (2017). Motion was seconded by Hugh Curley, all voted in favor.

The Board discussed the membership for the Charter and they can have up to 5 members. Virginia Drew had submitted the following names to the Board to be appointed; Virginia Drew, Valerie Long, Norm Yeaton, Debbie Sargent, Len Gilman and Chuck Driesbach.

Chris Bowes made a **motion** to appoint; Virginia Drew, Valerie Long, Norm Yeaton, Debbie Sargent, and Chuck Driesbach. Don Harty agreed on the 5 members and offered Len Gilman to speak in non-public session for further discussion about not appointing him to the committee. Len Gilman said he would discuss this in public. Motion on the floor for appointing the **5** members was; all voted in favor.

Don Harty said this project is going to need new people and new ideas. Don also said his concerns are based on past experience with Len being on previous committees and Len’s conduct may cause new people from wanting to stay on a committee or volunteering. Don Harty said on a past Town Office committee, the Board of Selectmen was asked to remove Len from the committee due to unprofessional conduct.

Chris Bowes spoke about the tough job that Virginia has taken on and that she will be able to do a great job. Chris acknowledged the names to be appointed as members; however he did have concerns about Len Gilman being a member. Chris also expressed concerns about previous committees Len has served on in the past with unprofessional comments and behavior. Chris said Virginia will need members that are consensus builders.

Hugh Curley made a **motion** to approve Len Gilman as part of the list of members submitted by Virginia Drew. Motion was seconded by Don Harty. Further discussion was held; Board and Virginia held a lengthy discussion about membership, long time volunteers and new comers that could serve on the committee as well. Hugh said he shared some of the concerns but he has been on the BCEP committee with Len Gilman and Len is a wealth of knowledge but can have strong opinions. Len Gilman spoke of the committees he served and about the need to listen and that he does have opinions and does say it “to” them (not behind their backs) but he could keep them to himself. Don Harty called for vote on the motion. Hugh – voted in favor and Don and Chris voted not in favor. Motion did not pass to appoint Len Gilman to the OMHRC. The appointment papers for the other 5 members were signed.

Warrant Articles

Hugh spoke about the Warrant Article regarding the Economic Development in RSA 79-E which relates to rehabilitation of buildings for economic use. Nancy said the usual (yearly) articles are in. The Highway has an article in for a used truck.

2018 Holiday schedules – the Board reviewed the State of NH list of 2018 Hoildays/closing days. The list is for both offices; Town Clerk and Selectmen’s. Kelly discussed the hours for 2018 Christmas Eve day and New Year’s Eve day and the Board agreed the office could be open 8am until 1pm instead of 10-6pm. Chris Bowes made a **motion** to approve the amended list. Motion was seconded by Hugh Curley, all voted in favor.

**Minutes for review and discussion:**

Draft – November 20, 2017 were reviewed. Chris made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor.

**Minutes to sign:**

Final – November 2, 2017 were reviewed and signed.

**Selectmen Liaison Reports:**

Chris Bowes spoke about the clean-up at Webster Park. The Fire Department had some recent changes in command. The Route 4 rest area has the barriers up at the entrances.

Hugh Curley welcomed Jill Lavin as an employee of BCEP. The Budget committee is meeting tomorrow night and Hugh is looking forward to attending the meeting.

Don Harty said he did fill-in for Hugh at a meeting with BCEP and the discussion of the compost was interesting due to amount of build up from cat litter. Don also said he drove around some the roads that had concerns such as Cass road and Chestnut Pond Road.

**For your Information:**

Freedom Ring – non-suit judgement / case closed

ZBA Hearing

NMHA Newsletter

NH DOT notice of toll increase

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

Ralph Weeks (as a Citizen) spoke about Meeting House past projects; mentioned elected officials pay raises and benefits each year and in regard to BCEP issue with composting clean-up, he mentioned unfunded mandates.

Joni Kitson asked if the minutes could reflect that the budget committee had not had the opportunity to discuss the elected official’s raises yet.

Lucie Weeks commented on number of officials; asked about process of the AP manifest; and questioned work being done at Police land.

Virginia Drew said the State House will have Christmas open house (guided tours) this Saturday.

Maryann Z said the Hospitals instructed that old medicines be disposed of in cat litter and now BCEP has concerns with litter compost.

At 7:20PM 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*.