**BOARD OF SELECTMEN’S MEETING**

Thursday, November 2, 2017

Call Meeting to Order **9:00AM**

**DRAFT**

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

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

**Hugh Curley (via phone conference) or amended on \_\_\_\_\_\_\_\_\_\_**

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

**Present:** Donald Harty, Chair; J. Chris Bowes, Selectman and Kelly Dearborn-Luce, Recording Secretary. Hugh Curley, Vice Chair via phone conference

**Staff Present:** Nancy Wheeler

**Other Attendees:** Glenn Horner, Chief Yeaton

The group recited the Pledge of Allegiance.

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

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

ZBA legal waiver – The Board reviewed the Agreement & Release. Glenn Horner explained that the agreement is from a variance the ZBA approved regarding a seasonal home to be allowed as full time use on 15 Sleepy Hollow Lane, Map U01-90. Glenn said the waiver had legal review. Chris Bowes made a **motion** to approve and sign the agreement & release. Motion was seconded by Don Harty, all voted in favor.

Tax Agreement – the property owner had signed the agreement to pay back taxes on Map U5/Lot 64 and the Board signed the final document.

Tax Warrant – The Board reviewed the 2017 tax warrant. Chris Bowes made a **motion** to approve the collection of taxes in the amount of $5,537,850.00 with the 12% interest per annum. Hugh Curley seconded the motion, all voted in favor.

**Staff:**

Nancy Wheeler reported on payroll account for new employee that caused an error and was fixed.

Due to the absence of Board member, Don Harty made a **motion** to authorize Chris Bowes and Nancy Wheeler to sign payroll for the next payroll week. Hugh Curley seconded the motion, all voted in favor. Hugh Curley made a **motion** to authorize Chris Bowes and Nancy Wheeler to make any payments as deemed necessary in the absence of a quorum of the Selectmen. Motion was seconded by Don Harty, all voted in favor. Nancy spoke about the fence damage that Gary Kitson reported at Short Falls cemetery. The fence is not listed on the insurance schedule and has a $1,000.00 deductible. The cemetery budget has money to repair the fence. Nancy will research values of the cemetery fences for future insurance coverage. Nancy asked the Board about the second half of the pay increase for 2017. Board agreed that the pay rates will be increased, retroactive from July 1st due the completion of the performance evaluations. Chris Bowes made a **motion** to issue the pay raises for the second half of 2017 retroactive from July 1, 2017. Motion was seconded by Hugh Curley, all voted in favor.

The Board discussed a request regarding COBRA insurance in the amount of $3,170.00. Chris Bowes made a **motion** to approve the payment for insurance until new hire benefits eligibility with an agreement of one year commitment to current employment or full reimbursement. Hugh Curley seconded the motion, all voted in favor.

Kelly Dearborn-Luce received payment on tax deeded property before eviction. Board signed the deed over to the previous property owners. Kelly will record the deed for Map U13 Lot 40. Kelly also noted that the ad for the RFP for the proposed new Town Office was submitted to the paper.

**Discussion:**

Chief Yeaton spoke to the Board about new hire and pay scale for members of the Fire Department. Board will review pay scale and wages during their non-public discussion. Chief Yeaton would like to recommend the hiring of Cameron Smith. Cam has been part time and with the explorer program of the Department. He is in classes now for AEMT. All other certificates and background check have been completed. Chis Bowes made a **motion** to hire Cameron Smith as a full time fire department employee pending verification of required certificates and background check. Hugh Curley seconded the motion, all voted in favor. Cam will meet with Nancy on Friday.

At 9:35AM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel, salaries & wages. Don Harty seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 10:20AM the Board returned from non-public session. Some changes were made within the salaries and wages and Don will review with Nancy. Hugh Curley made a **motion** to not seal the minutes.Chris Bowes seconded the motion. A roll call vote to not seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

**Review of Budget for 2018 -**

Board reviewed the line item budget updates. Don Harty said he increased the Moderator salary by $20.00. Chris Bowes would like to add $1,000.00 to the Webster Park budget. Don Harty spoke about the Highway budget as Gordon would like to purchase a used 6-wheeler from his equipment line. Board said the rest of the Budget looks good and the Department Heads did a good job. Don said the Board could set up another meeting if major adjustments were needed before presenting to the Budget Committee on Nov 16th. Both Don Harty and Chris Bowes would like to present the budget, if schedules work out, on the 16th.

Chris Bowes spoke about the job description for Kelly Dearborn-Luce as Administrator Assistant and would like to revise the title to Town Administrator. Don Harty agreed and stated that Kelly has been doing more work than originally hired for 2 years ago. Don said he discussed the position with Town Attorney. Chris Bowes made a **motion** to change the title for Kelly to Town Administrator pending the revised job description to be reviewed by Town Attorney. Don Harty seconded the motion, all voted in favor.

**Minutes for review and discussion:**

Draft – October 23, 2017. Chris Bowes made a **motion** to approve the draft minutes. Motion was seconded by Don Harty, all voted in favor.

**Minutes to sign:**

Final – October 16, 2017 were reviewed and signed.

Non-public minutes from October 23, 2017 were reviewed. Chris Bowes made a **motion** to approve the non-public minutes for sessions 1, 2, and 3. Motion was seconded by Don Harty, all voted in favor.

**Other Business:** None

At 10:35AM Chris Bowes 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*.