**BOARD OF SELECTMEN’S MEETING**

Monday, October 23, 2017

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

**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:** Joni Kitson, Len Gilman, Debbie Sargent, Lola Duffort, Mary Frambach, Virginia Drew, Val Long, Norm and Miriam Yeaton, Rick Bilodeau, Chief Preve, and Gary Perry.

The group recited the Pledge of Allegiance.

Hugh is available via phone conference now.

**Review and Accept Agenda** Chris Bowes made a **motion** to amend the agenda for a discussion regarding the Meeting House for another Charter of volunteers. Don Harty seconded the motion. All voted in favor.

**Scheduled Time:**

6:00PM Donna Randall, 30 day review.

Rick Bilodeau, Emergency Management performance review non-public session, RSA 91-A:3 ii (a) personnel, performance review.

At 6:05PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel. Hugh Curley seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 6:35PM the Board returned from non-public session. No decisions were made.

Chris Bowes made a **motion** to not seal the minutes. Don Harty seconded the motion. A roll call vote to not seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

Don Harty asked Virginia Drew about the proposed Charter for the revitalization of the Meeting House.

Virginia and Valerie Long said there has been a small group that has been meeting to discuss the community use of the building. They would like to become an official Charter, authorized and appointed by the Board of Selectmen to apply for Grants and/or fund raising activities to help bring the building up to code. Chris Bowes said he would like a say as to who will be appointed to the committee. Don Harty said he was in favor of appointing a committee. Virginia said the use of the building would be for community activity and not a Town Office. Kelly asked if the Board wanted a legal opinion of the language for the new Charter and the Board agreed. Chris would like the names of the committee members interested and Virginia will email them. Chris Bowes made a **motion** to approve the proposed Charter, motion was seconded by Hugh Curley, all voted in favor. Board will review again at the next meeting.

**Discussion:**

WCG Handbook for Emergency operations – Rick spoke to the Board about the handbook relative to emergency procedures to follow for pay rate and schedules. Rick Bilodeau said he spoke with the State Emergency Liaison who recommends adopting the handbook for reimbursement of funds when a disaster is declared. The Board would like to review the handbook further and discuss again at the next meeting.

(Hugh is no longer available on phone conference)

***Review budget with Department Heads;***

Emergency Management – Rick Bilodeau said the budget is the same except for adding in the equipment line for the phone system. Rick is working on the Grant for the phone system which is a 50/50 split but would like to have funds available just in case. Rick also spoke of the need for the NIMS training and the Board is due for their training updates to be in compliance.

Cemeteries - no one presenting budget. (Joni Kitson said the budget is staying the same.)

Parks – Gary Perry spoke about some of the increases in his budget which are; grounds keeping as they are still cleaning up, tree restoration (to encumber funds), irrigation, reforestation plan (still in process) and new signs. The Board said he is doing a great job and the Park looks good.

Police Chief Preve – reviewed his budget with the Board and went over the increases; County Attorney fees, Dispatch fees, computer support (IMC), equipment & repairs as the equipment is getting older,

Chris Bowes asked about the Ford Explorers being recalled and Chief said it was due to the CO2 recall and Grappone will be doing the work at their body shop. Vehicle repair is increased due the mechanic hourly charge, the OT line has been increased, the heating is up and the building maintenance.

The salary and/or raises have not been submitted as the Board will be discussing wages/salaries and the Chief hopes the increases are straight across the board. Don Harty said they are still going by the Thornton Wage charts. Chief also spoke about the new vehicle request and the 2014 vehicle will be used for details. Don Harty asked about the training line in the budget and Chief said it was for the ALICE program being held in April of 2018.

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

**Staff:**

Nancy Wheeler reported on the Health Insurance rates for 2018 which decrease approximately 8%. Open enrollment will be in December and the Board said they have no changes. The Dental premium is increased by 3.2%. The life insurance and short term premiums also decreased. Nancy spoke to the Board about research regarding the 30-60 day waiting period for insurance benefits for a new hire. Nancy will check on making changes to the policy for a 30 day period only, review with HealthTrust and the Board will discuss at the next meeting. Nancy received the quotes for the actuarial retirement benefits study and would like to recommend Jefferson Solutions at a rate of $2100.00 and the study will be done by end of the year. The study is required every two years. Chris Bowes made a **motion** to award the contract to Jefferson Solutions at a cost of $2100.00. Motion was seconded by Don Harty, all voted in favor.

Kelly Dearborn-Luce reported on the following: The Economic Development committee will be ordering signs for the ERZ zones once DRED has approved the zones. Kelly and Mike Tardiff met with DRED last October 11th and the application process looks good. A letter is drafted to send out to the property owners of the ERZ zones. Bridgett from DRED will attend a BOS meeting or ECD meeting to discuss and explain the process further. The Hazardous Mitigation Committee met last Wednesday and started the 2018 updates. The schedule is posted on the web site. The regular meeting date for November 6th was discussed and another date or a special meeting may be required. The State auction sent a receipt and thank you letter for the sale of the Highway truck. Bobbi-Lynn Thomas sent an email regarding a neighbor that is interested in purchasing a town owned lot on Goboro Road. Don Harty wanted to make sure the abutters have been notified and if they had an opportunity to make an offer. Kelly said previous correspondence was sent out but the names or new owners will be checked again.

**Discussion:**

##### Tax payment agreement for 17 Goboro Road was discussed and the Board reviewed the Attorney’s

##### opinion. Chris Bowes made a motion to approve the tax payment agreement for Map U5, Tax lot 64.

##### Motion was seconded by Don Harty, all voted in favor. Kelly will send agreement for signature to the

##### property owner.

##### Prepare salaries and wages – Board asked Nancy to copy the Thornton study wages and they

##### will discuss wages at the next meeting.

Web Site proposals/review – Kelly said the bid proposals were opened last meeting and copies were made for Hugh. Nick form the Fire Department, Nancy and Kelly are also reviewing the scope of work. Reviews are not finished to make any recommendations to the Board yet.

Tax Rate setting – Nancy Wheeler spoke about the tax setting for 2018. The Municipal share is $4.98. The County share is $2.89. The local education is $15.97. the State education is $2.24 for a proposed total tax rate of $***26.08***. The increase is $1.05 from 2016. Last year the BOS used $150,000 of fund balance to reduce the tax rate.  That amount would translate to .35 in this year’s rate.  The current fund balance is $2,109,973 or 16.78% of total operating expenses.  Using $150,000 for the tax rate would reduce the FB to 15.58% - $1,959,973.  A fund balance of 12% would be $1,509,572.  The Board discussed unassigned funds balance and would like apply (to the tax rate) Hugh suggested 12%. Chris would like to compromise and use $175,000.00. Don Harty agreed with the amount to help reduce the tax rate. Don also noted the last 6 years of tax rates and the decreases. Chris Bowes made a **motion** to expend $175,000.00 out of the unassigned fund balance to reduce the tax rate to $4.57 (town portion). Motion was seconded by Don Harty, all voted in favor. Nancy will send information to DRA for the final tax rate. The Board will meet to sign the Warrant.

**Minutes for review and discussion:**

Draft – October 16,2017 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Don Harty, all voted in favor.

**Minutes to sign:**

October 9, 2017 were reviewed and signed.

Final – September 11, 2017 Hugh Curley, via phone conference, made a **motion** to approve the final minutes. Don Harty seconded the motion, all voted in favor. (Chris Bowes abstained.)

Non-public minutes X2 sessions were reviewed. Chris Bowes made a **motion** to approve the non-public minutes for both sessions. Motion was seconded by Don Harty, all voted in favor.

**Selectmen Liaison Reports:**

Chris Bowes said he had spoken with Rick during the week about the Emergency planning and Handbook.

Don Harty said the floor for the Town Highway garage has been poured and looks good. The Library water line is completed and the landscaping looks good. Don talked with Gordon about paving the New Orchard Road where the water shut off valves are and he will speak with property owners as well. Don spoke about the proposal for a new Town Office and Kelly is working on some floor plans with the Staff. The previous thought of 3200 square feet and attaching to another building will not legally be beneficial to help with the lease so the proposal may be a 2-story building. The test pit has been done for a septic system. The Town of Loudon just built their Town Office and Don toured the building. Their building is 9000 square feet and cost approximately $1.1 million.

**For your Information:**

NHMA conference for Nov 15 & 16

ZBA Court hearing date

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

Joni Kitson asked about the fund balance amount to put towards the tax rate and if the Board was going to use that fund to help offset the cost of the proposed Town Office Building. Don Harty said that has not been discussed yet.

Len Gilman spoke about the previous group for the Meeting House and concerns with parking and roadways had to be addressed too and not just with the building.

Virginia Drew said she is familiar with the parking needs for the Library with events.

At 8:05PM 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*.