**BOARD OF SELECTMEN’S MEETING**

Monday, October 16, 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; Hugh Curley, Vice Chair / via phone conference; J. Chris Bowes, Selectman; and Kelly Dearborn-Luce, Recording Secretary.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Betsy Bosiak, Mary Frambach, Dick Frambach, Maryann Zirngiebel, Virginia Drew, Glenn Horner, Jay Hickey, Chief Yeaton, Kathy Desroches, Dawn Blackwell and Gordon Ellis.

The group recited the Pledge of Allegiance.

Don Harty noted that it was the 11th anniversary date for Officer Michael Briggs and asked for a moment of silence in his honor.

**Review and Accept Agenda** Chris Bowes made a **motion** to amend the agenda for added signatures items. Don Harty seconded the motion. All voted in favor.

At 6:04PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (c) reputation. Don Harty seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 6:10PM 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, The roll call vote to not seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

Chris Bowes made a **motion** that the Board did agree with the Attorney’s notices and they would start the eviction process for Map U13, Lot 40. Motion was seconded by Hugh Curley, all voted in favor.

**Staff:**

Nancy Wheeler reported on the Budget committee meeting for the Board to present their budget has been moved to November 16th. The Tax rate setting is in process and waiting for DRA. The Health insurance premium rates are not in yet. The quarterly payments have been made. The NHMA conference is Nov 15 and 16 and Nancy will be attending both days.

Kelly Dearborn-Luce reported on the following: The NHMA conference is scheduled for Nov 15 and 16th. Kelly would like to attend on Thursday and Donna Randall will be in the Office. The Hazard Mitigation Update for 2018 is scheduled for this Wednesday at 1pm. The notices for closing on Saturdays have been posted and the last Saturday will be Oct 28th. We have received 3 web site proposals and Kelly asked the Board if they wanted to open the proposals tonight, although not an agenda item, and once the proposals were open Kelly and staff could review them and compare all notes and report back to the Board next meeting. The Board agreed and Don Harty opened the proposals:

Sprout for Business LLC estimate was $12,000.00 for set up and $9.30 a month / hosting.

ReVize Government Web Sites was $9,300.00 for set up and $1,800 a year for maintenance.

Virtual Town & School Site was $8,000.00 for set up and $2,000 a year maintenance.

Kelly will send copies to Hugh and meet with staff for further review and report back to the Board.

A letter from a resident was received expressing his appreciation for the fine work Gordon and Hutch (Highway Department) did on Center Hill Road near his property.

**Signature Items:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

The heating fuel contract for Hebert Fuel for the 2017-2018 heating season was previously approved. The Board reviewed and signed the contract.

The Town report estimates for printing were discussed. Kelly noted that the printing company last year had not responded in a timely manner about the estimate for this year. Kelly discussed the other quotes and recommended to the Board that R.C. Brayshaw & Co Inc print the 2018 town report at a cost of $2,128.00. Chris Bowes made a **motion** to approve the estimate for printing of the town report from R.C. Brayshaw Co. Motion was seconded by Hugh Curley, all voted in favor.

An application to the Liquor Commissioners from Hilltop Pizza was reviewed. The Liquor Commissioner is looking for a letter from the Board stating that there are no zoning or current concerns for the license to be issued. Chris Bowes made a **motion** to approve and send the letter to the Liquor Commissioners. Motion was seconded by Hugh Curley, all voted in favor. Board signed the letter.

The Police Department annual Grants for DWI Patrols, STEP (traffic enforcement) and Distracting Driver were reviewed. Hugh Curley had a concern about hours being worked on for the Grants and he will follow up with Chief Preve. Chris Bowes made a **motion** to approve and sign the Grants. Motion was seconded by Hugh Curley, all voted in favor. Don Harty, Chair signed all 3 Grants.

At 6:30PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel. Don Harty seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 6:41PM 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, The roll call vote to not seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

Chris Bowes made a **motion** to approve the revised job description for Paramedic. Motion was seconded by Hugh Curley, all voted in favor.

(Hugh Curley no longer on phone conference)

**Review of budgets with Department Heads:**

Highway, Gordon Ellis, Road Agent – reviewed line items on his budget. Increase of bottom line for salary for Robert Hutchins and training conferences. Gordon spoke about purchasing a truck and Don would like Gordon to keep the Board informed before deciding to purchase as the Board should be involved with the purchase. Board asked Gordon about the Part time line item and Gordon said he would still like to hire but it’s difficult to find part timers and the prison workers are no longer doing the program in this area.

Gordon also spoke about the conversations with Chichester Highway about sharing resources. They would like to share equipment next year and maybe share departments in near future.

Town Clerk/Tax Collector, Dawn Blackwell – reviewed her budgets. The only increase is for computer support. Some of the line items are decreased due to number of elections to be held. Dawn did purchase booths this year.

Planning Board, Kathy Desroches, Chair – reviewed the budget and some of the items discussed were Master Plan updates which are behind schedule and the CIP which will be reviewed this year.

Zoning Compliance Officer, Jay Hickey – reviewed his budget with the Board on the increase for salary and hours as the Department has been busy with permits and zoning cases.

Zoning Board of Adjustment, Glenn Horner, Chair – reviewed handouts of his budget and noted that an adjustment will be made of $400.00 due to increase of number of cases.

**Discussion:**

Don Harty noted that a request from an employee was received for waiving the 60 day waiting period for Health Insurance benefit. The Board discussed the rules and regulations of the Insurance policy and it was stated in the policy that the waiting period, unfortunately, could not be waived and with no exceptions. There is a process that the Board could follow to establish a procedure in the future. Therefore the Board denied the request.

NWCG Handbook submitted by Rick Bilodeau regarding Emergency Operations was discussed. The hand book is for reimbursement pay schedules. Rick would like to adopt the procedures. Chris Bowes, Liaison for Emergency Management will discuss further with Rick.

CASA requested funds for their organization. The Board discussed again this year and agreed that the services are not provided just for Epsom residents therefore the request for funds are denied. Don asked Kelly to send a letter.

The request for tax payment agreement was discussed last week and the Board wanted an opinion from the Attorney. The Board reviewed the legal opinion and discussed deeding and lien process. Chris read the auction sale/deed notice which states they knew there were unpaid taxes. Don would like more information regarding the authority to lien or deed the auction sale of the property if back taxes are not paid. Kelly will research and write up a draft agreement for review.

**Minutes for review and discussion:**

Draft – October 9, 2017 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Don Harty. Hugh Curley not present. All voted in favor.

**Minutes to sign:**

Final – Minutes of September 25, 2017 were signed.

Final Minutes of September 11, 2017 required approval from Hugh (as Chris Bowes was not present for the meeting).

**Selectmen Liaison Reports:**

Chris Bowes spoke about the Eagle Scout project by Tucker Jones. Tucker built a beautiful retaining wall in Webster Park. Chris showed the pictures and said it was good work and the Park looks great.

Don Harty said he spoke about the new proposed town office last week and he has been following up with some ideas of floor plans and talking with staff on plans. The previous thought of less square footage will not be enough required office space so there will be new ideas and discuss further. The Library is now on town water. There were some issues like ledge that it made it a little difficult and now finishing the landscaping.

**For your Information:**

NHMA Conference newsletter

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

MaryAnn Zirngiebel asked what was being built behind her property. Betsy said it was Adam Towne’s business condos.

Joni Kitson asked about the curb stops on New Orchard Road. Don Harty said he would speak with Gordon and property owners first about paving. Joni also spoke about the articles in the paper and community page about the proposed town office building. Joni said there were positive comments too.

Virginia Drew said she thought the Virtual Town and School web site design was the preferred company.

At 7:47PM 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*.