**BOARD OF SELECTMEN’S MEETING**

Monday, October 9, 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; J. Chris Bowes, Selectman and Kelly Dearborn-Luce, Recording Secretary. Hugh Curley, Vice Chair was in attendance via telephone conference.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Ralph Weeks,Joni Kitson, Alison Parodi, Robert Paine, Lola Duffort (Concord Monitor), Debbie Sargent, Virginia Drew, Len Gilman and Marylou Keane.

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.

**Scheduled Time:**

Review budget with department heads; Fire Department, Welfare, Conservation/Swimming and Library.

Conservation Commission- Alison Parodi discussed the budget with the Board. Alison noted that one of the increases is for the Bartlett property appraisal, which is property that abuts the Town Forest. Hugh asked if Bear Paw would be managing the land when purchased and Alison said yes. Hugh said he had concerns with the capacity of the Company.

Swimming – Alison also spoke about the swimming budget and the increase if for an extra instructor.

Alison would like to schedule to be on the agenda to speak with the Board about the land easement that had previously been approved. Kelly will contact Alison with a date and time.

Library – Robert Paine spoke to the Board about the Library budget and the overall increase is about 3.4% which will be lower due to the oil & electric estimates submitted by error. There is a 10% increase for books each year. The new water hook-up is an added line item.

Robert mentioned that the mutual working relationship with the Board and the Trustees is appreciated.

Welfare Budget – Patricia Hickey updated the Board on the Welfare budget and spoke about the process for clients and the reimbursements. Patty said the welfare vouchers are not a gift and it is like a loan which they need to pay back. The reimbursement amount for 2017 is $8,596 and the bottom line for vouchers was $12,851. There is an increase in the budget of 2.21% which includes more hours. The Board thanked Patty and Hugh said she is doing a great job.

Fire Department – Chief Yeaton presented his budget to the Board. Chief discussed line items of overtime, full time, part time and the increase is approximately $1.00 more an hour for coverage. There is an increase of 3% for dispatch, 1.4% for equipment repair and maintenance.

Chief spoke about the maintenance and warranty of the Life Pack Monitors which is not in the budget yet as he needs to obtain some quotes first. Chief would also like to address some concerns with the deck on the Fire Station. It may need to be repaired, removed or rebuilt. Don Harty asked the Chief to get some quotes for the deck.

Patricia Hickey, Welfare Director – Performance review discussion, non-public session. At 6:50PM 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, and Chris Bowes – Yes. Motion passed. At 6:57PM 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.

Note: Hugh Curley is no longer available via phone conference for the meeting.

**Staff:**

Nancy Wheeler reported on the propane quote which was locked in at $1.42 per gallon for the season. Nancy has requested quotes for the actuarial retirement benefits study and will discuss at the next meeting. Nancy said during the BMSI training there are new updates for payroll process. Nancy asked the Board if there were any changes in the Health Insurance and the Board said no, not at this time.

Kelly Dearborn-Luce reported on the following;

The printing of the Town Report; the company we used last year has not responded about the quote this year and the same representative is no longer with them. Kelly asked the Board if she could contact the other bidders for quotes without going out to bid again and the Board agreed. (The quotes were not over $3,000.00. as per policy requirements). There are three different tax payer agreements to be discussed and the Board reviewed the details with Kelly. It was agreed that the *default* on the agreement can now be deeded, the *deeded property* that did not purchase back as previously discussed will need to start the eviction process and the *request* for an agreement will need a legal opinion before making the decision. Kelly will follow up with the Board at the next meeting.

The Hazard Mitigation update for 2018 will begin on October 18th. The Board reviewed the committee members again. Chris Bowes made a **motion** to appoint the following to the committee: Police Chief, Fire Chief, Emergency Management Director, Road Agent, Administrative Assistant, Health Officer, Conservation Commissioner, Zoning Compliance and one Selectman, Chris Bowes said he could attend some meetings. Motion was seconded by Don Harty, all voted in favor. Kelly noted that the information of the 2018 Mitigation updates was on the web site and there will be a press release of the meetings. Kelly discussed the Budget meetings and Don or Chris will take turns presenting the Budget to the committee if Hugh is unable to attend.

The proposed warrant article for 79-E (Tax incentive) is being revised to be specific for businesses in the Goboro Road area. Kelly will be notifying the members of SVRTA after budget season to see if there is an interest in starting up the meetings again.

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Revised agreement for tax payer was discussed. Kelly noted the taxpayer was in the hospital at the time the agreement was written and is just now able to sign.

Intent to cut for R01-7 - Chris Bowes made a **motion** to approve the intent to cut. Motion was seconded by Don Harty, all voted in favor.

Job Description for Office Staff was reviewed. The revised description was discussed in June for the new hire and now needs to be signed for files.

**Discussion:**

EOC Phone quotes were discussed. Kelly said meetings were held with Rick Bilodeau, Nancy Wheeler and various vendors for proposals for a new phone system. Rick is working on a Grant to receive funds for the new phone system for the Emergency Operating Center and the Town Office, being the back-up office, will be able to be part of the same Grant money. The recommendation is to hire TeleTechniques for the new phone systems. The Fire Department system is estimated at $5,905.00 and the Town Office system is estimated at $5,430.00. Chris Bowes made a **motion** to accept the estimates for the new proposed phone system and move forward with Grant application on a 50/50 split cost. Motion was seconded by Don Harty, all voted in favor.

Employees request for vacation time extension was discussed. The vacation hours may be extended but the personal hours are not carried over. Chris Bowes made a **motion** to approve only the vacation hours to be extended for the 2 employees. Motion was seconded by Don Harty, all voted in favor.

Town Office proposal was discussed. Don Harty has been researching some information to see if the Board wanted to move forward and obtain preliminary plans for a new constructed Town Office at the land by the Police Department building. Don spoke about the history and failed vote from last time it was proposed. Don would like to have local contractors bid on this project. Don also spoke about the language in the lease at the current location of town office and the square footage needed or the rental of the space before the Landlord would consider terminating the lease. Don asked Kelly about the time line for bids and warrant articles. If there is a bond involved, the RFP would need to go out and returned in first week of November to meet budget deadlines.

##### MINUTES FOR REVIEW AND DISCUSSION

Draft – September 25, 2017 were reviewed. Chris Bowes made a **motion** to approve the minutes as written. Don Harty seconded the motion, all voted in favor.

**MINUTES TO SIGN**

Final – September 11, 2017 were reviewed. Don Harty signed them. Hugh Curley will sign when he returns.

Non-Public minutes – September 25, 2017 (x4) were reviewed. Chris Bowes made a **motion** to approve the minutes as written. Don Harty seconded the motion, all voted in favor.

**Selectmen Liaison Reports:**

Chris Bowes said he spoke with the Fire Chief and is still working on resolving a Grant.

Don Harty said he spoke with Gordon about the Echo Valley bridge project which is almost completed and looks good. The meetings with BCEP went well and they hired Lisa Stevens as the new Administrator. The water line installation for the Library is still on-going and they ran into another problem. Don said the hook-up to the Library with the existing pipe is under the floor and WSO will need to cut through floor (and ledge at frost wall) which will be troublesome but may not be more of a cost. The leak at the Old Town Hall needed to be repaired and while WSO was there, they were able to take care of it and Don did authorize the work to be done, as time was of essence and the cost estimate was $700.00. Don asked for a formal approval and Chris Bowes made a **motion** to approve the expenditure of the $700.00 for the repair. Motion was seconded by Don Harty, all voted in favor.

**For your Information:**

ZBA Public Hearing notice for Oct 18th for special exception of motor vehicle sales on Dover Road.

Liquor License application to the NH Liquor Commissioners for Hilltop for new owner Mark Chown.

Notice from NH Forest & Lands regarding change of Forest Ranger Districts/Personnel.

Comcast customer notice regarding channel changes.

NHMA Newsletter for October.

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

Virginia Drew asked about several topics; Town report printing as the State does printing, the job description for staff previously discussed in public and town office proposal discussions in public.

Debbie Sargent asked about the new assessing firm and the Board said it was M&N Assessing.

Len Gilman said he was appalled about the discussion on proposing a new town office due to square footage.

Joni Kitson asked about the agreement with Allenstown. Board explained that there was a consideration of shared services but it was not feasible to agree to at this time.

At 7:50PM 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*.