**BOARD OF SELECTMEN’S MEETING**

Monday, September 25, 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, Betsy Bosiak, Tony Sultani, Mike Tardiff, Debbie Sargent, Steve Warner, Len Gilman and Cameron Hebert.

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**

6:00PM Mike Tardiff, CNHRPC re: Economic Development - Mike spoke about the committee and meetings and the group has developed an area for revitalization. Jack Bowes presented the committee with a video showing the lots that may be developed for future growth and Mike had taken still photos from the drone views and from the street. Mike spoke about the application process and Kelly & Mike will present the application to DRED. The Board suggested to contact the land owners before the application process for feedback. The Board also discussed the warrant article for RSA 79-E for tax credit for businesses.

Heating Fuel Bids were opened. Don Harty read the bids:

Rhymes Heating was 1.98 per gallon fixed until May 31st.

Davis Fuels was 2.059 per gallon fixed until May 31st.

Hebert Fuels was 1.999 per gallon with contract price until April 30th.

The Board discussed the quotes and Hugh said he would like to support local business. Chris stated they cannot be biased, need to be consistent with awarding bids to lowest bidder. Don said years ago the bids were so high they had no choice but to award to the lowest which left the local businesses not wanting to bid at all. After further discussion of local business and the oil & propane usage, Hugh Curley made a **motion** to award the 2017-2018 heating fuel oil bid to Hebert Fuels at the amount of $1.999 per gallon with contract until April 30th. The motion was seconded by Chris Bowes, all voted in favor.

The NHDOT Highway Fund monies were discussed. Don Harty would like to have yellow lines painted on the roads and Kelly submitted an estimate for the miles and prices.

Center Hill Road (paved) = 1.54 miles

Mount Delight 1.31 miles

New Orchard (paved) = 1.97 miles

New Rye 2.01miles

North Pembroke .93 miles

Swamp Road 1.49 miles

Total number of miles for above roads = 7.94 X cost at $580.80 per mile = $4,611.55

The Board discussed the miles and types of roads. Don asked if there was a price difference between double or single yellow line and Kelly said she did not receive a reply from the Company. Gordon said (legally) you cannot paint just a single yellow line and the Companies will not paint just one line.

Don calculated the lines/miles again and noted that there is still $2,000.00 left in budget. Gordon said he disagreed with Don about not having painted lines was a safety issue and by lining some of these roads would remove the rural effect in town. Gordon also stated that the safety issue of the painted lines would go away if traffic drove the speed limit or less.

Chris said he can see striping New Orchard, North Pembroke and after further discussion on “through” roads, agreed that Center Hill could be striped too. The Board agreed with the 3 roads.

Gordon spoke about the use of the DOT Funding. Gordon said $3500 was spent on paving a small part of North Pembroke Road and he would like to pave & regrade Chestnut Pond Road which would estimate about $70,000.00 and also finish section 3 of New Rye Rd for top coat.

Gordon also spoke about the Echo Valley Bridge project which is almost completed and they will do the guardrail, paving & planting this week.

New Hire – The Board, with Kelly and Nancy, held interviews for the part time Office Staff position. Chris Bowes made a **motion** to hire Donna Randall for the part time Office Assistant at a rate of $15.00 an hour effective tonight. Hugh Curley seconded the motion, all voted in favor.

At 6:38PM Chris Bowes made a **motion** to go into non-public session for discussion and review of personnel performance evaluations, 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 7:28PM the Board returned from non-public session. No decisions were made. Hugh Curley made a **motion** to not seal 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.

Performance Evaluations and/or Reviews for: Jay Hickey, Nancy Wheeler and Gordon Ellis.

**DISCUSSION**

Budget meetings schedules for October – Kelly presented the time line schedule for meetings and hearings. Kelly noted that there will be 3 meetings in October for budget time.

Hugh mentioned he will be away for some of the meetings but can be available through phone conference if needed. Kelly will schedule the Department Heads for those 3 meetings in October.

Review of Budgets – Nancy reviewed and discussed the budget line items with the Board.

Nancy is still waiting for the Library budget and for the Selectmen to decide on salaries. The preliminary increase will be between 2.89% and 3.1% .

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

The report of cut/Timber Tax for Map R4 – Lot 25 was reviewed. Chris Bowes made a **motion** to approve the timber tax levy. Motion was seconded by Hugh Curley, all voted in favor.

Intent to cut R06-3&4 was reviewed and signed. Chris Bowes made a **motion** to sign the Intent to cut, motion was seconded by Hugh Curley, all voted in favor.

MetroCast sale was discussed again. At the last meeting Hugh wanted a question answered regarding returning equipment. Hugh Curley made a **motion**: The Town of Epsom has received a request from MetroCast Cablevision of New Hampshire, LLC (“MetroCast”) to assign to Atlantic Broadband (NH-ME), LLC, the cable television franchise held by MetroCast. The Franchise requires that MetroCast obtain the Franchising Authority’s prior consent for the assignment of the Franchise by MetroCast to Atlantic Broadband. The Town of Epsom hereby grants the request of MetroCast Cablevision of NH, LLC to assign its Franchise within the Town to Atlantic Broadband (NH-ME), LLC. This resolution is effective upon adoption. Passed and adopted the 25th day of September 2017. Motion was seconded by Chris Bowes, all voted in favor.

**Staff:**

Nancy Wheeler reported on the propane pricing and Rymes is offering $1.42 to lock in now. Board discussed the increases and market pricing due to recent storms. Joni Kitson said the school just locked in and the Village locked in at $1.34. Board asked Nancy to call for current price. Chris Bowes made a **motion** to have Nancy call Rymes tomorrow and if price had not changed or if lower, the Board agreed to lock in now. Motion was seconded by Hugh Curley, all voted in favor.

Nancy also spoke about the retirement benefits actuarial and the Board agreed that she could contact the companies that will do the study and obtain estimates. Nancy noted that HealthTrust has some improved changes with the flexible spending plan. There will no AP next week. The quarterly report for the Haz Mit Grant for New Orchard has been submitted. Hugh asked about the Grant with the Fire Chief and Nancy said no other Grant updates yet. Chris said he will follow up with Fire Chief. Nancy asked the Board about the 2017 (second) half of the wage increases and Don said they are almost done with the performance reviews and will let Nancy know after next meeting.

Kelly Dearborn-Luce reported on the RFP for the new Web Design. The Hazard Mitigation updates may start in late October or early November and the consensus was that Wednesday’s at 1pm (until 3pm) were the best times.

##### MINUTES FOR REVIEW AND DISCUSSION

Draft – September 11, 2017 were reviewed. Hugh Curley made a **motion** to approve the minutes. Motion was seconded by Don Harty, all voted in favor. (Chris Bowes abstained as he was not present for meeting).

**MINUTES TO SIGN**

Final –August 28, 2017 were approved and signed.

Non-Public minutes – September 11, 2017 not sealed. Hugh Curley made a **motion** to approve the minutes. Motion was seconded by Don Harty, all voted in favor. (Chris Bowes abstained as he was not present for meeting).

**Selectmen Liaison Reports:**

Hugh Curley spoke about the BCEP new Administration hiring process. As Hugh will not be in area for the next BCEP committee meeting, Hugh made a **motion** to appoint Don Harty to represent the Board of Selectmen and attend the meeting in his place. Motion was seconded by Chris Bowes, all voted in favor. Hugh said the Planning Board was working on the new Paintball area and the Budget Committee will be setting their meeting dates.

Chris Bowes said Webster Park is still working on the planting proposals.

Don Harty spoke about the top soil at the Meeting House and Herbie Bartlett quoted about $300-350.00 to grade. Don will discuss the mowing and obtain a quote to have the area of Old Town Hall and Meetinghouse done for next year. Don spoke about a concern with an employee, the Road Agent, directing traffic while a contracted company was paving. Don spoke with Gordon and Gordon said he oversees all paving contracts and the road was closed at the time and not doing traffic control. Don asked Kelly to review the town policy as a concern about safety vest was mentioned also. Don read the current policy and asked Kelly to send a memo to the Department Heads regarding this policy and a memo to Gordon about the contracted paving company being responsible for their own traffic control/flagging.

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

Tony Sultani spoke to the board about an issue of draft minutes that were on the web site. Kelly noted that it was a template and draft sent was by human error. Tony also said the DOT money didn’t need to be spent and agreed with Gordon about the lines on the rural roads.

Joni Kitson said she knew the posting of the template minutes was an honest mistake but that it did mention the name of new hire which she felt could be a concern.

Len Gilman spoke about the road closure for Echo Valley and the bridge on Old Turnpike Rd.

Betsy Bosiak asked about the sale of MetroCast, safety vest as part of the uniforms, Planning Board to purchase paint color charts and that white side lines were better than the yellow lines for our roads,

Debbie Sargent asked about the contract and service with the sale of MetroCast. There are 6 years left on the contract and the new owners (Atlantic Broadband) will have same contract to adhere to. Betsy said the MetroCast lines needed to be replaced.

**For your Information:**

Resignation letter from Earl at BCEP

Executive Council newsletter

Xfinity reporting procedures

Fire Dept. incident report for July & August

At 8:55PM 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 9:24PM the Board returned from non-public session. Chris Bowes made a **motion** to not seal the minutes. Hugh Curley seconded the motion. A roll call vote to not seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 9:25PM 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*.