**BOARD OF SELECTMEN’S MEETING**

Monday, September 11, 2017

Call Meeting to Order **4:45PM**

**DRAFT**

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

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

**Hugh Curley \_\_\_\_\_\_\_\_ or amended on \_\_\_\_\_\_\_\_\_\_**

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

**Present:** Donald Harty, Chair; Hugh Curley, Vice Chair; and Kelly Dearborn-Luce, Recording Secretary.

J. Chris Bowes, Selectman, absent

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Len Gilman, Virginia Drew, Dick Frambach, Dawn Blackwell, Glen Horner and Wayne Preve.

The group recited the Pledge of Allegiance.

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

At 5:26PM Hugh Curley made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel/interviews. Don Harty seconded the motion. A roll call vote was Don Harty – yes and Hugh Curley – Yes. Motion passed.

At 6:00PM the Board returned from non-public session. No decisions were made at this time.

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

**Signature:**

1. Accounts Payable/Manifest was reviewed and signed.
2. Payroll was reviewed and signed.
3. MetroCast franchise sale was discussed. Kelly reviewed the email from Attorney regarding the motion to accept the franchise sale. Hugh Curley would like to add a sentence in the agreement or ask the question if the business office moves to an outside location and our residents need to travel a distance to the office, how the new company would handle returned equipment. Kelly will check with Attorney to see if amendments can be made to the existing contract and contact Atlantic Broadband to discuss.
4. MS 1 Report for DRA was reviewed. The Board reviewed the written explanation provided by Tim Northcott, M&N Assessing which highlighted some points of the report. Hugh Curley made a **motion** to approve the MS1 with a net value of $417,478,855 and the MS-1V (village) net value at $57,622,817. Don Harty seconded the motion, all voted in favor.

**Staff:**

Kelly Dearborn-Luce reported on the following: State auction on October 14th. The Saturday hours have been posted noting the change starting in November; the Selectmen’s office will not be open and the Town Clerk’s office will only be open on the last Saturday’s of the month. The mowing clean-up has been done around the Meetinghouse and the Library paid for it and the Board will consider adding a line item in the budget for clean-up at the Meetinghouse & Old Town Hall for next year. Don Harty spoke about the water line and hydrant that is being done now. Also Herbie Bartlett has been asked to take care of the top soil that the Frambachs had asked about. Hugh asked about the cost and contours and Don will follow up. The memo regarding the tax lien/deeded properties was discussed with the Board. On the non-payment agreements Board suggested to start the notices and process. The request for fuel bids have been sent out and the Board will open them at their meeting on the 25th. The Hazard Mitigation committee has been notified that meetings should begin in October. The revisions of the Employee handbook have been sent via Email to the Departments and the price for the printed books is $68.75 for 25. Board signed the final page and agreed to have 25 copies made at this time. Economic Development Committee meeting to be held on September 12, 2017 and the group has established some zones/areas which could be potential growth for businesses.

Nancy Wheeler reported on the budget spreadsheets. The Budget Committee will be meeting on the 14th. Kelly will post it on the web site. Nancy reviewed the expenditure reports with the Board. The propane pricing has not been determined yet. The Board had previously asked about the payment for the police cruiser and Nancy provided a synopsis for the Board to review. Hugh Curley made a **motion** to move $9,500.00 from the detail fund to the operating budget for the purchase of the 2017 vehicle. Motion was seconded by Don Harty, all voted in favor.

**Discussion:**

Donation to accept for Webster Park replanting was reviewed. Hugh Curley made a **motion** to accept the donation of $200.00 from Kitchen Klean Inc. Don Harty seconded the motion, all voted in favor.

**SCHEDULED TIME**

6:45PM DEPARTMENT HEAD MEETING

Dawn Blackwell, Town Clerk/Tax Collector – Dawn spoke about the State DMV software (Vision) and they will install the new software over Columbus Day week. There will be a press release. Dawn will be closed that Monday & Tuesday in October since they cannot use the State system and be open Wednesday to make up for the loss time. She will advertise the hours on web site and local paper. Dawn also spoke about the Conference she attended and there is a new form for voter registration at elections, which is SB3. Dawn said during the conference they recognized the Town Clerk from Jefferson for her 50th years of service!

Jay Hickey, Zoning Compliance Officer reported on the following: Blake’s Campground is now owned by Spike Horn LLC and known as “Getaway” and they are replacing the campers with tiny houses. Aroma Joes is now planning on using the entire lot and will be back to the planning board. Metal roofing company is new and doing well. Kingston is replacing their older mobile homes and they are allowed to have 133. Queens Lane is now being occupied. Kings Grant is planning on more units and is shifting some homes due to flood elevations. David Smith is working on his 40 lot subdivision and new roads, Larry Wiley is putting in storage units and the new paintball business will be finishing up with the planning board. Jay said he has been really busy with complaints too.

Glenn Horner following up from Jay‘s notes, the ZBA is busy and the Paintball has been approved and now waits the 30 day appeal process. Mostly Chichester residents were at the meetings. The Kingston case has been reviewed by Attorney and the appeal will be at superior court. A seasonal home to a year round home has been approved and they have signed the waiver of liability.

Chief Preve spoke about the 2015 cruiser that will not pass inspection and is over warranty the repair cost is at $580.00. Chief said they are busy with accidents and the change is good as they work very well together with the Fire Department. The Grants are done and will be working on new ones for 2017-2018. On September 13th they are holding oral boards for new candidates. 6 of the candidates passed the testing. The budget is done except for the salaries which he will leave blank for the Board and the Budget committee and hopes salaries or increases are straight across the board. Hugh asked the Chief about the liability process when an accident causes damage to Town property. Chief explained the DMV Financial department process and the other damages (kicked window out of cruiser) would be dealt with through the court system. Hugh wanted to know if the Town could receive any reimbursement. Kelly will follow up and send letter and information to Hugh.

Chief Yeaton said the Fire Department has been very busy and still with overdoses and accidents. There is training scheduled for tonight and about 40 people attending, from 4-5 different towns. Chief spoke about the sharing of resources and equipment with other Towns. The ladder and pump testing is scheduled. The ambulance had brake work done. The first draft of the budget is done and he is also leaving the salaries blank for the Board. The increase from Dispatch center will be discussed at a meeting on Friday. The part time personnel line may increase due to shift coverage. The new hire (Tim) starts on the 25th and the sad news is Zach resigned. Joel is working with the new construction project which may install a cistern for sprinkler systems. Chief attended the construction meeting regarding the Suncook River. The minutes from the meeting will be distributed. Chief noted the truck traffic due to the river construction will require flaggers and no temporary bridge on Route 4. Chief is working on completing the Emergency FEMA grant from 2015.

Other Reports:

Dale Sylvia, Health Officer was unable to attend but did not have anything to report.

Patricia Hickey, Welfare Director was unable to attend but did not have anything to report.

Gary Perry, Webster Park submitted a report which Don Harty read.

Gordon Ellis, Road Agent was unable to attend and submitted his mileage report.

##### MINUTES FOR REVIEW AND DISCUSSION

Draft – August 28, 2017 were reviewed. Hugh Curley made a couple of amendments to the minutes.

Hugh Curley made a **motion** to approve the amended minutes. Motion was seconded by Don Harty. All voted in favor.

**MINUTES TO SIGN**

August 30th 8AM, August 22nd at 9AM & Final of August 15, 2017 were reviewed and signed.

Non-Public minutes – August 28th (x2) were reviewed. Hugh Curley made a **motion t**o approve the non-public minutes for both sessions. Don Harty seconded the motion, all voted in favor.

**Selectmen Liaison Reports:**

Hugh Curley said BCEP is finalizing the interviews for Administrator. Hugh will complete Jay Hickey's performance review which will be scheduled for the 25th.

Don Harty spoke about the NHDOT funds and that a small portion of North Pembroke was finished for $3,500.00 and Chestnut Pond paving would cost about $70,000. Don would like to see the yellow line stripping done. The cost for stripping is approximately $580.00 per mile. Don asked Kelly to provide some numbers for the following roads: New Orchard, New Rye, Center Hill, Mount Delight and North Pembroke. Hugh spoke about Copperline Road needing some attention with cracks in the road and also the street signs could be bigger print. Len Gilman noted the yellow line is faded (almost gone) on North Road.

Chris Bowes was unable to attend but Kelly noted that the Route 4 Rest Area has been cleaned up by the great efforts of Dave Fiorentino and Gary Tasker. Area looks good and thank you letters have been sent. The Economic Development has created a map with potential lots and his son Jack Bowes was able to use his drone to obtain a great aerial video for the committee to review. Rick Bilodeau’s performance evaluation will be reviewed on the 25th.

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

Joni Kitson asked about the Highway uniforms and the invoice for jeans. Don Harty will check.

Len Gilman spoke about the yellow lines again and maintenance of the uniforms for Highway personnel.

Virginia Drew noted that the Budget Committee meeting was not on the web site.

**FOR YOUR INFORMATION**

NHMA Newsletter/training sessions

ZBA decision Re: Paintball

Comcast notice to customers

Governors notice Re: NHDOT 10 year plan meetings

At 8:18PM Hugh Curley 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*.