**BOARD OF SELECTMEN’S MEETING**

Monday, August 28, 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, Len Gilman, Maryann Zirngiebel, Edward Merrill (Metrocast), Bill Dodge, Debbie Sargent, Dick Frambach, Tim Sult, Virginia Drew and Gary Benner.

The group recited the Pledge of Allegiance.

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

**SCHEDULED TIME**

6:00PM Fire Chief - discuss performance review.

At 6:01PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel, performance reviews. 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.

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

Chief Yeaton introduced a new hire for the Fire Department. Tim Baldassare. Tim is Firefighter level 2 and a Paramedic and will be a lateral transfer for CPAT. Tim has been in the Fire Service for 10 years and recently in another community. He lives in Town with his family. Chris Bowes made a **motion** to hire Tim full time on the Epsom Fire Department upon Chief’s recommendations. Motion was seconded by Hugh Curley, all voted in favor. The Board welcomed Tim!

6:30PM Public Hearing to accept & expend funds: Don Harty opened the hearing and read the notice for accepting the funds from State of NH DOT; in accordance to RSA 31:95-b, the Selectmen must hold a public hearing to accept and expend the $110,869.90 as an additional appropriation of Highway Block Grant Funds in accordance with the provisions of SB38. The funds are additional grants under RSA 235:23,I and to be used for highway construction, reconstruction or maintenance purposes.

Don Harty will keep the hearing open for public comments.

Len Gilman asked what the money could be used for and the Board explained it’s for highway/road construction for projects not already budgeted for.

Joni Kitson asked if the money is non-lapsing and can carry on to the follow year and Nancy said yes.

Virginia Drew asked if the Board knew which roads the money could be used and the Board said they will have some ideas for next meeting.

Don Harty, hearing no further comments, closed the public hearing. Chris Bowes made a **motion** to accept and expend the $110,869.90 as an additional appropriation of Highway Block Grant Funds in accordance with the provisions of SB38. The funds are additional grants under RSA 235:23, I and to be used for highway construction, reconstruction or maintenance purposes. Hugh Curley seconded the motion, all voted in favor.

Chestnut Pond Resident – Tim Sult spoke about paving the road and some of the residents had concerns about the hill. The Board spoke about the previous meeting where the residents did not want the road paved. Tim is President of the Chestnut Pond Road Association and has discussed the road conditions, drainage and past concerns with the residents of the pond. Bill Dodge is the president of the Lake View Road Association and has spoken with the residents on the other side of the road. The residents appear to have no objections with paving the road. Some concerns will be addressed for the hill. Tim also mentioned that the road is causing damage to vehicles because it is a “washboard”. Don Harty said he will speak with Gordon about the road condition and possibly the money from the Highway Block grant for paving. Tim said the crushed asphalt that Gordon put down for packed material is contaminating the water and Don said he will look into that too. Bill Dodge said the boat ramp (end of boat ramp) is washing gravel into the pond and he called the State which said it was the Towns responsibility. Board thanked Tim and Bill for coming in.

Atlantic Broadband / Metrocast: Fran Bradley, Atlantic Broadband and Ed Merrill, Metrocast spoke to the Board about the purchase of Metrocast. Atlantic Broadband will be purchasing Metrocast at the beginning of next year. Fran Bradley gave a brief history and Bio of Atlantic Broadband and the affiliation with the Connecticut Company. The purchase will be the same terms and conditions that are in the current contract. There was a lengthy discussion about the types of service, networks and speed of internet. Ed Merrill from Metrocast submitted some forms for the residents to complete if they are currently experiencing some issues with Metrocast. Kelly noted that the Attorney was still reviewing the purchase contract and should be completed by the next Board meeting which is September 11, 2017.

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Haz Mit agreement for CNHRPC – Board reviewed the agreement with Central NH Regional Planning Commission regarding the required updates for the 2012 Hazardous Mitigation Plan. The Board is required to sign the agreement, appoint the committee to review the updates and appoint the contact person. The Board reviewed the former committee and noted it was all of the Department heads. The cost of the agreement to complete the Haz Mit plan with CNHRPC is $2,000.00 or “in-kind” shared funds. Don asked Kelly to move forward with the required updates. Chris Bowes made a **motion** to approve and sign the agreement for the Hazard Mitigation Plan updates. Hugh Curley seconded the motion, all voted in favor.

Conservation Appointment – Board reviewed a request from Kate Champney to join the conservation commission. The term is until March 2018. Chris Bowes made a **motion** to appoint Kate Champney to the Conservation Commission. Motion was seconded by Hugh Curley, all voted in favor.

**Staff:**

Nancy Wheeler reported on the budget process and the department heads have received their budget sheets. Nancy said the packets should be ready for the Board to review at their September 25th meeting. Nancy noted that the Budget Workshop is on September 12 in Bedford or September 22 in Attitash. Webster Park donations for the replanting of the trees have been received. Chris Bowes made a **motion** to accept the donation of $56.00 from Epsom Bible Church. Motion was seconded by Hugh Curley, all voted in favor. Chris Bowes made a **motion** to accept the donation of $250.00 from anonymous donor. Motion was seconded by Hugh Curley, all voted in favor. Nancy will forward donations to Marylou to set up the fund. Sally Tanner from Primex met with Nancy to discuss the cap offer for years 2018-2020. The premium will not exceed an increase above 8%, with a 3 year contract. The Board agreed to enter into the 3 year agreement with Primex for the workers compensation.

Nancy spoke about the Griffin Road deed commitment regarding the proposed sale of town property. The property would need to be surveyed before a clear title could be issued. The Board did not want to expend the money for a survey for 12 acres. The Board agreed to pay the tile company for their research and not move forward with a survey at this time.

Kelly Dearborn-Luce reported on the following: the performance evaluations reviews are scheduled up to September 25th, then the budget meetings start. The Department Head meeting with the Board is scheduled for September 11th. The ad for the Office Assistant concluded on Friday and we received 9 resumes. Nancy and Kelly will begin the interview process. The tax lien/deeded properties were reviewed. An email from Regional transportation working with Community Action would like to speak with the Board. Kelly will obtain more information before scheduling a time on the agenda. The phone quotes will be reviewed with Rick Bilodeau, Nancy and Kelly. The fuel bids will go out September 1st and then an RFP for new web site. At the last meeting it was noted that the Meetinghouse and Old Town Hall needed lawn care. Kelly contacted the person who mows for the Library and will receive a price to clean up the other buildings.

**Discussion:**

Saturday schedule – The Board recently discussed the Saturday hours that the Selectmen’s Office is open. Kelly prepared a synopsis regarding the discussions. The Board agreed that the Selectmen’s office did not have to be open on a Saturday because business was slow. However, the Town Clerk Tax Collector office is busy and due to staffing they could arrange their schedules and be open one Saturday a month instead of two. Don asked how much of a notice would the public need and Kelly and Nancy thought by November to make the change would be sufficient. Chris Bowes made a **motion** to change the Saturday schedule as noted above. Motion was seconded by Hugh Curley, all voted in favor.

Dog Warrant updated list – the Board reviewed the current warrant for licensed dogs submitted by Dawn Blackwell, Town Clerk.

**Minutes for review and discussion:**

Draft – August 22, 2017 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor.

Draft – August 15, 2017 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor.

**Minutes to sign:**

Final – July 31, 2017 were reviewed and signed.

Non-Public August 15, 2017 (x3) sealed. Chris Bowes made a **motion** to approve the sealed non-public minutes for sessions 1, 2 and 3 for August 15, 2017. Motion was seconded by Hugh Curley, all voted in favor.

**Selectmen Liaison Reports:**

Chris Bowes spoke about the new hire for the Fire Department. Webster Park is still on-going with clean up. Some volunteers have been helping with the Route 4 Rest Area clean up.

Hugh Curley said the BCEP will be starting their interview process for new Administrator.

Don Harty said the water line easement is moving along at the Meetinghouse and Library. They hit some rocks near the Library that will need to be removed. Don had met with Len Gilman regarding the entry of the water line into the Meetinghouse and the line will go in the back side and will need to core through the foundation.

Don also spoke about the delay in the Echo Valley Farm Road bridge replacement. They ran into ledge which will take more time to dig, therefore the power company needed to delay their time to shut off the power. The power can be de-energized on September 11th and the pre-cast set on September 12th. The road will remain closed.

**For your Information:**

Dept head meeting on Sept 11th

NHMA news letter

Executive Council newsletter

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

Joni Kitson asked the Board to check into the boat ramp statement as the State may be responsible for the ramp and not the Town. Joni also explained the reason for the 2 lines for the new water easement at the Library.

Len Gilman asked about the main line to the hydrant and Don said they still have 80’ to go.

At 8:06PM 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 8:13PM the Board returned from non-public session. No decisions were made.

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

At 8:15PM Hugh Curley made a **motion** to adjourn. Chris Bowes 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*.