**BOARD OF SELECTMEN’S MEETING**

Tuesday, August 15, 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, Virginia Drew, Bob Paine, Dawn Blackwell, Dave Fiorentino, Melissa Proulx and Chief Preve.

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Don Harty would like to amend the agenda to hold the non-public sessions for performance reviews until the end of the meeting. Chris Bowes made a **motion** to accept the amended agenda for Tuesday, August 15, 2017. Hugh Curley seconded the motion. All voted in favor.

At 6:01PM 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 6:11PM the Board returned from non-public session. No decisions were made.

Hugh Curley made a **motion** to seal the minutes.Chris Bowes seconded the motion. A roll call vote to seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

**Signature:**

1. Accounts Payable/Manifest was reviewed and signed.
2. Payroll was reviewed and signed.
3. BCEP – Budget rep appointment. Penny Graham volunteered to be the Budget Committee Representative for the BCEP Committee. Chris Bowes made a **motion** to appoint Penny Graham to the BCEP as the Budget Rep until the term March 2018. Hugh Curley seconded the motion, all voted in favor.
4. FD thank you letters. The Board signed two letters of thanks & great job to EMS crews/different crews on 2 different calls; George, Joel, & Zach and Rick, George, Nik, Zach and Brenton.
5. Board reviewed and signed a letter of Thanks to Gary & Georgia Perry for a great job with the Old Home Day events.

**Staff:**

Nancy Wheeler reported on the status for Travelers Insurance. The list of scheduled items/equipment was reviewed and misc. equipment categories were discussed. The volunteer form for projects was discussed and Jeff from Travelers stated that a volunteer form was OK to use but as long as there is a Town Supervisor on the project and all information is documented.

The waivers for events were also discussed and Travelers would prefer a Certificate of Liability for the vendors at an event such as Old Home Day. Nancy said Mitchell Group is looking to see if the Title work for Griffin Road property is completed so the invoice can be paid. Nancy said there will be no AP next week. Nancy will be attending a BMSI training next Wednesday. Nancy said the Library Trustees revised their handbook and the Office should have a copy. The vacation time for part time employees was added. The 2018 budget season is being prepped.

Kelly Dearborn-Luce reported on the following: UNH CO-OP correspondence regarding Ash Borer and see if the Selectmen would like to distribute resource information. The tax deeding status was discussed. One payment agreement is not being honored and the Board asked Kelly to send them a letter noting that interest will now be added to their amount due. One deed to Record at the Registry. The employee handbook was revised. One change made to the probationary period. It was noted that “all” employees (to include permanent part time employees) should be included on the probationary period. Kelly asked about obtaining a quote to have the booklet printed and the Board agreed. Hugh suggested sending out the Word Doc via email to the employees and departments with record of receipt and only making minimal printed copies for Office. The public hearing to accept & expend the Highway funds from SB 38 will be held on August 28th (next regular meeting).In regard to the holding tank that was discussed last meeting for the Highway Garage (floor drain) Kelly received specs and information from another town with similar circumstances and the cost to have the tank removed & emptied was $2,000.00. Don would like to discuss further at the next regular meeting on August 28th.

**Discussion:**

Saturday schedule – Don Harty spoke about the hours that the Selectmen Office has on 2 Saturdays a month. The history of the Saturdays was to assist with the Town Clerk/Tax Collector to be open to accommodate the public and due to safety concerns, more than one person should be in the office. Since the Selectmen’s office has increased their hours for the public, and Nancy and Kelly noted that the Selectmen Office is not busy on Saturdays, the office does not need to be open. Don Harty spoke with Dawn Blackwell and the office of Town Clerk could work one Saturday a month (instead of two) to accommodate the shift hours with both herself and Deputy and then the Selectmen personnel would not have to open their office. Don asked for input from Dawn Blackwell, Nancy Wheeler and Kelly Dearborn-Luce. Dawn also said if with a valid reason, one person was out and cannot work that Saturday the office would have to close. Don suggested that they could schedule another Saturday if she knew in advanced. Don asked Kelly to write up a proposal and discuss at the next meeting.

Dawn Blackwell also noted that some rumors were going around that she was retiring and she wanted to assure the Board that was not true. She is not retiring anytime in the near future.

Water line easement – Don Harty spoke about the easement that May Frambach has given the Town to install a water line to supply water to a fire hydrant on the Old Town property for fire suppression and to the Library building and the Meeting House. The deed is being written, the easement is being surveyed and Water System Operators+ has provided a quote for the construction. The survey quote from Hank Amsden is for $1,875.00. Chris Bowes made a **motion** to approve the quote for survey of the water line easement. The motion was seconded by Hugh Curley, all voted in favor.

The quote from Water System Operators+ for the water line, connections and hook ups were discussed. There are three parts to the project. Nancy reviewed the fire department budget lines and existing grant money for the water hook up. The quote for the water line from main (on New Orchard) to the Library lot and connect to the hydrant is $28,320.00. Kelly asked about the previous RFP for construction of the water line. Board agreed that the timing is important, the Water Commissioners work with WSO+ and they are comfortable with this quote. Chris Bowes made a **motion** to approve the quote for the water line hook up as stated above. The motion was seconded by Hugh Curley, all voted in favor. The second part of the quote from WSO+ is to hook up water to the Meetinghouse. Board agreed it only made sense to do this project now. Don discussed the details of the hook up. Chris Bowes made a **motion** to approve the quote for water hook up to the Meetinghouse at a cost of $1200.00. The motion was seconded by Hugh Curley, all voted in favor. Joni Kitson mentioned the application hook up fee of $500.00. Nancy spoke about the Historical building maintenance fund. Chris Bowes amended his **motion** to approve the quote for water hook up and application fee to the Meetinghouse at a cost of $1700.00. The motion was seconded by Hugh Curley, all voted in favor.

The third part of the water line easement project is to bring water into the Library. Bob Paine, Library Trustee discussed the funds with the Board and asked it the Town could assist with payment. The Board agreed to split the cost with the Library. Nancy discussed line items in the budgets. The quote for the Library hook up and fee (Town share) would be $2750.00. Hugh Curley made a **motion** to approve the share cost of the water hookup fees to the Library of $2750.00, pending the approval from the Library Trustees for their half. Chris Bowes seconded the motion, all voted in favor.

Waiver Request – A resident received a “fine” for unlicensed dog and is requesting a waiver from paying the fine. The Board discussed the written request and Chris Bowes made a **motion** to deny the request. The motion was seconded by Hugh Curley, all voted in favor.

The Meetinghouse group would like to form a committee to continue their discussions and Virginia Drew said they are just talking right now as a group. Virginia also spoke about the group wanting to do a survey. Kelly asked about the survey process as the group is not an official town approved Committee. Virginia will send copy to the office. The Board suggested doing a non-profit organization like “Friends Of…. instead of a town organized committee.

Metrocast is being sold to Atlantic Broadband and Kelly discussed the options for the Board to review the contract agreement. The Mitchell group has agreed to review the document at a flat rate of $100.00 and the Board agreed that should be done. Also Kelly can contact the General Mangers office to have them attend a regular Selectmen meeting to answer some questions and concerns. Kelly will confirm date & time and advertise when representative from Atlantic Broadband can attend.

Scouts request – Kelly received the following request from Kelly Nerrico:

Epsom Boy Scout Troop 80 is interested in hosting a community event in December.  We were thinking of something along the lines of a town Christmas tree lighting with a visit from Santa. We would invite the general public & there would be no admission charge. Would this be something we might be able to do at Webster Park? We have a tree farm who is willing to donate a 10 - 12 ft. tree to us. It would go into a stand (no holes in the ground). The troop would also take the tree down on a specific date after Christmas. We are also hoping to involve our charter organization, The American Legion, in allowing us to use the Legion Hall for kids crafts, games, hot cocoa & snacks. But we need a location for the tree before we can move forward with any other planning. Let me know what your thoughts are, if you think this may work what other information we would need to provide to get this off the ground and any suggestions you may have. Thanks for your consideration!

The Board discussed and all agreed to support the Christmas event sponsored by the Scouts. An application for reservations at the Park for approval will be required. The Town will pay the electric cost for the lights. The Odd Fellows have a similar Santa fund raiser so the Scouts may want to contact them to avoid conflicts.

Municipal Resources/Risk Assessment proposal – Board had recently reviewed a proposal to conduct an assessment of the Police Department. Kelly contacted MRI to see if they would adjust the proposal price and contents. The revised quote is for $9,500.00. The Board reviewed the revised proposal and Hugh would like to review or tweak the proposal and obtain input from the Police Chief. Chris Bowes noted that the Board discussed the scope of work with Alan Gould from MRI and didn’t want a delay in starting the process due to budget season coming up. Chris also stated that Alan was impartial and professional and we should let them do their assessment and not exclude some of the contents. Hugh said he wanted to hear input from the Chief and not to veto any contents. Chief Preve shared his concerns regarding the scope of work. Chief said he doesn’t have a problem with doing the assessment but if the recommendations came back with that the Department needed 9 Officers was the Board going to stand by the recommendations. Chief also spoke about the Officers schedules and their concerns. Hugh will meet with the Chief and the Board may call a special meeting to schedule MRI to move forward or continue until the next meeting on August 28th.

##### MINUTES FOR REVIEW AND DISCUSSION

Draft – July 31, 2017 were reviewed. Hugh Curley made a **motion** to approve the minutes. Chris Bowes seconded the motion, all voted in favor.

**MINUTES TO SIGN**

Final –July 17, 2017 were reviewed and signed.

Non-Public minutes – sealed for July 31, 2017. Board reviewed the non-public minutes of 3 sessions. Hugh Curley made a **motion** to approve the sealed minutes for all 3 sessions. Motion was seconded by Chris Bowes, all voted in favor.

**Selectmen Liaison Reports:**

Chris Bowes said that Old Home Day events went remarkably well. Georgia and Gary do a great job. The Park looked great. The Economic Development group met and finalized the ERZ (zones to promote development). Chris’ son Jack will help map out the lots for the application process with is drone. Chris also noted that the fund raising forms for the replanting of the tress were at Old Home Day. Kelly will also advertise the fund raiser and forms on the web site and post at town office.

Hugh Curley asked about the information regarding Bear Paw and the Board agreed to look into the organization further.

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

Dave Fiorentino asked about the lawn care for the Meetinghouse and Old Town Hall. Don asked Nancy about the lawn care for the Library and if same person would take care of the others.

Joni Kitson asked about the brush that was obscuring the view on Sanborn Hill Rad and Don said he mentioned it to Gordon, Road Agent and will follow up.

Virginia Drew applauded the Old Home Days crew and that is a lot of work to coordinate the events. Virginia asked what the quote was from MRI and Don said $9500.00.

Len Gilman spoke about the location of the water line being connected to the Meetinghouse and where the utility room area is. Len also mentioned there are two sets of septic plans and the later date one is correct.

Non-Public Session per RSA 91-A: 3 II (a) at 8:09PM 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.

Kelly Dearborn-Luce – performance evaluation. Performance (review only) for FD personnel.

At 8:40PM the Board returned from non-public session. No decisions were made.

Hugh Curley made a **motion** to seal the minutes. A roll call vote to seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 8:41PM Hugh Curley made a **motion** to adjourn. Don Harty seconded, all voted in favor.

**For your Information:**

Public Hearing to accept NHDOT money on the 28th

Kingston Appeal to court re: ZBA / rehearing

Comcast correspondence

NHMA news link

Respectfully submitted,

Kelly Dearborn-Luce

Recording Secretary

*These minutes are in preliminary draft form only and are subject to change before final approval*.