**BOARD OF SELECTMEN’S MEETING**

Monday, July 17, 2017

Call Meeting to Order **5:15PM**

**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

The group recited the Pledge of Allegiance.

Chair recessed the meeting to meet with the Attorney regarding on-going and new legal cases.

Board returned to regular meeting at 5:25PM.

**Other Attendees:** Joni Kitson, Virginia Drew, Deb Sargent, Betsy Bosiak, Len Gilman, Gary Perry, Ryan Burns, Peter Muise, Bob Ross and Gary Marston.

**Review and Accept Agenda** Chris Bowes made a **motion** to accept the agenda for Monday, July 17, 2017. Hugh Curley seconded the motion. All voted in favor.

**Signature:**

1. Accounts Payable/Manifest was reviewed and signed.
2. Payroll was reviewed and signed.
3. Veteran Exemption was reviewed for Map U01 Lot07. Chris Bowes made a **motion** to approve the exemption. Hugh Curley seconded the motion, all voted in favor.
4. Raffle Requests for Old Home Day: New Rye Ladies Aid for their Quilt raffle and Suncook Veterinary Clinic for basket of animal care products. Raffles will be part of Old Home Day events. Chris Bowes made a **motion** to approve the raffles. Hugh Curley seconded the motion, all voted in favor.
5. Tax Levy for Map R14 Lot 06 was reviewed. Chris Bowes made a **motion** to approve the tax levy for the amount $402.82. Hugh Curley seconded the motion, all voted in favor.
6. Emergency Operations Plan /signature pages. Kelly explained that the plan on file did not have proper signatures. The School is also looking for an updated signature page. The pages have been revised to obtain current signatures. Board signed their page and Kelly will contact the other Departments.
7. Generators Connection contract was reviewed and Chris compared it to last year and noted there is a $90.00 increase. Chris Bowes made a **motion** to approve the two year contract. Hugh Curley seconded the motion, all voted in favor.
8. DOT agreement for Route 4 rest area was reviewed. Chris Bowes met with Roger Appleton from NHDOT and the agreement is for volunteers to care for the lawn area at the rest area. Chris Bowes made a **motion** to accept the agreement with DOT. Hugh Curley seconded the motion, all voted in favor. The agreement was signed.
9. MS-535 Financial Report was reviewed and signed.

**Staff:**

Nancy Wheeler reported on the workers comp audit which has been completed. Verizon wireless has been contacted to see if they could do a presentation for a new phone system. Nancy will be on vacation so there will be no AP next week. Nancy also said she will revise the Generator contract to note the stored one at the Fire Department.

Kelly Dearborn-Luce reported on the following items; Records Retention appointments to be updated and review again, the Office Assistant ad has been in and we have 2 resumes to date, the performance evaluations reviews with the Board will be scheduled for July 31 through August 28th, DRA form regarding the PA 28 forms (Inventory forms) was discussed and Chris Bowes made a **motion** to not utilize the inventory forms. Motion was seconded by Hugh Curley, all voted in favor. The previous junkyard permit renewals have been inspected by Jay and approved; the deeding and/or lien agreements were discussed. Patricia Hickey is meeting with some of the owners to assist Kelly in the process. The on-going agreements were also discussed and Kelly will meet with 2 of the owners to discuss their present agreements further. All other owners that are on agreements are up to date. Kelly presented a draft of the policy changes the Board had requested. Alison from Conservation is scheduled for July 31st meeting. The Echo Valley Bridge project should be starting within a couple of weeks.

At 6:00PM 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.

Board returned to regular session ay 6:15PM. Chris Bowes made a **motion** to not seal the minutes. Hugh Curley seconded the motion, 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.

**Scheduled Time:**

**Ryan Burns, Eagle Scout.** Ryan spoke to the Board about his proposed Eagle Scout project. Ryan would like to create a nature trail within Webster Park. Ryan showed pictures of the area to the Board. Ryan will be clearing and making the trail for walking and biking. Don Harty spoke about the Economic Development Committee is also trying to incorporate some “recreational” trails and this trail could be listed. Ryan will have signs to post about the trail. The trail would be about half mile loop. The Board is in favor of the project and Chris Bowes made a **motion** to approve the Eagle Scout Project for Ryan Burns. Motion was seconded by Hugh Curley, all voted in favor. Board signed Ryan’s agreement.

**Discussion:**

BP payment plan request from Sunrise Meadows was discussed. The Board agreed with the payment plan of initial payment of $750.00 per unit (x4 units) for a total of $3,000.00. The remaining will be paid as the Certificate of Occupancy is issued for each building. Chris Bowes made a **motion** to approve the payment request for the senior housing on Short Falls road. Motion was seconded by Hugh Curley, all voted in favor.

Deed Notice list submitted by Dawn Blackwell, Town Clerk/Tax Collector was reviewed. Board noted the deeding process is set for August 3, 2017.

**Minutes for review and discussion:**

Draft – June 19, 2017 were reviewed, Hugh Curley made a **motion** to approve the minutes. Motion was seconded by Chris Bowes, all voted in favor.

The Final for June 19, 2107 were ready to approve if no amendments to draft. Hugh Curley made a **motion** to approve the minutes. Motion was seconded by Chris Bowes, all voted in favor.

Draft minutes for June 26, 2017 were reviewed; Hugh Curley made a **motion** to approve the minutes. Motion was seconded by Chris Bowes, all voted in favor.

**Minutes to sign:**

Final – June 12, 2017 were reviewed and signed.

Non-Public minutes – June 19, 2017 (x2 sessions) & June 26, 2017 were reviewed. Hugh Curley made a **motion** to approve the non-public minutes for the 2 sessions. Motion was seconded by Chris Bowes, all voted in favor.

**Selectmen Liaison Reports:**

Hugh Curley spoke about meeting with CNHRPC and now Manchester is part of the region. Hugh visited the new “Getaway” (former Blake’s campground). There will be 35 tiny house units going in for vacation rentals. Hugh said BCEP is still meeting regarding the new Administrator and the job is posted until August 1, 2017. Hugh also said the Planning Board approved the Metal roofing Company.

Chris Bowes said the pavilion at Webster Park is under construction. Joni asked about the cost of construction. Chris spoke about the fatal accident on Route 4 and also stated that the Fire & Police coordinated and worked as a good team. The Economic Development meeting was held last week and Chris said the areas for potential economic growth were mapped out.

Don Harty spoke about the land near the Police Station and will be meeting with DES to determine wet/flood areas before any development. DES received a citizen complaint about filling near a possible wet area and DES determined there were no violations. Virginia Drew spoke about the group that is interested in discussing plans again for the Meeting House.

Hugh asked Don to revisit the purchase order submitted by Gordon Ellis, Road Agent. Don explained that the PO was for ditching / hourly price of equipment. The previous years of ditching purchase orders were reviewed and Don noted they were done by standard procedures. Don also reviewed the current purchase order policy and noted procedures were followed. Chris Bowes noted that this purchase order was at a maximum amount. Don also said the mowing contract for the cemetery trustees uses the same procedure; years ago they went out to bid but if using same contract each year, there is no bidding process. It was normal procedure if same contractor year after year and not everything had to go out to bid if contracted.

Don said one person had sent an email asking about the grader involved on the roads that are planned to be paved. Gordon responded with a letter to the Board. Don also said that the grader is only needed to grade off the road if the road is washed out from the rains. Don read the letter from Gordon:

*It has been brought to my attention that one person has a concern about the grader being used for bid projects inside of the bid scope. I am reassuring you (the Board) that no such action has occurred in the past nor will it happen in the future. Could you please relay this information to the concerned citizen?*

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

Joni Kitson asked about the construction bid for the small pavilion project related to the insurance cost. Nancy noted that the insurance company (Travelers) goes by replacement value and not the construction cost. Joni also asked about the policy for employees bidding on projects and Hugh said that was for full time employees.

Betsy Bosiak asked about the demolition of the pavilion.

Debbie Sargent asked about the entire road repair and the Board said that was State DOT and State money being spent. Debbie also asked about fireworks in the neighborhood and Hugh said he could check with the Police Department.

Virginia Drew asked about the time frame of the meeting and Kelly said the regular meeting was to follow the legal session and it was noted on the agenda.

Personnel – performance reviews *(All personnel reviews will be scheduled for non-public sessions also otherwise noted).*

At 6:50PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel for Performance Evaluation Reviews. Hugh Curley seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

Board returned to regular session ay 7:15PM. No decisions were made and Chris Bowes made a **motion** to not seal the minutes. Hugh Curley seconded the motion, 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.

**For your Information:**

Fairpoint - Consolidated

Chris Bowes made a **motion** to adjourn the meeting at 7:17PM. Motion was seconded by Hugh Curley, 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*.