**BOARD OF SELECTMEN’S MEETING**

Monday, June 19, 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, Dick Frambach, Virginia Drew, Wayne Preve, Gary Perry, Debbie Sargent, Rick Bilodeau, Chief Yeaton, Zach Gagnon, Gordon Ellis and Jay Hickey.

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Chris Bowes made a **motion** to accept the agenda for Monday, June 19, 2017. Hugh Curley seconded the motion. All voted in favor.

Don Harty and Chris Bowes apologized for any confusion and miscommunication on changing the last meeting time.

**SIGNATURE**

1. Accounts Payable/Manifest was reviewed and signed.
2. Payroll was reviewed and signed.
3. Junkyard License renewals (x2) were reviewed. Chris Bowes made a **motion** to approve and sign the junkyard licenses renewals for Map U3-17-02 and Map U13-17C, pending approved inspections from Jay Hickey, Zoning Compliance Officer. Hugh Curley seconded the motion, all voted in favor.
4. Dog Warrant – Board reviewed the 2017 dog warrant submitted by Dawn Blackwell, Town Clerk/Tax Collector. Chris Bowes made a **motion** to sign the dog warrant. Motion was seconded by Hugh Curley, all voted in favor.
5. Letters of abatements (x4). Board reviewed the letters of abatements submitted by M&N Assessing Firm. The following abatements have been recommended to be denied: Map UTL-3-0,UTL-2-0, UTL-TEL CO-1 and U14-40-1. Chris Bowes made a **motion** to deny the abatements as listed above, per recommendation from the Assessing firm. Hugh Curley seconded the motion, all voted in favor.

**Staff:**

Kelly Dearborn-Luce said she is starting the performance review process and can schedule the reviews for July & August meetings. Kelly will be attending the Old Home Day Committee meeting. A new phone system was discussed and Kelly & Nancy will research different types and quotes to report back to the Board. There are 2 non-public minutes to review that may be unsealed, the Board will review when they are in non-public session. Last meeting the Board asked if the generator exemption was off the assessment and Kelly checked with the Assessor and yes, the home owner should not be taxed. The swimming lessons bulletin has been posted. Chris Bowes asked Kelly about the Old Home Day Committee, if the committee was a “town” appointed committee and Kelly said no. Chris spoke about the question as to the need for the liability insurance for the vendors at Old Home Day. Years past there has been a waiver used when the vendor could not submit a certificate of liability. Kelly also asked about the coffee machine at the office. Hugh Curley made a **motion** to purchase new one if needed, Chris Bowes seconded the motion, all voted in favor.

Nancy Wheeler reported on the new vendor, Portland Group, for Gordon Ellis and the account is all set. Nancy is still working on the list of properties and equipment with the Insurance Company. The premium renewal will be due. Nancy noted that FEMA will be visiting the New Orchard road site in July.

**Scheduled Time:**

Road Bids to open

Project Number 2017-01. Roads list is: Sanborn Hill Road (North, South & Corner), Range Rd., Cass Ext, Griffin Rd and Martin Hill. (other) Spring St. Lena Lane, White Tail, parts of Jugg City, New Orchard (hill), New Rye section2 and Swamp Rd section 2. (Multiple categories of work.) Don Harty opened the bids received from (1) Advanced Excavating & Paving, (2) Brox Industries and (3) Pike Industries. Gordon reviewed the estimates and the Board would like some more clarification of the bottom line totals before awarding the bid.

**Department Head Meeting:**

Gordon Ellis, Road Agent spoke about the construction at the shop and the floor may be poured in couple of weeks. Gordon attended the “Culvert Maintenance” class to be up to date to install culverts. The Echo Valley Bridge project is waiting for low water level, may be in August. The ditching will start in a couple of weeks. Gordon is still trying to find places in Town to place some fill. Hugh Curley asked about Old Turnpike Road and Gordon said he needs a couple of days in a row with moisture to do the proper grading. Hugh also said that the planning board discussed with Gordon about the proper size culverts to install on new housing projects.

Fire Chief Yeaton introduced Zach Gagnon, new Firefighter/EMT (and now certified Fire Inspector). The Board congratulated and welcomed Zach. Chief submitted his quarterly reports. Chief said there are a few interested residents that would like to join the Department. Chief discussed the serious issues of the drug overdoses and the care for the EMS personnel. The brakes on Ambulance 2 needed to be replaced at M&M. The fuel tank should be ready to be replaced by the end of the summer. Chief also mentioned that the cistern on North Pembroke has been leaking.

Jay Hickey, Zoning Compliance Officer spoke about the on-going projects: North Road subdivision still has 40 lots left, Blake’s campground is constructing “Tiny Houses”, Oil storage facility is still in process, Adam Towne is constructing an office/commercial building and may be interested in a sports center too, a new day care is coming, Circle 9 has negotiated with the Selectmen to make sure there are no full time (living) campers, Dave Stewart has a new brewery and may have music entertainment too, senior housing on Short Falls Road may start construction, the abandoned house on Goboro Road is being considered to be demolition by the owner, Aroma Joes has filed with the Planning Board, a proposed Paint Ball area has filed with the Zoning Board, Hilltop restaurant has a new owner and the mobile home parks are working on the Flood certificates. Jay said it has been busy.

Rick Bilodeau, Emergency Management Director Spoke about the storm coming in (rain, thunder & lightning). Rick had worked on a grant (ALICE) for the Police but it did not get granted. Rick will be updating the Hazard Mitigation and Emergency Plan with other Departments and Staff and CNHRPC.

Police Chief Preve spoke about the new vehicle and the new equipment for the vehicle is being installed. Chief is still working on some Grants. Great Bay is testing and the Chief may send letters for candidates as they would only need PT testing as the written is completed. Chief said he shares the same concerns about the drug issues with the Fire Chief.

Gary Perry, Webster Park said the park is looking good still cleaning and stumping. The electrician is preparing the small pavilion for new construction. Bartlett Tree did cut down some dead trees. The rental for the use of the park is going well. Don Harty asked about reforest and Gary said he would like to finish the stumping first.

The Health Officers report is in the file for the Board to review. The Welfare Director sent information to Chris Bowes. Both were unable to attend.

Dawn Blackwell, Town Clerk/Tax Collector was also unable to attend but noted that the taxes are coming in slowly.

**Discussion:**

Office Staff vacancy – Chris Bowes is still working with Kelly on the job description.

July meeting schedule – Board discussed the July 3, 2017 meeting date and there will be no meeting on July 3rd due to the July 4th Holiday. There are two meeting dates in July (17th and 31st).

Hiring Authority Policy – Don Harty spoke about the authority for hiring. Kelly noted the RSA that states “The Selectmen shall manage the prudential affairs...” Kelly also provided samples of other Towns that listed the Board’s responsibilities in the employee handbook. The Board would like to see some new language regarding the hiring. Kelly will write up new language for the Board to review.

Offer on property on Kettle Rock Rd – Kelly stated she received the offer and information from Bobbi-Lynn at Century 21 regarding the town property on Kettle Rock Rd. The offer is for $24,000. and it was listed for $29,500. The Board discussed the offer and the use of the land. Chris Bowes made a **motion** to accept the offer of $24,000.00 from Mr. French for Kettle Rock Road Map R3-8-B. Motion was seconded by Hugh Curley, all voted in favor. The Board had previously authorized Don Harty, as Chair, to sign all documents related to the P&S of Town owned property. Don will be able to sign for this property as well.

Bingo approval request from the Elks was discussed. Kelly said she received the request from Mike, an Elks member. The applicant will have the necessary approvals and license from the State of NH. They also require approval from the Board of Selectmen.

Vacation time request was received from an employee. The Board reviewed and Chris Bowes made a **motion** to approve the request to extend the vacation time. Motion was seconded by Hugh Curley, all voted in favor.

**Minutes for review and discussion:**

Draft- June 12, 2017 was reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor.

**Minutes to sign:**

Final- May 22, 2017 were reviewed and signed.

Non-public minutes (x2) from June 12, 2017 were reviewed and signed.

Hugh Curley made a **motion** to approve the non-public minutes for session #1. Motion was seconded by Chris Bowes, all voted in favor.

Hugh Curley made a **motion** to approve the non-public minutes for session #2. Motion was seconded by Chris Bowes, all voted in favor.

**Selectmen Liaison Reports:**

Chris Bowes spoke about some policy changes that may be considered; (1) a 6 month probationary period and (2) disciplinary for inappropriate contact. Kelly will submit some changes for the Board to review. Chris also read the letter from NHDOT regarding the Route 4 rest area and volunteers can maintain the lawn area and the State is looking into their surplus for the building.

Hugh Curley said the Planning Board is busy with Aroma Joes and Blake’s Campground. BCEP is still in the process of hiring a director.

Don Harty also would like to see some changes in the handbook policy about verbal warning and verbal (written) warnings should be kept on file. Kelly will research and submit some language for the Board to review. Don also said he spoke with Gary Kitson, Village Water about the upcoming paving projects for New Orchard Road and the water line that is proposed to go across that road (eventually in to the Meeting House property). Water Operations will provide an estimate for the cost to run the pipe across the street now instead of after the new paving.

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

Joni Kitson asked about the roads listed on the bid and if there was any discussions of the roads listed prior to the bids going out. Don Harty read the list.

Len Gilman spoke about the grading of Cass Road Extension.

Deb Sargent asked about cable going across the road and Don said it was a State road but he will check on it.

Virginia Drew spoke about an abandoned house on Elkins Rd and Board suggested she contact the Police.

Dick Frambach spoke about the wash outs on Cass Road Extension and Don said he will look at it.

**Non-Public Session**

At 7:48PM 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 8:00PM the Board returned from non-public session. No decisions were made in non-public.

Hugh Curley made a **motion** to seal the minutes. Motion was seconded by Chris Bowes. All voted in favor. Roll call to seal the minutes was; Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 8:05PM 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*.