**BOARD OF SELECTMEN’S MEETING**

Monday, June 12, 2017

Call Meeting to Order **8:00AM**

**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:** Alison Parodi, Gary Perry and Chief Preve.

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Chris Bowes made a **motion** to accept the agenda for Monday, June 12, 2017. Hugh Curley seconded the motion. All voted in favor.

**Signature:**

Accounts Payable/Manifest and Payroll will be ready by 4pm today.

A letter to Dawn Blackwell, Tax Collector, to proceed with the search & notification of mortgages on the properties that were liened in May 2017. Chair Don Harty signed the letter.

Supplement warrant for payment due regarding a veteran’s exemption still on the assessment for new owner on Map R09-18-B. Board signed the supplement for payment.

New Pay rate sheet was reviewed. Chris Bowes made a **motion** to approve the new pay rate sheet. Motion was seconded by Hugh Curley, all voted in favor.

Letters of acknowledgement for the EMS services provided by Rick Bilodeau and Brenton Cupp were signed.

Abatement request received from Tax Collector for Map R14-20 was reviewed for a billing error in the Tax Levy. Chris Bowes made a **motion** to approve the abatement to correct the actual amount due which is $209.67. Motion was seconded by Hugh Curley, all voted in favor.

Abatement request for Map U14-5 (x 2 tax bills) was reviewed for a generator with a total amount of $141.67. Board had previously approved the abatement but was not taken out of the Avitar system. Chris Bowes made a **motion** to approve the abatement. Motion was seconded by Hugh Curley, all voted in favor.

Abatement request for Fairpoint (Utl-Tel/co-1 and U04-29) in the amount of $13,467.00 due the Court settlement was reviewed. Chris Bowes made a **motion** to approve the abatement. Motion was seconded by Hugh Curley, all voted in favor.

Abatement request for Map U01-4-10 in the amount of $111.00 due to the recently approved Elderly Exemption was reviewed. Chris Bowes made a **motion** to approve the abatement. Motion was seconded by Hugh Curley, all voted in favor.

Report of Cut –Timber Tax Levy was reviewed and signed. Chris Bowes made a **motion** to approve the timber tax levy for lots; R08-8-1 / R8-8-2 in the amount of $1,606.84. Motion was seconded by Hugh Curley, all voted in favor.

Appointment for Public Information Officer (Emergency Management Operations) for Don Harty was reviewed. Hugh Curley and Chris Bowes signed the appointment paper.

**Scheduled Time**:

8:00AM Alison Parodi, Conservation Commission spoke to the Board regarding 4 lots of interest. The lots are on (2) Sanborn Hill, Swamp Rd., Baybutt Rd/New Rye and Monroe Rd. The Conservation Commission, through Bear Paw, would like to hold easements on these properties which will become undevelopable. Owners will hold rights to the property. The RSA states that the Board of Selectmen need to grant approval to the Conservation Commission to spend the money from the funds. Don Harty asked what the total amount would be and Alison said approximately $86,650.00 for the process to acquire the properties. The Board would like to review and discuss further. Alison will provide copies of the details and maps and come back to see the Board at the July meeting. Alison and the Board also spoke about the existing Town Forest land and the trail systems as the Economic Development Committee is researching some recreational uses. Allison will confirm the dates on the 2017 “Swimming lessons” and send to Kelly for the web site.

8:30AM Chief Preve - At 8:35AM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) one for personnel & compensation.Hugh Curley seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes, motion passed.

At 9:12AM the Board returned from non-public session. No decisions were made in non-public.

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.

**Gordon Ellis, Road Agent** briefly spoke to the Board regarding accepting a new vendor.

**Gary Perry, Webster Park** spoke to the Board about the small pavilion repairs. Gary has received 2 quotes for construction and one electrical quote. Board reviewed the quotes and discussed construction and repair of the structure. Chris Bowes made a **motion** to award the construction bid to A.W. Perry Timberworks in the amount of $10,458.00. Motion was seconded by Hugh Curley, all voted in favor. The electrical quote submitted by Fred Charlton for $1,362.00 was also accepted. Chris Bowes made a **motion** to award the electrical bid to Fred Charlton in the amount of $1,362.00. Motion was seconded by Hugh Curley, all voted in favor.

Board also discussed the Webster Park Donation Fund. The donation checks will be made payable to the Town of Epsom. Kelly will advertise it on the web site. Gary will provide a plan as to where the trees (and types) will be planted in the park. Hugh thought the new trees should be marked with a colored ribbon.

**Staff:**

Kelly Dearborn-Luce mentioned that the Hazardous Mitigation plan is due for updates and she will be working with Rick Bilodeau, Emergency Management Director and Stephanie Alexander from CNHRPC. Kelly mentioned that the Saturday hours were still tabled from previous discussions when the Office hours changed and the Board will discuss again at the next meeting. Kelly reported on some of the tax delinquent payment plans.

Nancy Wheeler said the AP will be ready to sign at 4pm. Georgia Perry called regarding a concern on the raffling of Guinea Pigs at Old Home Days. Nancy thought there may be a liability concern. Board said the animals could be raffled at the event but that the parents (or winners) could be given a ticket and pick up the animal off-site. Nancy is working with the Davis & Towle for the insurance renewal.

**Discussion:**

Planning Board staff assistance was tabled.

Office Staff Vacancy – Kelly discussed the new advertisement and a revised job description for the Board to review. Kelly

Meeting Schedule – July 3rd Monday meeting will be discussed at the next June meeting.

Building Permit Fee waiver request was reviewed. Hugh Curley reviewed the building permit application

and previous payments. Kelly will speak to Jay Hickey to obtain clarification of the last payment schedule. The Board agreed the fee should not be waived; however, the payments could be staggered. The first initial permit fee could be paid at the time of the application, then per unit fee when each unit is ready for the occupancy permit.

Metrocast proposal – Don Harty and Kelly met with representatives from Metrocast to research some ideas and cost to have the meetings available to the public via TV or on-line. No proposals have been received yet. Board discussed the idea of having the web site redesigned and accommodate the on-line (live) viewing. Don Harty noted that the Town has received $37,000.00 in franchise fees last year which could help with the cost of the new equipment.

**Minutes for review and discussion:**

Draft – May 22, 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 – May 8, 2017 were reviewed and approved.

Non Public Minutes from May 22, 2017 were reviewed. Don Harty made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor.

**Selectmen Liaison Reports:**

Chris Bowes said the viewing of the old building at the Route 4 rest area was interesting and he is still waiting for an approval from DOT to allow volunteers to care for the lawn area. The property is on the surplus list and if sold, the Town would have first option, although there are restrictions of commercial use. The Economic Development Meeting was good and Gary Kitson from Village Water spoke about the updates on the future water line (not ready for this year). The engineered plans are not ready but they are hoping to provide water up to the circle and may have enough water pressure up the hill on Route 4 West.

Hugh Curley spoke about BCEP and the hiring process for a new director.

Don Harty spoke about the new Town Office building and that the Board may want to consider presenting another proposal. Board discussed the Historical restrictions on the Meeting House and the Old Town Hall. Don thought the lower part of the land by the Police Station would be more appropriate and would require less fill.

**5 Minutes for Public Questions and Comments:** No one present to speak.

At 10:25AM Chris Bowes made a **motion** to adjourn. Hugh Curley 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*.