**BOARD OF SELECTMEN’S MEETING**

Monday, May 22, 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:** Virginia Drew**,** Len Gilman, Deb Sargent and Chief Yeaton.

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Chris Bowes made a **motion** to accept the agenda for Monday, May 22, 2017. Hugh Curley seconded the motion. All voted in favor.

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Tax Warrant for 2017 first issue was reviewed. Chris Bowes made a **motion** to accept the tax warrant as submitted to collect property taxes in the amount of $5,248,802, with an interest at 12% annum from July 6, 2017 thereafter on all sums not paid on or before that day. Hugh Curley seconded the motion, all voted in favor.

Report of Cut –Timber Tax Levy (x3) were reviewed and signed. Chris Bowes made a **motion** to approve the timber tax levy for lots; R08-3, in the amount of $136.24, R14-19 in the amount of $1,462.29 and R14-20 in the amount of $209.67. Motion was seconded by Hugh Curley, all voted in favor.

**Scheduled Time**:

6:30PM Fire Chief Yeaton

At 6:28PM 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 7:12PM 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.

**Staff:**

Nancy Wheeler reported on the New Orchard Road (drainage) project. The Executive Council approved the grant for the project but FEMA made a revision on the completion dates. The revision needs to be reviewed and signed by the Board. Hugh Curley made a **motion** to accept the changes of the date of completion from September 2018 to March 2020. Chris Bowes seconded the motion, all voted in favor.

Nancy also discussed the budget, now that the votes have been ratified. The Library has implemented their pay rate increase and the payroll will include the retroactive rates.

Hugh Curley made a **motion** to approve the Library pay rate increase. Chris Bowes seconded the motion, all voted in favor. Nancy sent out the expenditure reports to each Department Head. Some line items are on a tight budget now. Board would like Nancy to send a memo to the Department Heads advise the Departments to be aware of the line items and if any adjustments need to be made they should advise the Board in advance.

Kelly Dearborn-Luce mentioned that the Economic meeting is scheduled for June 6th and it is Hugh’s turn to attend. However, there will be an early visit to the Rest Area of Route 4 that Chris will attend. If both members attend, Kelly can post as meeting. The newsletter for the Board was sent out. The Tax delinquent process is slow going. There is one resident that will be speaking with Patricia Hickey. The vacation/summer scheduled was discussed. The Board decided to reschedule the June 5th meeting for June 12th (2 meetings in a row for June). The July 3rd meeting will be discussed at the June 12th meeting. Kelly mentioned that she attempted to contact Mary Frambach again to check on the status of the deed for the water line easement. The Police Chief asked about 2 new signs to post for “safe children” on Goboro Road. Hugh Curley made a **motion** to approve the installation of 2 signs per recommendation. Chris Bowes seconded the motion, all voted in favor.

**Discussion:**

Planning Board staff assistance was tabled.

Wage increase from the merged budget was discussed. Now that the votes were ratified, the Board will need to vote on giving the wage increases included in the budget. Hugh Curley made a **motion** to follow what was done last year; give the elected officials their increase retroactive to the first pay period of the year and give the employees half the amount retroactive of the first pay period and the other half after a favorable performance review, to be effective July 1, 2017. Chris Bowes seconded the motion, all voted in favor. Nancy said the retroactive pay check will be a separate check in the normal pay roll week. Board thought it would be helpful if the Department Heads would have their employee performance reviews completed by the Department Head meeting scheduled for June 19th. Nancy will mention it in the memo to the Departments.

Chief Yeaton presented forms from the State Fire & Standards regarding the employees who recently resigned. The State needs official notice of Fire Department personnel status. Also, the mapping for E911 was reviewed and signed by the Board that will authorize Chief Yeaton and Joel French to issue the house numbers for 911. The Chief discussed the new hire process since Nik Bassett resigned and he would like to recommend Zachary Gagnon. Zachary is a Firefighter in another community, has been a volunteer with Epson since 2009 and is also AEMT. Chief will have the background check completed. Chris Bowes made a **motion** to approve the job offer recommendation to Zachary Gagnon pending the background check. Motion was seconded by Hugh Curley, all voted in favor.

Lien Report - The Board reviewed the lien notice report submitted by Dawn Blackwell, Town Clerk/Tax Collector.

**Minutes for review and discussion:**

Draft – May 8, 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 – April 24, 20176 was reviewed and approved.

Non Public Minutes from May 8, 2017 were reviewed. Hugh Curley made a **motion** to approve the minutes. Motion was seconded by Chris Bowes, all voted in favor.

**Selectmen Liaison Reports:**

Chris Bowes said Webster Park is open and the backstop is repaired. Chris said Kelly tried to contact Neil English regarding the work of the Old Town Hall and we have not had a response yet. Chris mentioned the tour of the building at the Rte. 4 Rest Area and he is speaking with DOT about having some volunteers help with the maintenance of the lawn area.

Hugh Curley spoke about BCEP as Earl is retiring. Hugh will be speaking at the Memorial Day events. Hugh discussed the need of police detail –vs- a flagger for lighter traveled roads. Hugh attended discussion with Unitel and their procedures and he will be attending a meeting with CNHRPC for Economic Development. Hugh said the Budget Committee met and Marylou is still Chair and Dave Fiorentino is Vice-Chair.

Don Harty spoke about the Kettle Rock Road land for sale and there has been some interest for recreational use of the land. Don said Gordon was grading the roads and all but one Road is left to do. Don will be meeting with Metrocast to discuss public meetings.

Since the Memorial Day Holiday is on Monday, Nancy asked if AP can be skipped until the following week and the Board said yes.

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

Virginia Drew asked about the volunteers for the Rest Area and Chris Bowes said he is still discussing the idea with DOT. Virginia also spoke about starting a Charter and/or Town Committee for the Meeting house. Board suggested making a proposal and scheduling a meeting with the Board.

Len Gilman asked if the State DOT was going to fix the parking lot & grounds at the rest area. Chris said he would mention it to DOT. Glen asked if the roads were being graded with the Town grader and Don said yes.

At 7:45PM 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*.