

## BOARD OF SELECTMEN'S MEETING

Monday, May 8, 2017  
Call Meeting to Order 6:00PM

### DRAFT

Donald Harty \_\_\_\_\_  
Hugh Curley \_\_\_\_\_  
J Chris Bowes \_\_\_\_\_

Approved on \_\_\_\_\_ (Date)

or amended on \_\_\_\_\_

**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, Melissa Proulx, Deborah Sargent, Dick Frambach, Lt. Michael, Chief Preve and Betsy Bosiak.

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Chris Bowes made a **motion** to amend the agenda to include a raffle request and abatements for Monday, May 8, 2017. Hugh Curley seconded the motion. All voted in favor.

### **Scheduled Time:**

**6:00PM Public Hearing.** The public hearing is to ratify the postponed second session of the Annual Town Meeting for 2017.

Chair Don Harty opened the public hearing at 6:02PM and read the following notice:

Whereas the Town Moderator postponed the session from March 14, 2017 to March 21, 2017 due to inclement weather (emergency) and whereas the Secretary of State has taken a position contrary to the NH Municipal Association that NH RSA 40:4 does not permit a Moderator to postpone the sessions of the legislative body and

Whereas the State Legislative has provided a special act permitting this board to dispose of the issue by voting after a duly noticed public hearing to ratify the warrant articles which were approved by vote of the residents in the postponed session voting, Hugh Curley made the following **motion**:

That the Board of Selectmen having held a duly noticed public hearing, hereby legalizes, in pursuant to HB 329 (2017 NH Laws chapter 20) to ratify and confirms all actions, votes and proceedings taken at the voting session of the town meeting that was scheduled to take place March 14, 2017, but was postponed due to weather and was held on March 21, 2017 instead. This motion is to be posted in the same manner as the results of the Town election. (Town Clerk signed the motion).

Virginia Drew wanted to know if we received any complaints from postponing the date of the election. Don Harty said he was at the polls just in case some people showed up but no complaints.

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Hugh Curley made a **motion** to close the Public Hearing at 6:20PM. Motion was seconded by Chris Bowes. All voted in favor.

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Abatement for Map U11-31-120 was reviewed. Administrative Abatement was submitted. The abatement request was due to error in registration notification of the motor home. The abatement request is for \$135.00 for 2016 taxes. Chris Bowes made a **motion** to approve the abatement request. Motion was seconded by Hugh Curley, all voted in favor.

Emergency Management re-appointment as Director was reviewed and discussed. The job description for the Emergency Management Director was also discussed. There was a change made on the job description to include requirements for certifications under "licensing and certification". Board discussed the NIMS and ICS requirements for emergency management members including the Board members. Chris Bowes made a **motion** to approve the appointment. Motion was seconded by Hugh Curley, all voted in favor. Chris Bowes made a **motion** to approve the revised job description. Motion was seconded by Hugh Curley, all voted in favor.

Public Information Officer Re-appointment was reviewed and discussed. The Board decided it would be appropriate if the Chair of the Selectmen were Public Information Officer. The Board thanked Joanne Randall and appreciated her time as the Officer in the past. Chris Bowes made a **motion** to appoint the Chair of the Board of Selectmen to be the Public Information Officer for Emergency Operations or his/her designee. Hugh Curley seconded the motion, all voted in favor.

Revised Job Descriptions – the full time Fire Department job descriptions had been reviewed to include the new Concurrent Station duty policy. Chris Bowes made a **motion** to approve and sign the revised job descriptions. Motion was seconded by Hugh Curley, all voted in favor.

Intent to cuts – x 2. Chris Bowes made a **motion** to approve the intent to cut for Map U10 Lot 8. Motion was seconded by Hugh Curley, all voted in favor. Chris Bowes made a **motion** to approve the intent to cut for Map R4 Lot 25. Motion was seconded by Hugh Curley, all voted in favor.

Disability Exemption was reviewed. Chris asked about the qualified amount that will be deducted from the assessed value of the property due to the disability exemption. Don Harty said it was voted on at a town meeting in and to change would require another town vote. Chris Bowes made a **motion** to approve the application for disability for Map U16 Lot 7-107A. Motion was seconded by Hugh Curley, all voted in favor.

Land Use Change application was reviewed. Chris Bowes made a **motion** to approve the land use change for Map R02 Lot 62 & 70. Motion was seconded by Hugh Curley, all voted in favor.

Abatements (x6). Board reviewed the recommendations from M&N Assessing to deny the abatements. Chris Bowes made a **motion** to deny the following abatements: Map U11-33 / U11-26 / R10-23-27 / U5-82 / R10 -18 and U11-32. Motion was seconded by Hugh Curley, all voted in favor.

Non-Public Minutes (previous years). Board reviewed the non-public minutes as required. Chris Bowes made a **motion** to attach the memo with the proper date of the minutes to unseal and 2 dates of minutes to keep sealed. (Memo is attached.) Motion was seconded by Hugh Curley, all voted in favor.

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### **Staff:**

Nancy Wheeler reported that she will now merge the budgets and distribute an expenditure report to the Department Heads since the election has been ratified. Nancy will be out next week so there will be no AP to sign. The Auditors completed their work at the office and now waiting for their financial statement. Nancy spoke about the insurance renewal date. Nancy will review the estimate and policy and report back to the Board. Hugh asked about the number of "boat" tax collectors that are insured through the insurance policy and why there are 7 of them. Nancy said that McCullum's boat sales have all their employees listed to register the boats they sell. Board will look at the renewal estimate to decide if staying with Travelers or need to go out to bid again.

Kelly Dearborn-Luce reported on the letters that were sent out regarding delinquent tax payments on mobile homes. Only one was returned from post office. Kelly will be in class on Wednesday. The Board discussed their vacation schedules for the summer meetings. The Army Band would like to perform at Webster Park and have asked the Town to help with advertising. Board thought it would be a good idea to have the band. They are scheduled for August 24<sup>th</sup> at Webster Park. Hugh suggested notifying the Scouts and the Legion of the date and time.

### **Discussion:**

Planning Board secretary staff assistance. Hugh Curley wanted to discuss the job description with the planning Board and was not able to meet with Betsy yet. Discussion will be tabled until next meeting.

Memorial Day Speaker – Hugh is available and will speak at the events. Kelly will notify Gordon Ellis, Legion Commander.

**7:15PM Lt. Michael / Chief Preve.** At 7:10PM Hugh Curley made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel. Chris Bowes seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed. Board returned from non-public into regular session at 7:55PM. No decisions were made. Hugh Curley made a **motion** to seal the minutes, motion was seconded by Chris Bowes, all voted in favor. A roll call vote to seal the motion was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

### **Minutes for review and discussion:**

Draft – April 24, 2017 were reviewed. Chris Bowes made a **motion** to approve the minutes for April 24, 2017. Motion was seconded by Hugh Curley, all voted in favor.

### **Minutes to sign:**

Final – April 10, 2017. Kelly noted the minutes needed to be amended as the "effective date" for the police detail rates to increase was not in the minutes. The effective date of April 22, 2017 will be added and amended. Chris Bowes made a **motion** to approve the minutes as amended for April 10, 2017. Motion was seconded by Hugh Curley, all voted in favor.

Non-Public minutes of (x2) April 24, 2017 – Board reviewed the non-public minutes. Hugh Curley made a **motion** to approve the non-public minutes for session #1 on April 24, 2017. Motion was seconded by Chris Bowes, all voted in favor.

Hugh Curley made a **motion** to approve the non-public minutes for session #2 on April 24, 2017. Motion was seconded by Chris Bowes, all voted in favor.

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### **Selectmen Liaison Reports:**

Hugh Curley made a **motion** to appoint Virginia Drew as alternate Library Trustee. Motion was seconded by Chris Bowes, all voted in favor. Kelly will have the proper paper work for the Board to sign at a later date.

Hugh Curley reported on a concern regarding a damaged mailbox. Discussion was held regarding the driver of the plow, the site of the wing and the mailbox being in the R.O.W. Hugh thought if failed equipment caused the damage then maybe the town is responsible. Chris said he didn't think they should set precedent and start paying for damages as the Town does have the policy that we are not responsible for damages.

Hugh Curley made a **motion** to reimburse the resident for the damaged that was sustained to the mailbox & post by the plow/wing of the truck. Motion was seconded by Chris Bowes. Vote was 1 in favor, 2 not in favor. Motion failed.

Hugh mentioned that he did not speak with the Attorney regarding the resignation letter that was read at that last meeting. Don Harty said he did call the Attorney and spoke to Laura about the procedures at a "Board" meeting. The Attorney confirmed that the Board was right to stop the reading of the letter if they were concerned about an employee's reputation that was not even present at the meeting. The Attorney also stated that the meeting is under control of the "Board" as it is their meeting.

Don Harty spoke about the office staff due to resignation of new employee for assessing staff. Don had spoken with Tim from M&N Assessing and he will be able to help out with extra hours on Fridays. Board agreed to pay the rate of \$55.00 hour (for 8 hours a month) for the Assessing service until new employee is hired. Don has spoken with Kelly regarding ways to help make the office operate more efficiently. Board also agreed to start advertising for the staff position.

Don spoke about the land for sale on Kettle Rock Road. The forester had reported on the history and value of logging and Bobbi-Lynn Thomas, Century 21 will prepare the MLS with that information. Board agreed to move forward with sale of the land.

Don Harty spoke with Gordon regarding the fill that the State is removing from the ditches on Route 4 (paving projects). Don said the State will drop off the material as fill that is needed at the front of the (Town) land next to the Police Department. Hugh said as long as it is clean-fill, its ok with him.

Don reported on the Facebook page that is managed by Roberta Brooks. Due to the concerns that residents think the Facebook page is the "Town" site, Don would like to have some type of disclaimer, or list the official web site address for the Town Offices, or the picture of the Town Hall removed, as the picture could be confusing. Board agreed that the Facebook page can be useful and has good information, but over the last week some conversations needed to be removed. Don also said the Board should not be posting on the Facebook as "officials". Virginia Drew said she would remove the picture of the Town Hall from the Facebook page.

Chris Bowes spoke about the opening of Webster Park. The Antique Fire Truck show is scheduled for May 13th and hopes the park will be open. The back-stop will be repaired next week.

Chris spoke about the motion made in 2016 regarding the Fire Chief recommending the Firefighters to be Deputy Fire Wardens. Since the resignation of Matt Moulton, the motion to re-appoint Matt as Deputy Fire Warden needs to be rescinded and a letter sent to the State Forestry. Chris made the **motion** to rescind the re-appointment of 2017 Deputy Fire Warden Matt Moulton, due to his resignation of employment with the Epsom Fire Department. Hugh Curley seconded the motion, all voted in favor.

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The Board discussed the hiring process for the Fire Department regarding FF/AEMT position. Chris would like to suggest that the Fire Chief start at a higher pay rate for the qualified candidate. Chris will review the grade/step matrix with Chief Yeaton.

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

Joni Kitson asked about a letter that Don read on April 10<sup>th</sup> and thought it should be attached to minutes.

Len Gilman thanked the board for voting not to reimburse the mailbox damage. Len invited the Board to ride along next time he plows to show how sometimes you cannot see the wing or it is not always equipment, sometimes its piles of snow that damage.

Virginia Drew said the Historical Building is open on Fridays now from 6-8pm. Virginia is looking for a group that is interested in the Meeting House and to start fund raising efforts.

Dick Frambach spoke about the condition of Cass Road regarding the pot holes and not graded. Dick wanted Chris to take another look at the road. Don Harty is the new Liaison for Road Agent and he will take a look at the road condition.

Hugh Curley made a **motion** to adjourn at 8:15PM. Motion was seconded by Chris Bowes, 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.*

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# Memo

To: Board of Selectmen  
From: Kelly Dearborn-Luce  
Date: May 8, 2017  
Re: Review of previous non-public minutes

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**Motion to unseal the following non-public minutes: (by date)**

June 20, 2016  
June 6, 2016  
May 23, 2016  
Nov 10, 2014  
Sept 29, 2014  
Nov 5, 2007  
Oct 29, 2007  
Oct 30, 2006 (3)  
Oct 30, 2006 (4)  
April 17, 2006  
June 13, 2005

**Motion to keep sealed the following minutes:**

Oct 22, 2007  
Nov 17, 2014