

BOARD OF SELECTMEN'S MEETING

Monday, February 12, 2018
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 and Kelly Dearborn-Luce, Town Administrator/Recording Secretary.
Chris Bowes, Selectman- absent

Staff Present: Nancy Wheeler

Other Attendees: Joni Kitson, Virginia Drew, Debbie Sargent and Len Gilman.

The group recited the Pledge of Allegiance.

Review and Accept Agenda Don Harty made a **motion** to amend the agenda for a discussion with Virginia Drew regarding the Old Meeting House Revitalization Committee. Hugh Curley seconded the motion, all voted in favor.

Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Intent to cut was reviewed. Don Harty made a **motion** to approve the intent to cut for Map R 15– and Lots 4 through 42. Motion was seconded by Hugh Curley, all voted in favor.

The training request from the Police Chief was reviewed and discussed. The Police One Academy was recommended by Rich Kane of MRI. This is for on-line training for all members with certificate program and the price quote is for one-time set up fee of \$250.00 and then \$528.00 a year (\$88.00 each) for a total of \$778.00. Hugh Curley made a **motion** to approve the Police One Academy training for the police department. Motion was seconded by Don Harty, all voted in favor.

Finance report:

Nancy Wheeler spoke about the meeting in January regarding the encumbrances. Since then, Travelers has submitted an invoice/bill for deductibles which will increase the amount of the encumbered funds. Hugh Curley made a **motion** to approve the additional amount to be encumbered by \$941.35 for a new total at \$12,389.35. Motion was seconded by Don Harty, all voted in favor. Nancy also mentioned that she is finishing up the invoices for the Echo Valley Farm Road bridge project. The Engineers have come under budget and Nancy will work with Gordon on the final paper work to be sent into NHDOT for the funding.

Administrators Report:

Kelly Dearborn-Luce reported on the following: The Town Report is at final draft and will be sent out to printer. Departments; Highway (Gordon) would like to post the roads before next meeting. Hugh Curley made a **motion** to authorize Gordon Ellis, Road Agent to post the roads per RSA

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231:191 effective as of 2/12/18. Don Harty **amended the motion** to have Gordon authorized to post the roads, at his discretion, if the effective date is not today (02/12/18). Amended motion was seconded by Hugh Curley, all voted in favor.

Fire Department (Chief Yeaton) has a public hearing next meeting for furnace donation and he will be introducing new volunteers. Chief said he is very busy and had to keep extra staff on duty at the last snow storm.

Police Department (Chief Preve) received the cleaning maintenance quote which is \$169 every other week (yearly cost of \$2028). The quote from mowing and plowing was too high, need to obtain another one for plow/snow removal. The Board suggested to have Kelly research the contractors that maintain areas for the Town (other Departments) and consolidate the work. The furnace has a problem with water going into the fire box. It may be coming from the chimney. Repair will cost \$125.00 (plus cleaning cost) and will be done in the spring. And the Drug drop-off box is working!

The old town hall repairs – Kelly spoke with Neil English and he did confirm that the temporary repair will hold up and last a very long time. Neil also said he would keep his quote for repairs but the cost of materials may increase. Don Harty asked about Neil's schedule and Kelly will contact Neil again to see when we can be put on his calendar. Len Gilman spoke about other projects that he know Neil is working on at present time.

2 resumes were received for ZBA clerk. The deadline application is Friday. We will be setting up for interviews on Monday.

There is Training for Public Communication Conflicts at Primex on a Friday in March. Kelly asked if Donna Randall, Office Assistant could attend. Kelly explained that attending the training would be extra hours for Donna. The Board agreed that Donna could attend the training class with Kelly in March.

Kelly requested to meet with the Board under non-public (personnel) at the end of the meeting.

DISCUSSION

Service agreement with Police App – The Board reviewed the year agreement with Police App to utilize their website for advertising, recruiting and selecting new hires for the Police Department. The applicants pay a fee to go on the site and there is no cost to the Town. Hugh Curley made a **motion** to authorize Chief Preve to sign the agreement. Motion was seconded by Don Harty, all voted in favor.

P&S for Goboro Road – The realtor has drawn up the P&S agreement and will schedule a closing in March. The Board will need to authorize a member to act on their behalf since Don Harty will be leaving. Don Harty made a **motion** to authorize Selectman Chris Bowes to sign all transactions, regarding the sale of Goboro Road, on behalf of the Board. Hugh Curley seconded the motion, all voted in favor.

Deerfield Perambulation – Don Harty and Kelly met with the Town Administrator John Harrington and Deerfield Selectman Fred McGarry at the Deerfield Town Hall and reviewed the new survey plan submitted by Dave Noyes that shows the correction of the boundary marker for the Town Line. Deerfield Selectman McGarry agreed with the plan. A Granite bound will be placed in the spring and both Towns will share the cost. Kelly noted that Dave Noyes will install the new boundary marker as a "witness bound" as the original (historical) marker will remain. Kelly will research cost of the marker.

Virginia Drew spoke about the Old Meeting House Revitalization Committee status. They would like to send out the news article about the new committee and a list of names that have been part of the other Meeting House Committees. Board thanked the committee for waiting on the article to see what was going to happen with the proposal of the new town office. The Committee is also working on sending out a survey and preparing for a listening session. The Board reviewed the survey and listening session questions. A discussion was held regarding the process of using "survey monkey".

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Hugh Curley suggested maybe the Town web site and the Library could post the link to the survey. Don Harty asked Virginia if they plan on having handouts at voting day and Virginia thought that would be great opportunity and she will check with Jeff Keeler on the procedure to have hand-outs.

MINUTES

Draft – January 29, 2018 x 2 drafts. Hugh Curley made a **motion** to approve the minutes of the morning session of January 29, 2018. Don Harty seconded the motion, all voted in favor.

Hugh Curley would like to amend the minutes of the 5pm of January 29, 2018; page 3 add to last sentence to now read: “ Hugh also mentioned that the MRI assessment is an “active report” *as the Chief is already implementing recommendations*”. Hugh Curley made a **motion** to approve the amended minutes, Don Harty seconded the motion, all voted in favor.

Draft – February 2, 2018 were reviewed. Hugh Curley made a **motion** to approve the minutes of February 2, 2018. Don Harty seconded the motion, all voted in favor.

Final – January 16, 2018 (amended minutes) were reviewed and signed.

Non-Public minutes – January 29th x3 (sealed -2) were reviewed. Hugh Curley made a **motion** to approve the non-public minutes of January 29, 2018, session #1. Don Harty seconded the motion, all voted in favor.

Hugh Curley made a **motion** to approve the non-public minutes of January 29, 2018, session #2 (not sealed). Don Harty seconded the motion, all voted in favor.

Hugh Curley made a **motion** to approve the non-public minutes of January 29, 2018, session #3. Don Harty seconded the motion, all voted in favor.

Non-Public Minutes February 2, 2018 (sealed) were reviewed. Hugh Curley would like to amend. The Board will discuss amendment in non-public session.

Liaison Reports:

Hugh Curley said he spoke with Chief Preve about the recruits and the part-time academy and he is glad that the Chief will pursue that avenue.

Don Harty said he spoke with Priscilla about the Old Town Hall door and the contractor was able to adjust the door (and hinge) which is now working. There is no need for a new front door.

5 Minutes for Public Questions and Comments:

Len Gilman spoke about the need and use of the proposed new Highway truck. Len asked the Board their opinion of needing extra employees for the Highway Department. Both Don and Hugh spoke about the part time help and also utilizing some of the NH Prisoners.

Virginia Drew asked the Board if they would need to approve any other part timers or more positions for the Highway and the Board said yes, hiring would require their approval first.

Joni Kitson wanted to clarify the term “employees” for the Highway department and Don Harty said one employee and one elected official. She also asked about the sale of the F350 and Don said it was sold at Auction. Joni asked about an invoice for reconditioned lube tank and Don said it was for the heating oil for the furnace. Joni asked about the invoice for electrical parts and Don said it was for the bathroom inside the building. Joni asked about an invoice for a number of keys made and wanted to

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know why 10 and what for. Don said it was probably for contractors and maybe for the use of the bathroom.

For your Information:

Executive Council report (Virginia Drew reviewed the report)

NHDOT rest area – State is asking for information regarding the building and parking lot. Board discussed the rest area history and surplus process. Kelly advised that Selectman Chris Bowes was contacting DOT for more information and follow-up.

MetroCast Franchise check received \$38,398.14

DRA 2017 cyclical monitoring report

2018 sample ballot

At 7:10PM Hugh Curley made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel. Don Harty seconded the motion. A roll call vote was Don Harty – yes and Hugh Curley – Yes. Motion passed.

At 7:40PM the Board returned from non-public session. Decisions were made in non-public. Hugh Curley made a **motion** to seal the minutes. Don Harty seconded the motion. A roll call vote to seal the minutes was Don Harty – yes and Hugh Curley – Yes. Motion passed.

At 7:43PM 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.

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