

BOARD OF SELECTMEN'S MEETING

Monday, January 29, 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; J. Chris Bowes, Selectman;
and Kelly Dearborn-Luce, Town Administrator/Recording Secretary.

Staff Present: Nancy Wheeler

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

Chair Don Harty opened the meeting at 5pm.

Scheduled Time:

Non-public meeting schedule for 5pm.

At 5:00PM 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 5:55PM the Board returned from non-public session. No decisions were made.

Hugh Curley made a **motion** to seal the minutes. Chris Bowes seconded the motion. A roll call vote to seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

Chair reconvened the meeting at 6:00PM. The group recited the Pledge of Allegiance.

Scheduled time continued; Donna Randall, 90 day performance review.

At 6:02PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel for performance review. Hugh Curley seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 6:10PM the Board returned from non-public session. No decisions were made.

Hugh Curley made a **motion** to not seal the minutes. Chris Bowes seconded the motion. A roll call vote to not seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

Review and Accept Agenda Chris Bowes made a **motion** to accept the agenda. Hugh Curley seconded the motion. All voted in favor.

Finance Report:

Nancy Wheeler spoke about the MS reports which were posted today. Deliberations are on Saturday at 9am. 125 copies of informational packets will be ready. The W2's, 1099's and quarterly reports are in process. The financial reports are being worked on for the Town Report.

Administrators Report:

Kelly Dearborn-Luce reported on the following items;

01/29/18

The application for the Economic Development Revitalization zones was submitted and DRED is looking for two applications since there are 2 different ER zones (North and South). Don Harty signed the 2nd application.

Priscilla from the Food Pantry would like to replace the door. The Board discussed the need for the new door and had questions about contractor and specifications. The Board would like to see a quote first and discuss further.

An agreement was drafted for paying restitution for property damage and the Board discussed the terms of payment. Hugh Curley would like to see the amount per month set at \$50.00. Kelly will draft another agreement for the Board to sign.

A revised agenda policy was reviewed. The revisions are for the submission time line on a Friday, scheduling, new format, removed staff and added Finance and Administrator reports. Don Harty read the revised policy. Chris Bowes made a **motion** to approve the agenda policy. Motion was seconded by Hugh Curley, all voted in favor.

A vacation time extension was discussed. Hugh Curley made a **motion** to approve the request for the employee. Motion was seconded by Chris Bowes, all voted in favor.

A letter was received from Preservation Timber Framing (the contractor that Neil English had recommended) regarding the construction work to restore and repair the Old Town Hall. They are unable to do the work. Don Harty asked Kelly to contact Neil again and see how long the first repair will last.

Dawn Blackwell, Tax Collector submitted some dates for the lien process. Kelly spoke about the letters that were sent prior to the lien dates for notification or explanation last year. The Board agreed it would be a good idea to send out the letters again to potential homes for tax lien.

The Board reviewed a Recruitment Incentive program submitted by George Calligandes. George will instruct an EMT class for free to help recruit volunteers for the Fire Department. George is still working on the language and terms for the program. The Board asked some questions regarding cost and pro-rated payment if the candidate does not stay for the 2 year contract term. Kelly will discuss further with George and Chief Yeaton. Board thought the program was a good idea.

Signature items:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Library Trustees Agreement was reviewed. Chris Bowes made a **motion** to sign the agreement. Hugh Curley seconded the motion, all voted in favor.

Appointment for Conservation was reviewed. Calvin Preston was previously a member and did not sign up last year when his term expired. He would like to continue to be a member. Chris Bowes made a **motion** to approve the appointment. Hugh Curley seconded the motion, all voted in favor.

Discussion:

Library Trustees amendment to employee handbook which added a section for emergency closure days. The Board reviewed the amendment.

Minutes

Draft January 16, 2018 was reviewed. Hugh Curley would like to amend the sentence (in the Administrators report) and state the purpose for the need of a public hearing for accepting donations which is for the Fire Department furnace. Chris Bowes made a **motion** to approve the amended minutes. Motion was seconded by Hugh Curley, all voted in favor. Kelly will amend the minutes.

Final – January 8, 2018 were reviewed and signed.

Non-public minutes January 16, 2018 (x2 sealed) were reviewed. Chris Bowes made a **motion** to approve the non-public minutes from session **#1**. Motion was seconded by Hugh Curley, all voted in favor.

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

Selectmen Liaison Reports:

Hugh Curley spoke about the BCEP meeting and the composting issue. The BCEP will have a plan in place and will take some time. Hugh also met with the Police Department and discussed the drug box that is in place now and information is on the Facebook page. The oral boards were held for 2 potential candidates and a part time position was discussed. Hugh also mentioned that the MRI assessment is an "active" report.

Chris Bowes said Webster Park is working on the ice rink. The Economic Development Committee is still working on the ERZ signs and applications have been filed. Chris mentioned that the Fire Department is now having meetings with Kelly. Kelly mentioned that the Chief has been on vacation therefore no staff meeting was held last week but they will be scheduling one in the next couple weeks.

Don Harty said he spoke with Gordon about the ice and the recent storms were tough.

For your Information:

Xfinity customer notice

Town of Hooksett ZBA hearing notice for Tower

5 Minutes for Public Questions and Comments:

Virginia Drew asked about the Xfinity correspondence and spoke about Direct TV in the area.

Joni Kitson asked about the agenda format and Kelly explained that the law does not require that the agenda list all correspondence. Nancy noted that all correspondence comes in on time to be on the agenda.

Debbie Sargent asked about training reimbursement for the employees that hold certificates to their job and Nancy spoke about some of the employees requirements and that there is money in the budget for training.

At 6:50PM 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.

At 7:05PM the Board returned from non-public session. No decisions were made.

Hugh Curley made a **motion** to seal the minutes. Chris Bowes seconded the motion. A roll call vote to seal the minutes was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 7:07M Hugh Curley made a **motion** to adjourn. Chris Bowes 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.

01/29/18