

## BOARD OF SELECT MEN'S MEETING

Tuesday, January 16, 2018

Call Meeting to Order 4:00PM

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, Administrator/Recording Secretary.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Virginia Drew, Dave Fiorentino, John Klose, Melissa Proulx (Union Leader) and Chief Preve.

Chair Don Harty opened the meeting at 4:00PM.

At 4:01PM Chris Bowes 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, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 5:50PM 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, all voted in favor. Roll call to not seal the minutes was Don Harty-yes, Hugh Curley-yes and Chris Bowes-yes. Motion passed.

Don Harty reconvened the public session of the meeting at 6:00PM.  
The group recited the pledge of allegiance.

Don asked Alan Gould from MRI and Chief Preve to discuss the final assessment report presented by MRI. Alan Gould gave a brief bio-history of the company and explained the process for review of the operations at the Police Department as a risk assessment. The assessment took about 2 months and they interviewed personnel and reviewed policies and procedures. MRI presented the report to the Board and Chief with approximately 100 recommendations. MRI identifies what is not "best practice" to mitigate risk. Some recommendations are for written policies, some have budget items and the Chief will prioritize the recommendations and follow-up with the Board. Alan said MRI is available to the Chief and Staff for guidance.

Chief Preve said that at first he was not in favor of the assessment but its been great, has had great conversations with MRI personnel and he thanked MRI for their time and effort. Chief said the recommendations will take some time and some budgeting.

Hugh Curley spoke about the number of recommendations and the conclusion page does mention that it's a good Police Department.

Chris Bowes said the assessment was very helpful. Alan Gould said with this size department it's challenging for a "working" chief. Don Harty said we have a great Chief and great Officers.

#### Finance Report:

Nancy Wheeler spoke about the encumbrances. Since the last Board meeting some 2017 bills will need to be encumbered such as; Phone bill, water bill, legal invoice, MRI Report and HealthTrust (Benefits). The total is \$11,447.50.

Chris Bowes made a **motion** to approve the encumbrances as listed. Hugh Curley seconded the motion, all voted in favor.

Nancy reviewed the revenues and the anticipated funds for 2018 and the total amount is \$1,617,629.00. This is for the MS 737 report. Don Harty said it was \$1.7 last year. Chris Bowes made a **motion** to approve the 2018 estimated revenues. Motion was seconded by Hugh Curley, all voted in favor.

The operating budget and default budget was discussed. Nancy mentioned the default budget spreadsheet. Don Harty asked Nancy if this was the first time the default budget was higher than the operating budget. Nancy said it was once before (since she has been working at the office). Chris Bowes made a **motion** to approve the preliminary default budget as presented. Hugh Curley seconded the motion, all voted in favor.

The Board reviewed the language for Article 1 (operating budget). Nancy discussed some of the budget committee discussions regarding Highway and Police training. Chris Bowes made a **motion** to recommend Article 1 as written. Hugh Curley seconded the motion, all voted in favor. Vote is 3-0 to recommend.

The Board discussed the order of the warrant articles listed. Since Article 5 is not recommended by the Budget Committee and if it stays on the warrant and passes, all other following articles will not be voted on due to the 10% rule. Nancy will revise the order of the warrant articles to have former Article 5 as the last money article (#12). Don spoke with the Moderator and Nancy will check with DRA if the article to vote for a new town office building can be discussed again at deliberation and put back on the ballot to vote on.

#### Administrators Report:

Kelly Dearborn-Luce asked the Board about a meeting date and time with Legal and the Board can meet next Monday morning. A public hearing will be required due to the acceptance of a donation over \$10,000. The Deerfield/Epsom perambulation plan will be reviewed with Dave Noyes, Surveyor & Deerfield Selectmen and Kelly will set up a meeting for next week. The town owned property on Goboro Road is still being offered to an abutter and Bobbi-Lynn Thomas from Century 21 has submitted the offer for the cost of transaction only. Kelly will contact the Realtor. The driver of vehicle involved in an accident that caused damaged has been contacted to pay restitution. Kelly will contact her for an agreement of payments. The company for Cleaning and Snow removal has been contacted to submit a quote for the Police Station. Don Harty asked Kelly to explain as this was a recommendation from MRI. Kelly said a couple of the recommendations needed attention right away and since the Officers were doing all the work themselves which takes a lot of their time and may cause some safety issues, it was important to look into this now. The LCHIP application was submitted by Kelly just at the deadline on Friday. Kelly was able to sign it and submit on time. The Board will meet next week at a special time to sign the warrant before January 29<sup>th</sup>. The advertisement for recruiting elective officials was sent out. An advertisement for a new recording secretary for the Zoning Board was reviewed and Kelly will submit the ad. The Welfare Director's quarterly report was submitted. A letter was received from Fire Standards & Training recognizing Cameron Smith's success of passing the CPAT (testing and certification). The letter will be filed in his personnel file. Kelly noted the web site design is still in process and we received a quick look of the front page display.

#### Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Abatement refund for Map U19-14 Int 1 and Int 2 was reviewed and discussed. Kelly explained the abatement refund is from a settlement with BTLA for the tax years 2015, 2016 and 2017 with interest per Interested party. Chris Bowes made a **motion** to approve the abatement refund for Map U19-14-Int 1 in the amount of \$2,960.34 for the years 2015, 2016 and 2017. Hugh Curley seconded the motion, all voted in favor.

Chris Bowes made a **motion** to approve the abatement refund for Map U19-14-Int 2 in the amount of \$2,791.30 for the years 2015, 2016 and 2017. Hugh Curley seconded the motion, all voted in favor.

### Discussion:

The new proposed Town Office project was discussed. Don Harty said due to the 10% rule that was explained by Nancy Wheeler at the Budget Committee hearing, the article does not go out to voters. Also, if the article stays on the ballot and is approved, all other money articles following do not pass (due to the 10% budget rule). Don Harty spoke about the decision the Budget Committee made and the vote was 5-5 with a tie vote which is a "no" and the article was not recommended. Don stated he was upset because of that vote that just 5 people made, that decision was made for the residents (public voters). Don would like to ask the Budget Committee Chair for a rehearing and Nancy spoke about the time frame and a meeting would need to be held this week. Nancy will contact Marylou.

Chris Bowes said he is in favor of a rehearing and asked Joni Kitson about her excuse of why she voted no and that the reasons stated in the Concord Monitor about location of the file cabinets, and for that reason to vote not to recommend the article was silly. Joni said the paper chose to put that part in. Joni also said she could not vote for conceptual plan that had deficiencies. Chris would like to see a rehearing and to clarify the conceptual plans. Chris also said he had a problem with not letting the voters discuss this.

Don Harty said it's the taxpayer's right and ability to have a discussion and asked why Joni couldn't abstain. Joni said she wouldn't vote to abstain.

Hugh Curley said he would be in favor of holding a rehearing and to let the vote go out to the people. Hugh also said he is comfortable with the conceptual build/design.

Don said the Town has history and track record with spending money for architectural plans. Chris said the article was for a certain amount and square footage and that was not going to change because of door, window or wall changes.

### MINUTES

Draft – January 8, 2018 were reviewed. Hugh Curley would like to amend a sentence in the public comment section. Kelly will amend for final minutes. Chris Bowes made a **motion** to approve the minutes as amended. Motion was seconded by Hugh Curley, all voted in favor.

Final –January 8, 2018 non-public minutes session #1. Hugh Curley made a **motion** to approve the non-public minutes for session #1. Motion was seconded by Chris Bowes, all voted in favor.

Final –January 8, 2018 non-public minutes session #2. Hugh Curley made a **motion** to approve the non-public minutes for session #2. Motion was seconded by Chris Bowes, all voted in favor.

Final minutes for January 8, 2018 AM session were reviewed and signed.

Final minutes from January 8, 2018 6PM session were reviewed and signed.

### **Selectmen Liaison Reports:**

Chris Bowes said Kelly is meeting with Chief and Staff on a monthly basis and all is good there. Chris also noted that Webster Park is closed.

Hugh Curley mentioned the active Facebook for the Police Department which was another recommendation from MRI assessment.

Don Harty said he had to go check on the furnace again at the Old Town Hall and the blower vent needed to be replaced. Don said a new furnace will be needed for next year.

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

Joni Kitson asked how much oil was used since last issue with furnace at the Old Town Hall and Don said about half of tank.

Virginia Drew asked about a Facebook page for the Town. The Board discussed just an informational page with no comments.

Dave Fiorentino asked for a copy of the MRI report. Hugh will address the difference in the draft and final with Dave after the meeting.

At 7:20PM 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 7:28PM the Board returned from non-public session. Decision was made in non-public. Hugh Curley made a **motion** to seal the minutes. Chris Bowes seconded the motion, all voted in favor. Roll call to seal the minutes was Don Harty-yes, Hugh Curley-yes and Chris Bowes-yes. Motion passed.

At 7:30PM Chris Bowes made a **motion** to adjourn. Hugh Curley seconded, all voted in favor.

Respectfully submitted,  
Kelly Dearborn-Luce  
Administrator/Recording Secretary

*These minutes are in preliminary draft form only and are subject to change before final approval.*