

## BOARD OF SELECTMEN'S MEETING

Monday, January 8, 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: (Signed in)** Joni Kitson, Debbie Sargent, Richard Frambach, Tim Scott, Virginia Drew, Len Gilman and Carol Taylor.

The group recited the Pledge of Allegiance.

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

### **Signature:**

Accounts Payable/Manifest was reviewed and signed.

### **Discussion:**

Dawn Blackwell submitted the Unpaid receivables (unpaid taxes). The Board reviewed the list. Hugh noted that the total amount unpaid was \$1,145,7532.84. Chris Bowes made a **motion** to acknowledge and accept the list of unpaid taxes as submitted. Motion was seconded by Hugh Curley, all voted in favor.

The warrant articles proposed were discussed. The Board reviewed all 12 articles, each one individually – see attached list. Nancy noted that the operating and default budget article will be done after the budget committee public hearing which is scheduled for January 11th.

Article 5 was discussed and Chris Bowes asked if an article about reserving the current funds in the building reserve would be needed. Don Harty said that could be another article if they wanted one. Hugh Curley wanted to explain the process that the Board had done to propose the article. Hugh explained the cost to rent at current location and how it was costly, the new building will have lower cost in utilities, no payment on the new building (no on-going debt), and greater use and more functional as a town office. Article 11 was discussed and Don Harty would like to change the language of the article. Don explained the concern of town water being available for future growth and the capacity of the current wells. Hugh spoke about the capital reserve for potential future expansion of the water system. Nancy will rewrite the article for an expandable trust fund (or capital reserve) to raise \$10,000 and to have the Board of Selectmen as agents to spend the funds. Article 12 was discussed. Hugh Curley explained the tax incentive program for qualifying structures. Kelly noted a map of an area that would benefit from the tax credit program will be supplied to the budget committee if needed. All Articles were recommended 3-0 in favor.

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Encumbrances – Nancy submitted the list of funds to be encumbered from the 2017 budget. The total is \$18,235.47. Hugh Curley made a **motion** to approve and sign the Encumbrances. Motion was seconded by Chris Bowes, all voted in favor.

Nancy asked about the contract and funds for Neil English to do structural repair at the Old Town Hall as the funds have lapsed. Kelly contacted a new contractor that Neil recommended and has not heard back yet. Board discussed proposing another article for the repairs. Hugh Curley made a **motion** for new language of the lapsing article for \$15,000 for the repair work to be done at the Old Town Hall. Motion was seconded by Chris Bowes, all voted in favor. Nancy will rewrite the article.

Mileage Reimbursement rate was discussed. Nancy said the Federal rate is at .54.5 cents. Chris Bowes made a **motion** to adopt the new rate. Motion was seconded by Hugh Curley, all voted in favor.

Advertise for volunteers – Hugh Curley submitted a summary of positions that are available and an advertisement to help recruit volunteers. Kelly will post and submit the advertisement to the local paper.

The list of available positions is as follow: Budget Committee (3) Members for three years; Cemetery Trustee 1 for two years and 1 for three years; Library Trustee (1) for three years; Overseer of Public Welfare (1) for one year; Planning Board Member 1 for two years and 3 for three years; Selectman (1) for three years; Supervisor of the Checklist (1) for six years; Town Clerk/Tax Collector (1) for three years; Treasurer (1) for one year and Trustee of Trust Funds (1) for three years.

Hugh Curley asked for a 5 minute recess. Board returned to meeting at 6:50PM.

Nancy Wheeler requested a non-public session regarding legal. At 6:55PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (e) legal. Hugh Curley seconded the motion. A roll call vote was Don Harty – yes, Hugh Curley – Yes, Chris Bowes – Yes. Motion passed.

At 7:08PM 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.

#### **Public Questions and Comments:**

Chair Don Harty mentioned that there will be no negative or employee/personnel discussions.

Virginia Drew asked about copies of the warrant articles and Nancy noted the list of articles will be available at the public hearing on the 11<sup>th</sup>. Virginia also asked about copies of the proposed town office and Kelly said they will be available for the public hearing as well.

Tim Scott spoke about the way the warrant article was changed for the proposed town office and thought there could be a reserve fund to have a study done.

Joni Kitson suggested that Board explain the use of the undesignated funds and how the funds help carry over the budget until the first issue of tax bills. Don Harty said the Board is careful to get below the recommended percentage and in years past other Boards were low on the funds to 6-7%. Joni also asked about the time of the discussions during the meeting of January 3<sup>rd</sup>.

Debbie Sargent asked about defer of taxes and Don Harty said last year it was \$150,000.

Resident asked about construction starting on the new town office and Don Harty stated could be mid-April and completed by end of the year.

Resident asked about repairing of older buildings and why this new project was a mystery. Don Harty stated the proposed town office has been discussed in public several times and there is a long history of proposals for a new office and/or renovations of other buildings.

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Don Harty also mentioned the high cost of renting and the current location is an embarrassment as a Town Office. The new proposal will also include an office for the Emergency Operation Center which is eligible for Grants that will help keep cost down.

Len Gilman noted that even though there is Grant money available it is still taxpayer money.

**Minutes for review and discussion:**

Draft – Minutes of January 3, 2018 AM meeting. Chris Bowes made a **motion** to approve the minutes. Hugh Curley seconded the motion, all voted in favor.

Draft – Minutes of January 3, 2018 6PM meeting. Chris Bowes made a **motion** to approve the minutes. Hugh Curley seconded the motion, all voted in favor.

**Minutes to sign:**

Final – minutes on December 18, 2017 were reviewed (as amended) and signed.

Non-Public minutes from January 3, 2018 AM meeting were reviewed. Chris Bowes made a **motion** to approve the non-public minutes of session #1. Hugh Curley seconded the motion, all voted in favor.

Non-Public minutes from January 3, 2018 AM meeting were reviewed. Chris Bowes made a **motion** to approve the non-public minutes of session #2. Hugh Curley seconded the motion, all voted in favor.

At 7:40PM 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 8:12PM the Board returned from non-public session. Hugh Curley made a **motion** to revise the current agenda policy. Motion was seconded by Chris Bowes, all voted in favor. 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.

At 8:15PM 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.*

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## 2018 WARRANT ARTICLES

**Article 1:** Shall the Town of Epsom raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,349,755.00? Should this article be defeated, the operating budget shall be \$\_\_\_\_\_, which is the same as last year, with certain adjustments required by previous action of the Town or by law, or the governing body may hold one special meeting in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

The operating budget is estimated to be a \$ ..

The default budget is estimated to be a \$ ..

**Article 2:** Shall the Town vote to establish a contingency fund for the 2018 year for unanticipated expenses that may arise and further raise and appropriate the sum of ten thousand dollars (\$10,000.00) from the Unassigned Fund Balance to go into the fund? No amount to be raised from taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund. Majority vote required. This Article and its appropriation are in addition to the operating budget.

No tax impact.

**Article 3:** Shall the Town raise and appropriate the sum of one two hundred dollars (\$200.00) from the Unassigned Fund Balance as of December 31, 2017, which is equivalent to the total amount of cemetery plot sales for 2017, to be added to the previously established Cemetery Maintenance Expendable Trust Fund? No amount to be raised from taxation. Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

No tax impact.

**Article 4:** Shall the Town raise and appropriate the sum of two hundred ninety-three thousand eight hundred forty-two dollars (\$293,842.00) to purchase a new ambulance with major equipment, to include but not be limited to a power cot, stair chair, power load, to replace Ambulance 1, and further authorize the withdrawal of up to the same amount of two hundred ninety-three thousand eight hundred forty-two dollars (\$293,842.00) from the Fire and Rescue Apparatus Fund for that purpose; no amount to be raised by taxation? Any trade-in value received for Ambulance 1 will reduce the amount withdrawn from the fund. Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

No tax impact

**Article 5:** Shall the Town raise and appropriate the sum of eight hundred ninety-nine thousand dollars (\$899,000.00) to construct a Town Office building, including but not limited to site work, septic, water and parking, and authorize the use of five hundred thousand dollars (\$500,000.00) from the Unassigned Fund Balance to be combined with fifty thousand dollars (\$50,000.00) from the Capital Reserve Fund for a future Town Office, and three

hundred forty-nine thousand dollars (\$349,000.00) to be raised from taxes, to pay for this purpose? Majority vote required. This is a Non-Lapsing Warrant Article and will not lapse until the project is completed or December 31, 2023, whichever comes first. This appropriation is in addition to the operating budget.

Estimated tax impact is \$ .82

**Article 6:** Shall the Town raise and appropriate the sum of seventy-five thousand dollars (\$75,000.00) to purchase a used heavy duty truck with equipment for the Highway Department to be used for summer and winter maintenance? Majority vote required. This appropriation is in addition to the operating budget.

Estimated tax impact is \$ .18

**Article 7:** Shall the Town raise and appropriate the sum of one hundred fifty thousand dollars (\$150,000.00) to be added to the Capital Reserve Fund previously established for the purpose of reconstruction and improvements to town roads? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

Estimated tax impact is \$ .35

**Article 8:** Shall the Town raise and appropriate the sum of ten thousand dollars (\$10,000.00) to be added to the Capital Reserve Fund previously established for the purpose of purchasing motorized vehicles and equipment for the Highway Department? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

Estimated tax impact is \$ .02

**Article 9:** Shall the Town raise and appropriate the sum of twenty-five thousand dollars (\$25,000.00) to be added to the Capital Reserve Fund previously established for the purpose of bridge replacement and repair? Majority vote required. This is a Special Warrant Article and its appropriation is in addition to the operating budget.

Estimated tax impact is \$ .06

**Article 10:** Shall the Town raise and appropriate the sum of four thousand dollars (\$4,000.00), to be used by the Northwood Lake Watershed Association to control Milfoil in Northwood Lake? Majority vote required. This appropriation is in addition to the operating budget.

Estimated tax impact is \$ .01

**Article 11:** Shall the Town raise and appropriate the sum of twenty-five thousand dollars (\$25,000.00) for an engineering study to determine the feasibility of drilling a third well for the expansion of the water system? Majority vote required. This is a Non-Lapsing Warrant Article and will not lapse until the project is completed or December 31, 2023, whichever comes first. This appropriation is in addition to the operating budget.

Estimated tax impact is \$ .06

**Article 12:** Shall the Town of Epsom vote to adopt the provisions of RSA 79-E relative to the Community Revitalization Tax Relief Incentive program? Adoption of this tax relief program will allow owners of qualifying structures to apply to the Board of Selectmen for short term property tax relief from assessment increase resulting from substantial rehabilitation of the structures provided one of the public benefits is achieved as defined by RSA 79-E:7. Majority vote required.