

BOARD OF SELECTMEN'S MEETING

Wednesday, January 3, 2018

Call Meeting to Order **6:00PM**

FINAL

Donald Harty, Chair _____

Hugh Curley, Vice-Chair _____

J Chris Bowes, Selectman _____

Accepted _____

Amended _____

Present: Don Harty, Chair; Hugh Curley, Vice Chair; J. Chris Bowes, Selectman; Kelly Dearborn-Luce, Town Administrator/Recording Secretary.

Staff Present: Nancy Wheeler

Other Attendees: Joni Kitson, Debbie Sargent, Virginia Drew, Betsy Bosiak, Lola Duffort (Concord Monitor), John Klose (State Rep), Chief Yeaton, and Dave Fiorentino.

6:00PM Chair Don Harty called the meeting to order and the group recited the Pledge of Allegiance.

Don said since Selectman Bowes needs to leave early due to the storm, he would like to discuss the proposed Town Office project first.

Don explained the bid process for the proposed town office project and that interviews were held with contractors. A site visit was made to the Loudon Town Office as one of the bidders built their office for them. The lowest bidder was Berwick Construction, Jay Berwick, at an estimate of \$835,739.10. Some final numbers were discussed such as; adding for a 5% contingency, Clerk of the Works, architect plans and deduct cost for drilled well and the final number for cost of construction for a bond warrant article would be \$ 907,876.05.

Don said he would like to award the bid tonight to start the warrant article process. Chris Bowes said he would feel obligated to the taxpayers to accept the lowest bidder. Hugh Curley said as long as they meet the criteria for the proposed project. Chris made a **motion** to award the bid for the new proposed town office to Berwick Construction. Hugh Curley seconded the motion, all voted in favor. Kelly will follow up with Jay Berwick and notify the other contractors that had submitted bids.

Don discussed the warrant article and he would like to lower the contingency fee to have the total cost of \$899,000.00 be presented to the voters. The Board discussed the last vote for a bond in 2015 and the undesignated fund balance. Hugh Curley and Nancy spoke about the amount of the bond interest and current cash on hand. Hugh said we would need to keep a safe percentage between 5-17%. Chris Bowes said he would like to use \$500,000 from the undesignated fund, \$50,000 from the Capital Reserve Fund (for future town offices) and have the balance of the construction cost (\$349,000) from taxes and not request a bond.

Hugh Curley made a **motion** to present a warrant article for the construction of the new town office by using \$500,000.00 from the undesignated fund balance, and \$50,000 from the Capital Reserve Fund (for future town offices) and the remaining \$349,000.00 balance from taxes. Chris Bowes seconded the motion, all voted in favor.

Don noted that the bond proposal would not be required therefore we could cancel the public hearing scheduled for a bond hearing on January 8th. The warrant article will be discussed with the Budget Committee. Nancy asked if all the other warrant articles could be discussed and voted on by the

Board and the Board will hold a regular meeting on Jan 8th at 6pm at Town office to discuss the warrant articles prior to the Budget Committee holding their public hearing on the 11th.
(Chris Bowes had to leave at this time.)

John Klose asked about the property and construction proposal. Don said it is the town owned lot next to the Police Station and it will be a 2-story building.

Review and Accept Agenda Hugh Curley made a **motion** to amend the agenda, due to Kelly postponing the non-public personnel session to the next meeting, and accept as amended. Don Harty seconded the motion. All voted in favor.

Scheduled Time:

David Noyes, Surveyor discussed the Town Line boundary markers between Deerfield and Epsom. The first bound was not there and he had to research and set the bound. Dave reviewed plans with the Board. The pin was set. The former stone wall has been removed. The surveyed plan should be reviewed and discussed with Deerfield Selectmen. Kelly will contact Deerfield Selectmen to set up a meeting.

Staff:

Nancy Wheeler, Finance Administrator, reported on AP for 2017 (some outstanding bills) and 2018 bills. The new tax rate has not been set yet. Nancy will be working on year end, W9's, 1099's and warrant articles. The budget meeting for tomorrow has been canceled due to snow storm. The server was down this week and we may need to replace it in 2018 which could cost about \$2800.00. Nancy also noted that the new Benefit Flex Plan agreement was reviewed by legal as the Board requested and all looked good, and Don Harty signed the agreement.

Kelly Dearborn-Luce, Town Administrator reported on the following; during an economic development committee meeting it was discussed that the Town may want to conduct a study for a third well in town to help with future development; Kelly received an estimate from Underwood engineers. A study could cost up to \$25,000.00 The Board discussed making some funds available now to start the process and Kelly will work with Nancy to write a warrant article; The Fire Department conducted their annual assembly permit inspection and the meeting room is approved for 60 people. It was also noted that during the inspection, some emergency lighting was not working and have since been repaired and some residential unapproved extension cords were being used for office equipment which have also been removed; The quarterly reports that were not received at the last Department Head meeting have been submitted – Highway and Police Dept. and Kelly has signed up for the legislative committee to be part of the policy changes and it may require attendance at some meetings in April through May.

Fire Chief Yeaton spoke about the number of calls this week and needing extra staff with the storm coming in. The quarterly and forest fire reports have been submitted. Chief participated in the conference call with Homeland Security regarding the severity of the weather. Chief also stated that he could not be responsible for individual/residential furnaces as noted by Homeland Security to call your local Fire Chief about furnaces not working.

On a personal note, Stewart Yeaton said watch for some legislative changes regarding Current Use. The changes could make it very difficult for agricultural uses.

Signature

Accounts Payable/Manifest was signed.

Payroll was reviewed and signed.

Kelly Dearborn-Luce discussed the CNHRPC agreements (x3) are for the Planning Board for site plan and Master Plan updates. It was noted that the date on the invoices are from October and early December. Hugh Curley made a **motion** to approve the 3 agreements which are Phases 1 (\$1250.00) and phase 2 (\$400.00) for the updates of the site plan regulations and one agreement for the Master Plan update for \$1500.00. Motion was seconded by Don Harty, all voted in favor.

The revised job description for Lt./Firefighter/AEMT was reviewed. Kelly noted that the description was revised due to recent promotion. The job description is “general” but the person in this position currently is Joel French and he reviewed and initialed the changes. Hugh Curley made a **motion** to approve and sign the revised job description. Don Harty seconded the motion, all voted in favor.

The CAI invoice was discussed and Kelly noted that this contract was for the actual mapping, for all of the land use changes. Hugh Curley made a **motion** to approve and sign the CAI mapping contract for 2018-2019. Don Harty seconded the motion, all voted in favor.

Discussion:

Kelly noted that the 90 day review for Office Assistant will be held on the January 16th meeting.

The Economic Development Committee has submitted their application to DRED and the Board reviewed it. Kelly explained the application process and the attached maps for the ERZ zones. Hugh Curley made a **motion** to approve and sign the ERZ application for the NH Division of Economic Development Economic Revitalization Zone Tax Credits. (RES 2500). Motion was seconded by Don Harty, all voted in favor. Don Harty signed the application as Chair.

The warrant article for RSA 79-E was discussed. Kelly said the article has been revised and reviewed by CNHRPC. It is not specific to just one area. There is a map to show where some of the qualifying structures are located and can be discussed at the hearing and an example of an area is the Goboro Road. The tax relief from assessment is viewed by the Board of Selectmen on a case-by-case basis. Hugh Curley made a **motion** to approve the warrant article. Motion was seconded by Don Harty, all voted in favor.

Minutes for review and discussion:

Draft minutes for December 18, 2017 were reviewed. Kelly noted that these minutes were amended at the last meeting. Hugh Curley made a **motion** to approve the amended minutes. Motion was seconded by Don Harty. All voted in favor.

Minutes to sign:

Final minutes of December 4, 2017 were signed.

Non-Public minutes, 2nd session of November 20, 2017 were signed.

Selectmen Liaison Reports:

Hugh Curley spoke about the need to advertise for volunteers to be on Boards and Committees. He will work with Kelly to write up an advertisement.

Don Harty spoke about the Old Town Hall/Food Pantry and the water was running as he received a call from Joni Kitson regarding the amount of water usage. The toilet was leaking and has been repaired. Also, Kelly received a call from Priscilla regarding no heat. The tank was empty and Hebert Fuel went over to fill the tank. Don said the furnace had to be primed and turned back on. The furnace is old and may need to be replaced. The Food Pantry could pay half for the cost of a new one. Kelly will contact the Food Pantry about keeping the thermostats down to avoid over usage of fuel.

Don also spoke about the school traffic concern and the subject was discussed at the School Board meeting last night. A couple of options were discussed to try to resolve the concerns such as; use of

old railroad bed or to have a time limit of when the drop off is. (Not be too early to block the parking lot).

For your Information:

Unitil correspondence regarding information on how to access their meeting/hearing information.

Bridge list from NHDOT for Old Richie Rd/Griffin Brook.

Town of Bedford Public Notice for communication tower hearing.

5 Minutes for Public Questions and Comments:

John Klose said that if a police officer were at the school doing traffic control it may solve the drop-off problem.

Virginia Drew asked if there were plans for the proposed new Town Office. Kelly said now that we have awarded the bid, the contractors plans will be available for view. Virginia also asked if the warrant article will be ready for the budget review and the Don said the Board will meet on the 8th to approve the articles.

Debbie Sargent asked about Keno and Kelly noted that a petition for the Town has not been submitted.

Betsy Bosiak wanted it known that back in September during a discussion about the yellow lines being painted on the roads, she does not agree with fog lines.

John Klose received a call (in session) about the Police Chief being suspended in the Town of Epsom. Don said it cannot be discussed as it was a personnel matter. John also spoke about the firefighter who is now just the paramedic. Don said he still works for the Town as a paramedic and instructor because 95% of the calls for the fire department are EMS/Medical related.

Joni Kitson asked about all the job descriptions being revised. Hugh said as duties change they need to revise the descriptions to make the proper adjustments.

Dave Fiorentino asked about the Police Chief information and thought it was a taxpayers right to know. Don Harty said it was a personnel issue and details of that personnel issue are not to be discussed. Hugh said on advice from Counsel the personnel matter is not discussed. Hugh also said it is a different matter from MRI than the assessment. Hugh said the assessment report will be made available when the Board reviews the final.

At 7:45pm Hugh Curley made a **motion** to adjourn. Don Harty seconded. The motion, all voted in favor.

Respectfully submitted,
Kelly Dearborn-Luce
Town Administrator/Recording Secretary