**BOARD OF SELECTMEN’S MEETING**

Monday, July 31, 2017

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

**Final**

**Approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)**

**Donald Harty \_\_\_\_\_\_\_\_**

**Hugh Curley \_\_\_\_\_\_\_\_ or amended on \_\_\_\_\_\_\_\_\_\_**

**J Chris Bowes \_\_\_\_\_\_\_\_**

**Present:** Donald Harty, Chair; Hugh Curley, Vice Chair; J. Chris Bowes, Selectman;

and Kelly Dearborn-Luce, Recording Secretary.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Len Gilman, Maryann Zirngiebel, Virginia Drew, Debbie Sargent, David Noyes and Dick Frambach. (Conservation guests, Alison Parodi, Sarah Barnum and Daniel Kern from Bear-Paw.)

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** Chris Bowes made a **motion** to accept the agenda for Monday, July 31, 2017. Hugh Curley seconded the motion. All voted in favor.

**SIGNATURE**

1. Accounts Payable/Manifest was reviewed and signed.
2. Payroll was reviewed and signed.
3. Appointments for Records Retention. Board reviewed appointments for Dawn Blackwell, Paula Smith and Kelly Dearborn-Luce. Chris made a **motion** to appoint Dawn, Paula and Kelly to the 2017 Records Retention committee. Hugh Curley seconded the motion, all voted in favor.
4. Tax Deed waivers. Board reviewed the list of deeding submitted by Dawn Blackwell, Tax Collector. Kelly discussed the 6 waivers that the Board reviewed. Chris Bowes made a **motion** to approve the waivers for: U01-111 (and payment agreement), U18-6-43 (and payment agreement), U01-4-10, R10-8-14A, U16-8-1-33 and R9-10. These properties will not be deeded at this time for various reasons, Hugh Curley seconded the motion, all voted in favor. Hugh Curley made a **motion** to hold off signing the waiver for U16-7-29 pending the revised section of the scheduled payments on the agreement. Chris Bowes seconded the motion, all voted in favor.
5. Disabled exemption for U16-7-46 was reviewed. Chris Bowes made a **motion** to approve the exemption. Motion was seconded by Hugh Curley, all voted in favor.
6. Veteran Exemption was reviewed. Chris Bowes made a **motion** to approve the exemption for U18-6-14. Motion was seconded by Hugh Curley, all voted in favor.
7. Raffle Request from Rebekah’s Ivy Green #36. Raffle is for Basket of Goodies to be raffled at Old Home Day. Chris Bowes made a **motion** to approve the raffle request. Motion was seconded by Hugh Curley, all voted in favor.

**Staff:**

Nancy Wheeler, spoke about Primex- self assessment of “Good Practices”. Goals of assessment were sent to Safety Committee to complete. The DOL posters were distributed. Aflac insurance representative met with employees last week to make changes on their policies.

Kelly Dearborn-Luce spoke about the August meeting and 2 members will not be absent. The Board agreed to reschedule the meeting until August 15th, Tuesday instead. The SB38, check from NHDOT was received and the Board must hold a public hearing to accept. Performance evaluation reviews are being scheduled for Aug.15th, 28th and Sept.11th. Nancy and Kelly will be meeting with 2 more phone service companies on Wednesday. Don and Chris will be participating in the Old Home Day events this year. We have received 4 resumes for the Office Assistant. The new maps are in that were revised at the beginning of the year.

**Scheduled Time:**

Non-Public Session per RSA 91-A: 3 II (a)

6:32 PM 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.

1. Nancy Wheeler – performance review meeting
2. R. Hutchins - completed evaluation review only and
3. Board liaison/personnel continued discussion.

At 6:55PM the Board returned from non-public session. No decisions were made.

Hugh Curley made a **motion** to seal the minutes. Motion was seconded by Chris Bowes.

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

Regular scheduled time:

6:45 Alison Parodi and Bearpaw - Conservation easements. The Board discussed the use of the current land that Alison had proposed to be part of the forest and/or conservation easements. Daniel from Bear-Paw reviewed maps, natural resources and uses of conservation land. A lengthy discussion was held regarding; uses, non-developed land, tax payers money, public access and preservation of land. The Board agreed that the money the Conservation Commission were asking from the tax payers ($86,000.) was high and not to be able to have “public” access was not in their favor. If the land or easement abuts the Town Forest and had public use, then the Board could consider spending the money on an easement. Alison may revise the easement proposal and come back to the Board.

7:00 David Noyes, Surveyor - Griffin Road. Dave discussed the survey he is doing on Griffin Road regarding the Town Line with Deerfield. Dave found some missing markers. Dave would like to complete the survey for approximately $2500.00 (not to exceed) and then meet with both Towns. Hugh Curley made a **motion** to approve the expenditure, not to exceed, $2500.00 to complete the town line survey. Motion seconded by Chris Bowes, all voted in favor.

**Discussion:**

Employee Handbook Policy amendments – Previously Kelly had drafted some changes that the Board requested. The Board reviewed the language to revise some of the Employee handbook policies.

#1 RSA 41:8 duties and prudential affairs of the town that the Selectmen are responsible for,

#2 Full-time employees to have a 6 month probationary period,

#3 disciplinary and discharge procedures / list of items and

#4 and #5 will revise the verbal and written reprimand warnings.

Board reviewed and discussed the proposed changes. Hugh Curley made a **motion** to approve the changes. Motion was seconded by Chris Bowes. All voted in favor.

Charter for Meeting House Committee – In May the Board and Virginia Drew spoke of the need to see the Board if she wanted to start a Charter with a group of residents (that have been meeting) to discuss the use of the Meeting House again. Virginia said the group wants to do “something” with the building as it is town owned and they do not want it to dilapidate & sit there empty. Virginia said the group does not intend to go to town meeting asking for money or submit a warrant article. The group is waiting for their “goals” before developing a Charter for “revitalization”. Hugh spoke about the survey the group wants to do.

Proposal from MRI – Don explained that the Board recently met with Alan Gould from MRI (Municipal Resources) to discuss some best practices procedures. Board discussed risk management, retention of officers, scheduling –all being part of best practices. Board also spoke of other options or other companies in the area. Hugh said he mentioned the idea to the Chief and they spoke about Town of Deerfield just had assessment done within their Police Department. The Board reviewed the proposal and would like to have Kelly contact Allan with some questions before making a decision.

8:35 PM 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 8:55PM the Board returned from non-public session. No decisions were made.

Hugh Curley made a **motion** to seal the minutes. Motion was seconded by Chris Bowes.

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

##### MINUTES FOR REVIEW AND DISCUSSION

Draft – July 17, 2017 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Hugh Curley, all voted in favor.

**MINUTES TO SIGN**

Final –June 26, 2017 were reviewed and signed.

Non-Public minutes – x2 sessions on July 17, 2017 were reviewed. Hugh Curley made a **motion** to approve the non-public minutes. Chris Bowes seconded the motion, all voted in favor.

**Selectmen Liaison Reports:**

Hugh Curley said Betsy could not get into planning board office due to the Office being closed on Saturday. Hugh also spoke about the concern of the Library Parking lot path (swale) and there is a drainage issues. Don said he could speak with Gordon. The area of Sanborn Hill & Center Hill had an obstructed view from overgrown brush. Hugh mentioned that District 5 had cleaned up some debris that someone called and complained about.

Chris Bowes spoke about the Fire Department EMS letters of thanks and NH DOT agreement to maintain the lawn area at the Route 4 Rest Area was signed. Chris said Webster Park is still being repaired, work continues.

Don Harty spoke about the DES personnel that visited a couple of concerned areas in town. The Police Station land was looked at by local surveyor to mark off the flood base line. Board agreed to hold off having it surveyed right now until we know for sure what will be proposed.

Don mentioned that Highway garage was considering a holding tank for the floor drain and DES will assist in the permit process. A previous complaint was filed with DES regarding wetlands and fill at the Police land and DES said there are no violations. Don said Gordon and the Fire Department are getting ready to wash and seal the bridges. The water line easement for suppression to the buildings has not been completed yet. We are still waiting to hear back from Mary Frambach, property owner about the revised deed. Don had asked the Water System operators for a quote to run the water line across street and the price is $10,000.00. Board agreed to wait until the easement is deeded for the water line before spending the money just to go across the road. Board asked Kelly to keep trying to contact Mary Frambach to finish the deed for the easement.

**For your Information:**

Two thank you letters from Concord hospital for Epsom EMS & team addressed to Chief Yeaton about an EMS (cardiac) rescues! Board would like to send letters of thanks.

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

Len Gilman spoke about the flood maps and base elevation for the police land that was done years ago and the land is not in the flood zone. Len also said the floor drain at the Highway garage will have to have a holding tank that is alarmed and will need to be trucked off when full.

Joni Kitson asked about the liaison discussion and Hugh said it was continued personnel discussion in non-public. Joni also asked about the MRI services and if the Board had previously discussed it. Don said in a non-public session. Joni said it was a good idea but it was not in previous minutes.

Virginia Drew asked when the Board had discussed MRI services. Don said in a non-public session.

At 9:40PM 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*.