

BOARD OF SELECTMEN MEETING

Monday, September 10, 2018 Call Meeting to Order 6:00PM

DRAFT

Approved on _____ (Date)

Hugh Curley _____

or amended on _____

J. Chris Bowes _____

Virginia J. Drew _____

Present: Hugh Curley, Chair; J. Chris Bowes, Vice-Chair and Virginia J. Drew, Selectman.
(Kelly Dearborn-Luce, Town Administrator/Recording Secretary absent.)

Staff Present: Nancy Wheeler, Town Financial Administrator

Other Attendees: Jay Hickey, Glenn Horner, Joni Kitson, Debbie Sargent, Gary Perry,
Len Gilman, Chief Wayne Preve and Donald Harty.

The group recited the Pledge of Allegiance.

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

Oath of Office for Selectman Pro tem – Board discussed having Robert Blodgett assist them
on the day of elections. Chris Bowes made a **motion** to approve the appointment of Robert
Blodgett as Selectman pro tem for September 11, 2018. Motion was seconded by Hugh Curley.
2 in favor and 1 abstention.

A brief discussion regarding the carved bear at Webster Park. Gary Perry noted that he would
store it during the winter. Hugh asked that we consider using the bear to promote Old Home
Day next year.

Financial Administrator Report - Nancy Wheeler reported damages to a fence at Webster
Park during a vehicular accident. The person who did the damage has filed a claim with their
insurance company and in contact with Nancy. The Budget Committee will be meeting on
Thurs. Sept. 13th. This will primarily be focused on the school budget and their 'school report
card'. Nancy, Virginia, and Marylou Keane (chair of the MBC) will be attending the NHMA
Budget workshop on Wednesday.

Town Administrator Report - Nancy Wheeler presented the Administrator's report (from notes
supplied by Kelly Dearborn-Luce), stating that there are no Department Head meetings currently
scheduled as they will be doing their budget presentations during the month of September. The
deeding process is ongoing and owner's notification letters have been sent out as well as
Mobile Home Park owners have been notified. Nancy has copies for Insurance coverage. The
deeding process of campers is being reviewed by the Attorney. Since October 8th is a holiday
for some people, it was questioned if the Board would like to change their meeting date.

Due to questions regarding the use of PA28 forms, Kelly had contacted the DRA and was told
that the town either uses the entire form or not at all.

The Board discussed the issue of postponing the next meeting and agreed to keep the original date of October 8th.

Signature Items - Accounts Payable/Manifest was reviewed and signed. Payroll was reviewed and signed.

Budget Reviews - Gary Perry presented the **Parks Commission budget** request and noted that the bottom line of his proposed budget was the same as the current budget. Several lines had been adjusted to handle the grounds keeping and reforestation projects. There was discussion regarding the new tree plantings and work done at Webster Park.

Jay Hickey presented the **Zoning Compliance budget** request. Chris noted that his request included \$600 for an assistant. Hugh asked what the assistant would do and Jay explained it would be light tasks. Jay stated that there has been an increase of permits as well as zoning issues.

Chief Wayne Preve presented the **Police Dept. budget**. He explained that some of the increases were Medicare, retirement, etc. which he cannot regulate. There is a small increase in computer support and training, which will allow for more training opportunities for employees. He is also seeking an increase in the Equipment purchase line to begin the process of obtaining some of the items that were recommended in the MRI report. He noted that there are number of items that he is researching costs as well as creating a list of future purchases. There was discussion regarding costs of potential equipment purchases and he is prioritizing the items, with focus on officer safety. Building maintenance and repair is up slightly. The PD needs to find someone new to handle mowing. He is requesting a 50 cent per hour increase for officers. He noted that other than that, there is little change in the department budget.

Virginia asked that the town consider finding one person or company to handle all the town mowing.

PA28 Discussion- Hugh noted that the board had received concerns regarding the use of the forms. Virginia stated that the Zoning Compliance officer explained that the PA28 assisted him as well as the ZBA. Don Harty spoke regarding the PA28 and noted that while he served on the BOS, he researched the use of inventory forms. He learned that they were voluntary and that towns could opt out. He spoke to other towns and learned that many had discontinued using them for a variety of reasons. He recommends to not using the forms and explained that there is too much private information included. He thinks the cost, additional administrative work, and inclusion of personal information create too much of an issue to continue their use.

Glenn Horner spoke regarding the PA28 and noted that he also had researched the issue. He spoke to officials from Henniker and found that they are using the inventory forms rather than doing full assessments and were able to save \$250,000 in evaluation costs. He acknowledged that we may not see that kind of savings but it would be interesting to explore the issue. Glenn had called NHMA about this was referred to the BOS to bring this question to the NHMA. He gave further explanation on how the form assists him, especially regarding seasonal dwellings and AUD decisions. He cited a court case in which the PA28 was a deciding factor in determining a decision in the town's favor. Jay Hickey also spoke in favor of the PA28 in assisting him in compliance issue, though he recognized the concern over personal information that was included. Hugh said it was recommended to do it only every 5 years.

Virginia asked if there was a deadline on making a final decision on this item and discussion will be continued at the next meeting.

Abatement for Map U18-lot 6-43 was reviewed. Chris made a **motion** to approve the abatement. Motion was seconded by Virginia. All voted in favor.

Letter of Congratulation to Robert Hutchins for the Road Scholar program was signed.

Donation - Chris made a **motion** to accept a donation from Sharleen and Robert Houle for the Reforestation project. Hugh seconded. All in favor. A Thank You letter was signed.

Tax Payment Agreement for Map U5-Lot 64 approved at a previous meeting was reviewed and signed.

Appointment to the ZBA – Glenn Horner, Chair of the ZBA has requested that current alternate member, Andrew Ramsdell be appointed to “full” member to replace Ricky Belanger. Virginia made a **motion** to appoint Andrew Ramsdell as full member until the term ends on March 21, 2019. Motion was seconded by Chris. All voted in favor. Appointment paper was signed by Chair.

Fuel (Oil) bid process - Hugh reviewed the fuel bid process that included 5 local area companies. There was discussion and agreement to send out letters to submit bids to the 5 companies provided in our packets for the 2018-2019 heating season.

FD -Letter of resignation from Cameron Smith, FF/Paramedic was received. Chris made a **motion** to accept the letter of resignation with regret. Motion was seconded by Virginia. All voted in favor.

Proposed Purchasing Policy revision - Hugh presented a proposed revision to article #11 of the 2014 Purchasing Policy (Employees of the Town). There was discussion regarding concerns of changing the policy. The consensus was to continue to review the proposal before making a decision on change. Len Gilman gave a statement regarding state policy on this same issue.

Budget Review - (Continued) - Nancy Wheeler gave an overview of the budget noting that there is currently 9.5% overall increase at this time. She explained that there are departments that have no increases, including Emergency Management (not available to present their budget to the board, but noted no changes in their budget). She did note that the new phone system will increase cost. There was some discussion to increase our liability insurance to provide more coverage and additional discussion regarding deductibles. Election costs for next year will be down, due to only one election next year. Supervisors of the checklist are considering purchasing a scanner and laptop. There is a proposed increase in the Judicial and Legal expenses. Custodial services may be added to allow cleaning of the old Town Hall and perhaps the Old Meeting House. Increases in utilities and personnel administration are estimated also.

The Board will continue reviewing the budget at our next meeting with continued department presentations.

Minutes to approve and sign - Draft minutes of August 27, 2018 were reviewed. Chris Bowes made a **motion** approve the minutes as amended. Motion was seconded by Hugh Curley, 2 in favor, 1 abstention.

Amended Draft minutes from July 30, 2018 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Virginia Drew, all voted in favor

Final minutes of July 30, 2018 (as the amended draft was approved) were signed.

Draft minutes of August 13, 2018 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Virginia Drew, all voted in favor.

Non-Public minutes on August 27, 2018 were reviewed. Chris Bowes made a **motion** to approve the non- public minutes on August 27, 2018. Motion was seconded by Hugh Curley, 2 in favor, 1 abstention.

Non-Public minutes of August 13, 2018 were reviewed. Chris Bowes made a **motion** to approve the non- public minutes of session #1 on August 13, 2018. Motion was seconded by Virginia Drew, all voted in favor. Chris Bowes made a **motion** to approve the non-public minutes of session #2 on August 13, 2018. Motion was seconded by Virginia Drew, all voted in favor.

Selectmen Reports- Chris Bowes presented a commemorative coin donated to the town for safe keeping. It was created for the 250th Epsom Anniversary.

Virginia Drew noted that she had attended the Secretary of State's workshop regarding elections. She also brought up the Transportation Advisory Committee (TAC) and explained that Betsy Bosiak has been attended these meetings since 2011 when she was first appointed to committee by a prior BOS. Betsy has information regarding grants available and Virginia will forward information to the Board.

Hugh Curley explained that the Old Meeting House Committee would like the opportunity to show the inside of the old building. There seems to be issues with the Fire Marshall as well as our Fire Department regarding access to the interior of building. There was discussion on this issue and it was noted that in the past the BOS actually offered public tours. Hugh will continue to look into this issue.

Public Questions and Comments- Len Gilman questioned why is access to the Old Meeting House an issue, when in the past everyone was free to go inside. He also noted that they had to be able to go inside to work on the building.

At 8:40PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) personnel. Virginia Drew seconded the motion. A roll call vote - Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:00PM the Board returned from non-public session. No decisions were made.

Chris Bowes made a **motion** to seal the minutes. Virginia Drew seconded the motion.

A roll call vote to seal the minutes was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:02PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II(c) Virginia Drew seconded the motion. A roll call vote - Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:07PM the Board returned from non-public session. No decisions were made.

Chris Bowes made a **motion** to seal the minutes. Virginia Drew seconded the motion. A roll call vote to seal the minutes was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:08PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (L) Legal. Virginia Drew seconded the motion. A roll call vote - Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:12PM the Board returned from non-public session. No decisions were made.

Chris Bowes made a **motion** to seal the minutes. Virginia Drew seconded the motion. A roll call vote to seal the minutes was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:18PM Chris Bowes made a **motion** to adjourn. Virginia Drew seconded, all voted in favor.

Submitted: Virginia J. Drew, Selectman

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