

BOARD OF SELECTMEN MEETING

Monday, September 24, 2018
Call Meeting to Order **6:00PM**

DRAFT

Approved on _____ (Date)

Hugh Curley _____
J Chris Bowes (Absent)
Virginia Drew _____

or amended on _____

Present: Hugh Curley, Chair; Virginia Drew, Selectman; and Kelly Dearborn-Luce, Town Administrator/Recording Secretary.

Chair Curley opened the meeting at 6:00PM.

Staff Present: Nancy Wheeler

Other Attendees: Joni Kitson, Ted Gatsas, Betsy Bosiak, Debbie Sargent, Cal Preston, Alison Parodi-Bieling and Len Gilman. (Dawn Blackwell and Chief Yeaton)

The group recited the Pledge of Allegiance.

Chair recognized Executive Council candidate Ted Gatsas. Mr. Gatsas is running for Executive Council and if he wins he will be back to Epsom Office to give his contact information if anyone had questions or concerns. There was a brief discussion on Economic Development in Epsom, Manchester drug issues and what Executive Councils do. The Board thanked Mr. Gatsas and wished him luck in election.

Review and Accept Agenda Hugh Curley would like to amend the agenda to add a non-public session for "C" at the end of the meeting. Virginia Drew made a **motion** to accept the amended agenda. Hugh Curley seconded the motion. All voted in favor.

Scheduled Time:

Budget review with Fire Department / Town Clerk / Conservation / Library.

Alison Parodi-Bieling reviewed the Conservation Commission budget with the Board and explained some of the increases in the line items. Alison also discussed the on-going process of purchasing the Barton land to add to the Town Forest. The transaction fee to purchase the land is \$36,000. If the LCHIP is granted the Town would own the property and BearPaw would manage it. There are still 4 other parcels to obtain and further discuss. Kelly will contact Alison to set up a time to meet with the Board at their next meeting on October 8th.

Alison also spoke about the "Swimming" budget and how well the lessons went last season. The Northwood lake area was closed so they used the Pittsfield area which they liked and will probably use again. The Board thanked Alison and said they appreciate all the years that she has been doing the swimming lessons!

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Dawn Blackwell, Town Clerk/Tax Collector presented her two budgets and explained some of the increased line items. Dawn would like to purchase a new locked cabinet and has submitted a price of \$350.00. The mileage and training for conferences has increased a little.

The Board congratulated Dawn for her 20 year certificate and thanked her for all her years of service for the Town!

Chief Yeaton came in to present his budget.

Fire Chief Yeaton requested a nonpublic session with the Board regarding hiring personnel. At 6:30PM Virginia Drew 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 Hugh Curley – Yes and Virginia Drew-Yes. Motion passed.

At 6:45PM the Board returned from non-public session. No decisions were made.

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

Chief spoke about his budget and there is a slight increase across the board for salaries. The volume of calls has increased and it is difficult to utilize and retain the volunteer help. The surrounding Towns are having concerns too and it is financially competitive. Chief spoke to the Board about options, staffing and safety of personnel. Chief also mentioned that Chichester just started their ambulance service and there could be some consolidation in the future. The equipment line has increased due to the cost of one set of new bunker gear. The dispatch line is up due to the formula of usage and the water line is increased due to the meter working now. Board discussed the building maintenance and concerns were addressed about the front porch and the Chief will have some repair estimates done.

Chief mentioned an ambulance call regarding a CPR save by Joel French and Tim Stickney. Chief said a crew was called for strike team (for ambulances) and they went to cover the Londonderry station during the Lawrence/Andover incident.

Chief discussed the use and need of tactical equipment and gear for the responders. Hugh Curley thanked the Chief for the information and guidance of the Meeting House occupancy and Chief said there are some limited areas due to the liability. The annual agreement for Concord Fire intercept (Paramedic) was reviewed. Virginia Drew made a **motion** to sign and approve the agreement. Motion was seconded by Hugh Curley, all voted in favor.

Finance Report – Nancy said the budget has been adjusted due to the Fire Department Dispatch increase. The new revised budget spreadsheet (dated 9/21) also had the decreased retirement rates listed. The tax rate setting is in process, reports are in and waiting for review at DRA.

Administrators Report: Kelly Dearborn-Luce reported on the following;

Chief Yeaton – was at the meeting for his budget presentation. Potential Paramedic position to discuss with BOS. Joel and Tim Stickney had a CPR save and Kelly asked if the Board would like to send a letter. Hugh didn't remember sending letters out before for this but one could be drafted.

Chief Preve – drug take back day on October and DARE program may be coming back soon. Friday 9/14 the Police Department had an assist with Salem PD and State PD an arrest may follow; there were also 3 accidents; one untimely death and several DWI's. The PT test was held and 7 candidates showed up and 6 passed. (Still 2 in the earlier process – but one failed and other took job in DC) and the Oral boards are coming up around Oct 4th.

Gordon – snow plow contracts have been sent out and the 2018-2019 salt order is in. Gordon will be in for his budget on October 8th.

Hugh said he would like to be notified of the Department Head meetings so he (or other Board member) could attend.

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Kelly mentioned that the Status/Updates on deeding are in the binders and there are two P&S tax deeded agreements to be discussed and signed.

The 2018-2019 Heating Oil Fuel bids are due in October 1st and the BOS will open the sealed bids on the meeting of October 8th.

There is a Camper/Motor home parked on town land on Center Hill Road. The Chief, Gordon and Jay are trying to find the proper owner but if cannot locate the owner; it may need to be towed since it is on Town owned land.

The Conservation commission will be using the meeting room on Sat. Oct. 13th. The Suncook River Stabilization presentation will be discussed and invitations will be sent out.

Previously there was a culvert/drainage concern on Goboro Road and Hugh wanted a letter drafted and it has been on hold. Hugh spoke with the home owner and they would like to speak with the Board. Kelly will contact them to set up a date and time to be on the agenda.

Hugh mentioned that the Planning Board has a meeting Wednesday and he is unable to attend and the Chair will not be around either. Therefore Betsy Bosiak would like the key a day early.

Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Tax Agreement that was previously approved was signed for Map U01 Lot 111.

Health Officer Renewal application was reviewed. Dale Sylvia is the Health Officer. The renewal application was signed by the Board.

At 7:25PM Virginia Drew made a **motion** to go into non-public session under RSA 91-A: 3 II (c) reputation. Hugh Curley seconded the motion. A roll call vote was Hugh Curley – Yes and Virginia Drew-Yes. Motion passed.

At 7:34PM the Board returned from non-public session. Decisions were made.

Virginia Drew made a **motion** to not seal the minutes. Hugh Curley seconded the motion. A roll call vote to not seal the minutes was Hugh Curley – Yes and Virginia Drew-Yes. Motion passed.

Hugh Curley made the **motion** to approve and sign the P&S tax agreement for property on Map U04-17-9. Motion was seconded by Virginia Drew, all voted in favor.

Hugh Curley made the **motion** to approve and sign the P&S tax agreement for property on Map U11-31-5. Motion was seconded by Virginia Drew, all voted in favor.

Discussion:

Code of Ethics revision – Tabled until next meeting.

Meadowlark land for sale / authorization - Previously the Board had authorized Chris Bowes to act on behalf of the Board for sale of another property. Meadowlark property is ready to go on the real estate market by Century 21. The Board needs to authorize a member to sign all necessary paper work for the real estate transactions. Hugh stated it was Don Harty as Chair before that took care of the real estate transactions. Virginia Drew made a **motion** to authorize Hugh Curley, Chair, to act on behalf of the Board to sign the necessary real estate transactions for the sale of the property on Meadow Lark Lane. Motion was seconded by Hugh Curley, all voted in favor. Virginia Drew asked how the process went to choose the Realtor and Hugh explained that the Board had a bid process.

Proposed purchasing policy revision – Tabled until next meeting.

PA 28 Inventory Form - The Board previously discussed some concerns about having the inventory forms implemented again. Kelly contacted the DRA and the form cannot be used in part (all or nothing) and the dead line to re-submit an order of the forms is the end of September. Virginia Drew asked Kelly what happens if the Board (of 2 members) has a tie vote and the audience (Joni or Betsy) answered the NO vote wins. Hugh Curley made the **motion** to not use the PA 28 form. Virginia Drew seconded the motion for discussion. The Board discussed previous conversation with Don Harty, ZBA and Patricia & Jay Hickey. The vote on the motion was Hugh – in favor and Virginia - oppose. The negative vote on motion passes. Therefore the original vote on July 30th to use the PA 28 forms stays. Kelly will contact DRA to confirm the order of 2500 forms.

Vacation extension request – an employee would like extend hours of vacation due to staff shortage. Virginia Drew made a **motion** to approve the extension request. Motion was seconded by Hugh Curley, all voted in favor.

Meeting House Informational Session – Hugh Curley spoke about the informational session the Old Meeting House Revitalization Committee would like to have on October 24th and the BOS are invited. The Fire Chief also sent a memo regarding the occupancy use of the Meeting House. Debbie Sargent spoke about the sessions and Hugh mentioned that if 2 or all Board members attend, then the sessions will need to be posted. Debbie also asked about budget line items for cleaning and paper & ink supplies. Two members have already paid for ink & paper themselves for printing. Hugh said he will work with Nancy on line items and receipts will be needed. Hugh thanked Debbie for the work and cleaning of the Meeting House. The barrier for safety was discussed. Hugh said it was helpful and takes the “risk” out. Debbie said members used their own lumber to help with the barrier. Virginia noted that Debbie also donated paper for printing. Len Gilman asked where the other materials were that were left there and Debbie said they are still there and explained the new barrier area to Len. Virginia said it is more secure. Debbie asked the Board for a key and the Board said if there was an extra one and as Chair, she could have a key but the Fire Department needed to be notified when the building is occupied.

Minutes to approve and sign: Hugh said there are 3 non-public sessions held on September 10, 2018 that he wrote minutes for that need to be approved before he sealed them in the envelopes. The Board reviewed the minutes. (Chris Bowes absent).

Virginia Drew made a **motion** to approve the non-public minutes of session #1 (A). Motion was seconded by Hugh Curley, all voted in favor.

Virginia Drew made a **motion** to approve the non-public minutes of session #3 (L). Motion was seconded by Hugh Curley, all voted in favor.

Virginia Drew made a **motion** to approve the non-public minutes of session #2, C. Motion was seconded by Hugh Curley, all voted in favor.

Kelly noted that the previous minutes on August 27th which were amended to change the non-public session required RSA from “A” (personnel) to “C” (reputation) and if that is being changed, the non-public minutes would also need to be amended. Joni Kitson offered to have Hugh listen to the tape there or at her house if he needed. Hugh tabled the minutes of August 27th due to Chris Bowes being absent and Virginia Drew was not present at the August 27th meeting.

Draft- September 10, 2018 was reviewed. Virginia would like Hugh to make the motion since they are her minutes. Hugh Curley made a **motion** to approve the draft minutes. Motion was seconded by Virginia Drew, all voted in favor. (Chris Bowes absent).

Final - August 13, 2018 were signed.

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Amended Final – August 27, 2018 were tabled until Chris Bowes is in attendance.

Selectmen Reports:

Virginia Drew – would like to thank Gary Perry for the work and time he puts into helping with setting up and taking down the voting booths. Virginia recognized all that helped out and said she was impressed with everyone that does help.

Hugh Curley - said he would need to go into non-public for two legal sessions. Hugh also read the information from NH Lottery regarding warrant articles to adopt KENO for the Town. Hugh said Betsy Bosiak approached him at the polls about Hilltop requesting information on Keno.

For your Information:

ZBA Public Hearing notice for Oct 3rd

Receipt of funds from Community Action

Wetlands Permit for retaining wall on Sleepy Hollow Lane.

5 Minutes for Public Questions and Comments:

Joni Kitson asked if the August 27th minutes were corrected to note the motion that did not have a 2nd.

Len Gilman asked Hugh about the financial report on recycling revenues at BCEP. Hugh explained that the recycling was showing a revenue. Len spoke about the scrap steel and Hugh said he was not going to argue with Len and that is was only a statement about the revenue for recycling.

At 8:21PM Virginia Drew made a **motion** to go into non-public session under RSA 91-A: 3 II (L) legal. Hugh Curley seconded the motion. A roll call vote was Hugh Curley – Yes and Virginia Drew-Yes. Motion passed.

At 8:34PM the Board returned from non-public session. A decision was made.

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

At 8:35PM Virginia Drew made a **motion** to adjourn. Hugh Curley 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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