

## BOARD OF SELECTMEN MEETING

Monday, October 8, 2018  
Call Meeting to Order 5:30PM

### DRAFT

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

or amended on \_\_\_\_\_

Hugh Curley \_\_\_\_\_  
J Chris Bowes \_\_\_\_\_  
Virginia Drew \_\_\_\_\_

Chair Curley opened the meeting at 5:30PM to meet with Legal Counsel.  
Legal session adjourned and Chair opened the regular meeting at 6:01PM.

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

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Norm Yeaton, Debbie Sargent, Kathy DesRoches, Dick Frambach and Glenn Horner. (Gordon Ellis and Patricia Hickey for Budgets)

The group recited the Pledge of Allegiance.

**Review and Accept Agenda** - Hugh would like to add an agenda item for non-public session for legal review at the end of the meeting. Chris Bowes made a **motion** to accept the agenda as amended. Virginia Drew seconded the motion. All voted in favor.

### **Scheduled Time:**

**Open Fuel bids for 2018-2019** – Hugh Curley opened the 4 bids that were received;

Rymes Propane & Oil bid is \$2.74 per gallon until May 31, 2019

Eastern bid is \$2.79 per gallon until May 31, 2019

Davis Fuels bid is \$2.65 per gallon until May 31, 2019

Hebert Fuel bid is \$2.89 per gallon until April 30, 2019

Board discussed the prices. Chris Bowes made a **motion** to award the heating fuel (oil) bid contract to Davis Fuels at a price of \$2.65 per gallon. Motion was seconded by Virginia Drew, all voted in favor.

### **Budget review**

Patricia Hickey, Welfare Director presented her budget to the Board. There is an increase in salary. The current bill for the software is not in yet and last year's invoice was paid in this year's budget. Electricity is little higher. There is a reduction in rents. Hugh thanked Patricia for her service.

Glenn Horner, ZBA Chair, presented the Zoning Board of Adjustment budget to the Board. Glenn said they have had 14 cases this year and will expect similar next year. Board discussed the pay for recording secretary as Glenn has proposed a flat rate of \$100.00 per meeting, which is different than

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what is paid now. Hugh would like to see the recording secretary pay rate at the same rate that the Planning Board recording secretary is at, which is \$110.00 per meeting. Nancy noted that the mailings and notices are paid separately; the \$100.00 per meeting is for the minutes to be recorded. Virginia Drew made a **motion** to set the pay rate for the ZBA recording secretary for the minutes at \$110.00 per meeting. Motion was seconded by Chris Bowes, all voted in favor.

Kathy DesRoches, Planning Board Chair, presented the budget to the Board. Kathy noted the budget is less this year as the Master Plan is done. The CIP is also being completed. The Board discussed the previous proposal for a pay raise for the secretary and Hugh said he still needed to research as some of the work is being done by office staff. Hugh asked if Betsy could make a proposal for the Board to discuss further and vote on. Chris said he would also like to see a proposal as some of the work is not being done by the secretary.

Cemetery – Nancy noted that the budget is up \$25.00 for electricity at Gossvile. No other changes.

Gordon Ellis, Road Agent – Gordon presented his budget and spoke about the road projects proposed for 2019. The FEMA project on New Orchard will be done next year. Meadow Lark will need reconstruction. Chris asked about the bid process for paving. Gordon said he would check on pricing. Hugh spoke about the lower rates for smaller spot jobs but bigger projects needing a bid process. Virginia was concerned about not going out to bid and following the purchasing policy. Virginia said a policy is in place for a reason. The Board discussed painting lines again. Chris said he was a fan of doing it the first time and it's an added expense now but it does provide safety for some roads. The Board decided to keep the line item in for painting lines.

Gordon presented a proposed Winter Maintenance policy for the board to review and discuss at a later date.

7:00PM Non-public with property owner

At 7:00PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (c) reputation. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 7:25PM 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.

**Finance Report:** Nancy Wheeler reported on the tax rate setting (set by DRA). Revised revenues and Rooms & Meals Tax, Highway block grant and payments in lieu of taxes were discussed. The Board suggested \$250,000. of undesignated fund balance. The Board will review the preliminary rate and discuss further tomorrow night at recessed meeting. The quarterly report for FEMA on the New Orchard Road has been completed. The software updates for the office were discussed earlier and Nancy said she could find the money to do the updates (server and Windows 10) but hold on to a purchase order until the end of the year. Nancy asked about adding a line item for next year for Old Meeting House under "Government Buildings" and the Board agreed.

**Administrators Report:** Kelly Dearborn-Luce reported on:

Chief Yeaton – FYI - was back to regular location of concern 4 times in 3 days. Department is teaching "Stop the Bleed" class at the school. Fire Prevention week will be held at the School. Deputy and Chief will be interviewing for the open employment opportunities.

Chief Preve – drug take back day is from 10am-2pm on October 27, 2018. Oral Boards went well, possibly two candidates. Building was sprayed for insects. Halloween will be on the 31<sup>st</sup> from 5-8pm.

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It has been a busy week – one untimely death. The vehicle is ready for auction and delivery on 11th or 12th. All vehicles passed inspections.

Gordon Ellis, Road Agent is in for his budget if the Board had any questions. The Highway mileage report submitted to Board.

Status on deeding –Two P&S tax payments agreements completed. Two re-purchased and will be deeded back to them. Campers – site checks done again and only two are still there. (One is a vacant lot and other site has no such person camping there anymore.) Kelly asked if the Board wanted to start the eviction process (letter/notice & change locks) for one home. The deadline of 30 days is up on October 8, 2018. The Board agreed to have Kelly start the process.

November conference – Donna said she would cover the office both days as Nancy and Kelly will be attending the conference.

Water/Well future study - EDC discussed asking for \$15,000 to add to existing \$10K. Selectman Bowes will be able to discuss under his report too.

The 2018-2019 Budget/Town Meeting dates – time line schedule is the BOS binder.

Kelly mentioned a couple of items in the FYI file. (1) The letter of concern of trucks on North Pembroke Road- Kelly asked if the Board wanted her to call the author of the letter and Town of Pembroke and the Board said yes. (2) The Police Safety grant is ready for the Board's signature. Hugh said he has concerns about signing the application for the grants due to the Chief having previously mentioned staffing issues. Kelly mentioned that she did ask Chief Preve about that and the Chief said he spoke with the Officers and they will be able to do the safety grants as proposed. Hugh asked Chris Bowes to speak with the Chief and/or see if the Chief can meet with the Board to discuss further at the next meeting.

#### **Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

DOT resurfacing project- letter from NHDOT was reviewed regarding the upcoming resurfacing project along NH Rte. 28 from Circle (North) for 13.5 miles to Hillsgrove Road in Barnstead. Project is scheduled for Spring 2019. A signature for the Municipal Work Zone agreement is required. The Board signed the agreement.

Abatement request – Board reviewed the abatement request for Optical Systems. Chris Bowes made a **motion** to approve the abatement request for UTL- Cable 3 in the amount of \$285.49. Virginia Drew seconded the motion, all voted in favor.

#### **Discussion:**

Code of Ethics revision - tabled for continued meeting

Purchasing Policy revision – The Board reviewed a proposed revision to article #11 of the 2014 Purchasing Policy (Employees of the Town). Gordon and the Board discussed the proposed wording for the policy. Chris Bowes made a **motion** approve the revise purchasing policy (#11). Virginia seconded the motion, all voted in favor. Hugh asked if the sentence where it states the “Board approval first” could be **bolded**.

NH DOL Whistle Blower Protection Act case – Hugh said recently there was a Whistle Blower claim cited at the Department of labor against the Town and the town prevailed and chalk one up for the good guys.

OMHRC – Debbie Sargent spoke to the Board about receiving donations and the funds for the Meeting house for cleaning or supplies. Debbie said Val is working on grants. Debbie also spoke about having

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heat, electricity and septic for the building. Chris Bowes asked why they need that if the building is not to be occupied. Debbie said we don't right now but the heating system has been sitting there and it is wet. The Board agreed that Debbie should be working with Lt. Joel French at the Fire Department on the Life Safety concerns. The electricity is for use of the tools when they are working in there. Virginia said the Committee will know what the estimates are for the septic, heat and electricity before they start fund raising. Debbie asked about having a table at the elections and the Board said she needed the Moderator's permission. The informational sessions are being held at the Library on Oct 24th at 630 - 8pm; Nov 14<sup>th</sup> at 430-6pm and Nov 17<sup>th</sup> 10-1130am. Kelly will post the notice for the Board if they plan to attend.

BTLA Utility on-going cases – Hugh has requested nonpublic for discussion.

Meadowlark Lane P&S agreement – The purchase and sale agreement was signed by Hugh and closing is scheduled and the offer was at full price.

PA28 Inventory form – Virginia spoke about the Facebook letters and all the responses back and forth. Virginia would like to change her decision for this year and have more educational public hearings on the forms and process and maybe propose again next year. Chris Bowes said he previously hesitated in voting on this but he saw the negative responses and asked if the form could be modified. Virginia said it is either all or nothing. Glenn Horner spoke about a chart regarding strangers and known stalkers. Joni Kitson asked about completing the form entirely. The Board noted there is only a fine if you do not submit the form at all. Virginia made a **motion** to not do the PA 28 Inventory form this year. Motion was seconded by Chris. All in favor vote was 2- yes and Chris no. Motion passed. Kelly will contact DRA to cancel the order of the forms.

Vacation request – Board reviewed a vacation request from an employee. Chris Bowes made a **motion** to approve the vacation request. Motion was seconded by Virginia Drew. All voted in favor.

### **Minutes to approve and sign**

Draft- September 24, 2018 was reviewed. Virginia Drew made a **motion** to approve the draft minutes. Motion was seconded by Hugh Curley, all voted in favor. (Chris was absent at 9/24 meeting).

Final – September 10, 2018 were reviewed and signed.

Amended Final – August 27, 2018 were reviewed and signed.

Non-Public minutes – September 24, 2018 (x3 sessions). Sessions #1 and #3 Hugh has on his PC and will forward to Kelly for the recessed meeting tomorrow night.

Board reviewed the non-public minutes. Session #2 was not sealed. Virginia Drew made a **motion** to approve session #2 non-public minutes. Motion was seconded by Hugh Curley, all voted in favor. (Chris was absent at 9/24 meeting).

Non-Public minutes from August 27, 2018 were reviewed and discussed to amend the reason why the Board went into session. Hugh Curley made a **motion** to amend the nonpublic minutes of August 27, 2018 to “c” reputation and not “a” personnel. Chris Bowes seconded the motion, all voted in favor. (Virginia was absent on 8/27 meeting).

### **Selectmen Reports:**

Chris Bowes said he met with Gary Perry and the Park work/clean-up is continuing. Gary is working on a plan to start planting trees for the spring. The EDC (Economic) meeting went well as usual and there was a discussion regarding proposing \$15,000 as a warrant article to help with the study of a future third well.

Virginia Drew said Betsy has been attending Transportation Committee meetings but has not been re-appointed. The Board discussed the appointment procedure and would like to have more information. Virginia will email the information to Kelly to research.

**For your Information:**

Mileage report from Highway

Letter of concerns on N. Pembroke Rd

Suncook River study invite for Oct 13th

Town of Hooksett public notice for Tower facility

Community Action report

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

Gordon Ellis spoke about the tax revenue for commercial parcels compared to residential parcels and it is less than 20% and this is a concern for the school tax portion and being anti-business.

Gordon also said the Old Meeting House could test the furnace by hooking up to a generator instead of needed electricity to the building.

At 9:10PM Hugh Curley made a **motion** to go into non-public session under RSA 91-A: 3 II (L) legal review. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:30PM 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 9:35PM Chris Bowes asked Kelly if she wanted to speak with one board member or full board, it was her choice. Kelly said per Hugh's previous request of his agenda item she was prepared to discuss that matter so full board was good. 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 was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 9:50PM 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 9:51PM Chris Bowes made a **motion** to adjourn. Virginia Drew 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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