

BOARD OF SELECTMEN MEETING

Monday, October 22, 2018
Call Meeting to Order **5:30PM**

DRAFT

Approved on _____ (Date)

or amended on _____

Hugh Curley _____
J Chris Bowes _____
Virginia Drew _____

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

Chair Curley opened the meeting at 5:30PM.

At 5:31PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) compensation/employees 2019 salaries. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 6:10PM the Board returned from non-public session. Decisions were made in non-public.

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. Board resumed regular meeting.

Staff Present: Nancy Wheeler

Other Attendees: Joni Kitson, Bobbie Lynn Thomas, J.C. Allard (Pittsfield Select Board), Deborah Sargent, Roger Landry, Len Gilman, Mark Brodeau, Bruce Blye and Chief Yeaton.

The group recited the Pledge of Allegiance.

Review and Accept Agenda Chris Bowes made a **motion** to amend the agenda to include signing the Police Department Highway Safety Grant application. Virginia Drew seconded the motion. All voted in favor.

Non-public for "D" Real Estate property. At 6:14PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (d) real estate. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 6:20PM the Board returned from non-public session. Decisions were made in non-public.

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. Board resumed regular meeting.

Finance Report: Nancy Wheeler reported on the updates of the budget. Nancy spoke about the Health and Dental insurance. The same three plans will be offered. The summary of benefits will be sent out to the employees. The workers compensation plan is at a fixed three year cap and increased at the 8% maximum. The BCEP budget is pending and Hugh Curley said they meet this Thursday. Thornton Group asked if Town of Epsom would participate in Town of Northwood pay study and the Board agreed.

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Nancy requested a non-public session with the Board. At 6:30PM Chris Bowes 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 6:50PM 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. Board resumed regular meeting.

Scheduled Time:

6:45PM Fort Mountain Trail Winders – contract & RR Bed concerns:

Mark Brodeau and Bruce Blye spoke about the snowmobile club agreement to use Town roads and/or trails. A discussion was held regarding the use of the trails by ATV's and that it has been a concern to the snowmobile club. One of the area of concerns is the RR bed and sandpits off Rhodora Drive. Bruce Blye suggested gates and stated that NH Fish and Game Department has also been notified. Roger Landry, owner of property on Granny Howe Road spoke about concerns with the new culvert work that has been done and diverted water on to his property. Bruce Blye said he spoke with Roger about the concerns and the Fire Department and Road Agent gave permission to do the project. Bruce thought the water problem was a result of the big beaver damn that broke off of Route 4 few months ago. Roger spoke of other concerns that were not related to the road issue and the Board suggested he contact the Police.

Virginia Drew made a **motion** to approve and sign the annual contract for the Fort Mountain Trail Winders snow mobile club (for one year). Motion was seconded by Chris Bowes, all voted in favor.

Roger stated the rules need to be followed and regulated and that the Town should check and see what has been done to Granny Howe Road. Roger said he closed his trail. Hugh asked Bruce Blye if that affected the trail system and Bruce said Roger closed off just his property but the snowmobile trail is on the road.

Administrators Report: Kelly Dearborn-Luce reported on:

Chief Yeaton – has been extremely busy and still short staffed. 5 candidates have been interviewed (some from the tech school) for the FF/AEMT. Training is on-going for the Nitro-NOx. Building pre-planning/Inspections are being done. Fire Prevention was a success. The chimney kits are ready for the heating season. George C (as Safety committee chair) is setting up the required trainings and Travelers Insurance may be doing the “Harassment” training before the end of the year.

Chief Preve – The drug take back day is from 10am-2pm on October 27, 2018. A stabbing investigation is on-going. The Crown Vic vehicle is at the State auction. Police Department will be doing the Trunk-A-Treat at the Church and also giving out candy in neighborhoods. Officer Matt F. is going to the Evidence Class next week and Firearm trainings are in process.

Gordon –Center Hill Road pothole has been repaired. The Winter maintenance policy is ready for the Board to review. The Snow plow contracts are slowly coming in. The Salt order is done.

Question on deeding – x2 campers deeded but in non-existence- delete from tax assessment (abatements to sign). MH under eviction notice and one default on previous payment agreement has moved and no forwarding address. One camper owner would like to pay through an agreement on his deeded camper and the Board signed the agreement.

Chris Bowes made a **motion** to approve the abatement for Map U11-31-5 in the amount of \$223.00. Motion was seconded by Virginia Drew, all voted in favor.

Chris Bowes made a **motion** to approve the abatement for Map U11-31-S35 in the amount of \$28.83. Motion was seconded by Virginia Drew, all voted in favor.

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Chris Bowes made a **motion** to approve the abatement for Map U11-31-S41 in the amount of \$89.52. Motion was seconded by Virginia Drew, all voted in favor.

Chris Bowes made a **motion** to approve the tax payment agreement for Map U9-02-S95. Motion was seconded by Virginia Drew, all voted in favor.

Kelly spoke with the Town Administrator from Pembroke regarding a letter from resident on North Pembroke Road with concerns of truck traffic. The Pembroke Road committee is not taking action at this time and the Board agreed that Epsom would not take action at this time.

Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Davis fuel agreement was discussed. Davis fuel does not have a formal contract and the Board agreed that the email regarding the “agreement” would be sufficient.

Revised Purchase Policy that was previously approved was signed. (Only #11 of the existing policy was revised.)

Election Warrant for November 6, 2018 was signed. The Board discussed the pro-tem for the November 6th election day and agreed to ask Bob Blodgett again. Virginia spoke about the future election and if there were other volunteers that could be offered to participate. Chris Bowes made a **motion** to appoint to Robert Blodgett as the pro-tem for the November 6, 2018 elections. Motion was seconded by Virginia Drew, all voted in favor. Chris said he was available to help set up and Virginia will check her schedule. Virginia also stated that she appreciates that Gary Perry does the set up every time and maybe there could be other volunteers to help out and be trained to set up the polls in the future.

2nd Issue Tax Warrant was discussed; Hugh Curley read the warrant: to collect property taxes in the amount of \$5,528,801.00 and with interest at 12% per annum from December 1, 2018 thereafter on all sums not paid on or before that day. Chris Bowes made a **motion** to approve the 2nd issue tax warrant for 2018. Motion was seconded by Virginia Drew, all voted in favor.

The Police Department Highway Safety Grant application was discussed. Chief Preve had sent an email with an explanation of the use of the Grant. Chris Bowes said he spoke with Chief as there were previous concerns about the staffing and not able to commit to the time required for the Grants. Hugh Curley also spoke with the Chief about the staffing and concerns of the Grants. Hugh said he would like to see some statistics regarding the Grants. Virginia Drew made a **motion** to approve the Highway Safety Grant application. Motion was seconded by Chris Bowes, all voted in favor. Hugh Curley, Chair will sign the application.

Discussion:

Winter Maintenance Policy was revised for the Highway Department. Chris Bowes spoke with Gordon about the policy. Hugh Curley also spoke Gordon and Hugh would like to see some type of sign or tag system to define what a snow obstruction is and as a warning of the violation. The violation offense is regulated by a “fine” which does not exceed \$500.00. Virginia spoke about the other policies that are in place now that will be part of this policy. Virginia would like more time to review and discuss again at the next meeting.

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The Board discussed the concerns of Goboro Road and Hugh will contact NHMA for some advice. Chris Bowes is concerned that if the Town does something there, and something happened, the Town may be liable. Chris said is not inclined to do anything at this time. Virginia asked about the town right-of-way and the ownership of the culvert.

The SB2 Deliberation date was discussed. Moderator Jeff Keeler asked if the Board would consider the last day to hold the deliberations which is February 9th and not the 2nd. Board agreed and Kelly will notify Jeff. Hugh noted that the inclement weather date will be February 10th (Sunday).

At 7:45PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (a) hiring. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 8:05PM 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. Board resumed regular meeting.

Budget discussions were held. Hugh spoke about the pay rate sheet and the Board was still working on the 2019 salaries. Chris Bowes suggested having a work session on Monday October 29th at 5:30 to finish the budget and all agreed. Kelly will post the work session for the 29th.

Nancy reviewed some of the highlighted areas in the budget such as the increases in salaries, legal line, insurance and BCEP is still unknown at this time. The Library will be in on November 5th to discuss their budget.

Minutes to approve and sign

Draft- October 8, 2018 minutes were reviewed. Chris Bowes made a **motion** to approve the draft minutes. Motion was seconded by Virginia Drew, all voted in favor.

Draft-October 9, 2018 recessed meeting minutes were reviewed. Chris Bowes made a **motion** to approve the draft minutes. Motion was seconded by Virginia Drew, all voted in favor.

Final – September 24, 2018 minutes were signed.

Non-Public minutes – October 8, 2018 (x3) were reviewed. Chris Bowes made a **motion** to approve the non-public minutes of session #1. Motion was seconded by Virginia Drew, all voted in favor.

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

Chris Bowes made a **motion** to approve the non-public minutes of session #3. Motion was seconded by Virginia Drew, all voted in favor.

Selectmen Reports:

Virginia Drew spoke about the River Study presentation she attended on Saturday. Virginia said it was very thorough and would like to see the power point presentation. Kelly will check with Steve Landry to obtain a copy. Virginia asked about the details for Board members contact information on the web site and if the Virtual representative could come to a Board meeting. Kelly will follow up with Virtual. Virginia also noted that Steve Arling has a business for social media and would like to speak to the Board about virtual meetings. Hugh thought the question of virtual meetings may need to a warrant article. Virginia said she spoke with John Klose about a concern at Webster Park.

Chris Bowes said he spoke with Gary about a concern of dumping debris or sand and Chris said the sand was not contaminated and that Kelly had some information too. Kelly mentioned that she

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spoke with Gary Perry and work has stopped on the trail/road. DES was contacted to see if there was any information about the concern. Also, it was noted that Gary was concerned with the age of the existing septic system and will have it checked out.

Hugh Curley said that the BTLA case was resolved.

An invoice that was approved at the last meeting, from Gordon regarding blue tooth/music, was discussed. Kelly will ask Gordon and get back to Virginia.

For your Information:

XFinity

5 Minutes for Public Questions and Comments:

Joni Kitson thanked the Board for discussing the invoice from Gordon earlier. Joni also mentioned the hours for the Selectmen office was incorrect for Tuesday on the web site. Kelly said she will fix it.

At 8:40PM 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.