

BOARD OF SELECTMEN MEETING

Monday, November 19, 2018
Call Meeting to Order 6:00PM

DRAFT

Approved on _____ (Date)

or amended on _____

Hugh Curley
J Chris Bowes
Virginia Drew

(via phone)

Present: Hugh Curley, Chair and Virginia J. Drew, Selectman. (J. Chris Bowes, Vice-Chair present via phone conference only).

Staff Present: Kelly Dearborn-Luce, Town Administrator/Recording Secretary and Nancy Wheeler, Finance Administrator.

Other Attendees: Debbie Sargent and Len Gilman

Chair Curley opened the meeting at 6:00PM.
The group recited the Pledge of Allegiance.

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

Finance Report: Nancy Wheeler reported on the status of the open enrollment of the Health Insurance. There were a couple of scheduled meetings with employees for the updates. The insurance forms are due by December 3rd. Board spoke about the expenditure report and Nancy will run another report (to date) for the next meeting. Nancy will also send out the letter to the Departments about the yearend spending and submitting purchase orders. The new server and hard drives will be installed next week and the yearly stipends will be done for the next pay period.

(Vice-Chair Chris Bowes called in at 6:10pm)

Administrators Report: Kelly Dearborn-Luce reported on:

Chief Yeaton – Chief did submit incident reports, they are still interviewing for FF/AEMT and the Paramedic candidate declined the offer. The EMT recertifications are going well, good turn-out and they are getting ready to sell their Christmas trees.

Chief Preve – Chief will be on the agenda for Dec 3rd for meet & greet the candidate for the 6th Officer. Department has been busy with DUI's and accidents due to the weather. The first annual Toy Drive is scheduled for Dec 8, 2018. Hugh stated this was a surprise to him as he did not know they were doing the Toy Drive. Kelly mentioned the estimate from Scott Collins for next year's budget includes plowing & shoveling at the station at a cost of \$1350.00 which is not in budget this year. Board discussed and agreed that they would like to see the money come out of the budget this year to start the shoveling contract with Scott Collins.

11/19/18

Goboro Road – Kelly asked the Board if there was any update on the Goboro Road concern to report. Hugh said he had some phone calls in to State agencies but has not heard back. Kelly will contact owners to let them know status and still waiting to hear back from State.

Kelly asked about the Joint Meeting that was held on November 14th with Economic Development, Planning and Zoning Boards. Hugh said it went well and there will be some discussions about changes in the zoning relating to “permitted uses”. Virginia said she would like to see more of the “joint meetings” and keep communication open.

Scheduled Time:

Gordon Ellis, Road Agent spoke to the Board about the subdivision project on Windsor Road. Gordon asked the Board to waive the paving requirement and issue the certificate of occupancy for the two houses that are on paved area and one house that will be finished in February. Gordon said the soil and ground is full of moisture and the paving would not be done correctly if they start now. Chris Bowes made a **motion** to grant the waiver request and allow the certificate of occupancy to be issued before the paving is completed in the Windsor Road subdivision project. Motion was seconded by Virginia Drew, all voted in favor. Gordon said he will be asking to encumber some funds as he did not finish the paving. Gordon said he has already exceeded his going out time. The items on the side of the road on Elkins will be picked up but he didn't think Highway should be doing that. Gordon said there was a dumpster there before but it was over flowing so it was removed. Virginia thought the items were in the Town Right-of-Way and not on the private property. Gordon said he will make note of the use of the Meeting House now and will plow snow away from steps. Gordon would like to increase the part-time line in his budget. Board and Nancy discussed salary and hours. Gordon will meet with Nancy to determine part time hours and eligibility.

Signature:

Accounts Payable/Manifest was reviewed and signed.
Payroll was reviewed and signed.

Intent to cuts: Virginia Drew made a **motion** to approve the intent to cut for Map R13 Lot 37. Motion was seconded by Chris Bowes, all voted in favor. Virginia Drew made a **motion** to approve the intent to cut for Map R3 Lot 8. Motion was seconded by Chris Bowes, all voted in favor.

Kelly received an extension request of vacation time from an employee. Virginia Drew made a **motion** to approve the request until January 2, 2019. Motion was seconded by Chris Bowes, all voted in favor.

Abatements: Charitable: Virginia Drew made a **motion** to approve the Charitable exemption for New Rye Church on Map R2 Lot 41 in the amount of \$4,205.00. Motion was seconded by Chris Bowes, all voted in favor.

Veteran exemptions: Virginia Drew made a **motion** to approve the following abatements at \$250.00 each; Map 16-8-1-51, Map U18-6-39 and Map U4-18-14. Motion was seconded by Chris Bowes, all voted in favor.

Discussion:

Elkins Road follow up: Kelly received the written concerns about the trash on Elkins Road and has forwarded a copy of the letter to the Department Heads. Kelly also stated she could draft a letter to the current home owner to see if they had any plans to secure and/or clean up the home. Hugh would like to see if the Police Department could use their camera in the area.

Estimate from Steve Arling re: live streaming of meetings was received and the Board reviewed it. Kelly also noted that other companies had asked about supplying the (Board or Committee) meetings

11/19/18

with video equipment and the Board reviewed the 2008 warrant article. Virginia spoke about the need for a new warrant article and the Board will discuss further at the next meeting. Hugh asked about the contract with Virtual Towns & Schools (current web site) and Kelly will contact Bill Letsky for more information on streaming the meetings through our web site.

Hugh said he would need to go into non-public regarding legal issues. At 6:55PM Virginia Drew made a **motion** to go into non-public session under RSA 91-A: 3 II (L) legal review. Hugh Curley seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 7:12PM 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.

Minutes to approve and sign

Draft – Oct 22, 2018 (Hugh is amending) and tabled until next meeting.

Draft – Nov 5, 2018 were tabled until next meeting.

Final – Oct 29, 2018 were reviewed and signed.

Non-Public minutes – Nov 5, 2018 (1 session) were reviewed. Virginia Drew made a **motion** to approve the non-public minutes. Motion was seconded by Hugh Curley, all voted in favor.

Selectmen Reports:

Virginia Drew spoke about the Old Meeting House Revitalization Committee wanting to have a go-fund-me page and an on-line donation set up. Virginia will meet with Nancy on the details of how (if possible) to set up those kind of accounts. Virginia also said they would like to have electricity to the building and Hugh said he had concerns with that request and Debbie Sargent would need to speak with Lt. Joel French about the Life Safety Codes. Virginia also asked about the shoveling of snow and who does the other town buildings. Kelly mentioned that in 2017 Don Harty had asked about researching one contractor for all the maintenance of the town owned buildings and each department was satisfied with their own contractor.

Hugh Curley said he was at the “Informational Session” on Saturday at the Meeting House and there are some good potential uses. Hugh said the Board received a letter from Village District regarding a company using water out of the hydrant at the Fire Station to flush culverts for Gordon. The concern was that there was no back flow device used. Hugh said Gordon should have notified the Village District first and Gordon agreed that he will let them know in the future. Hugh reviewed the proposed settlement with the BTLA case with Unitil. Hugh mentioned the BCEP discussion regarding plastics and glass only separation. Hugh and Chris met with CNHRPC for the Ten-Year Transportation corridor study. Chief Yeaton, Chief Preve and Gordon Ellis had made some suggestions, such as; road improvement on Rte. 28 North, possibility of sidewalks on Black Hall Road near school and to coordinate the entire corridor from Chichester to Northwood on Route 4. Chris Bowes made a **motion** to have Hugh Curley, as Chair, send a letter to CNHRPC to request the corridor studies. Motion was seconded by Virginia Drew, all voted in favor.

Len Gilman spoke about the “Safe Way to School” projects and Grants from the State for the sidewalks. Virginia remembered a discussion about the difficulty to maintain the sidewalks.

For your Information:

NHMA dues
Merrimack County - Administration appointment
Police Department mileage report.

5 Minutes for Public Questions and Comments:

Len Gilman spoke about the Meeting House electricity and there is power to the basement area only and if the Committee is trying to rehab the building they will need electric.

The Board reviewed the nonpublic minutes that were previously sealed (x7). The motion to seal or unseal certain minutes is tabled until next meeting when Selectman Bowes returns.

At 7:50PM 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.