

## BOARD OF SELECTMEN MEETING

Monday, December 3, 2018  
Call Meeting to Order **6:00PM**

### DRAFT

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

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

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

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

**Other Attendees:** Joni Kitson, Debbie Sargent, Meadow Wysocki, Len Gilman, Chief Preve, Kyle Johansson, Chief Yeaton, Rick Bilodeau, Rob Topik, Dave Fiorentino and Dick Frambach.

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

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

### **Scheduled Time:**

**Public Hearing for EOC Phone Grant** was opened at 6:00PM. Chair Hugh Curley explained that the Grant is for the Emergency Management (Performance Grant) for the purpose of a new phone system at the primary (Fire Department) and secondary (Selectmen's Office) Emergency Operations Centers. The project share cost is at 50% in the amount of \$10,115.00. The Board discussed with Rick Bilodeau, Emergency Management Director; the location of the phones, the installation process and the "in-kind match" of funds.

Virginia Drew made a **motion** to accept the term of the Emergency Management Performance Grant as presented in the amount of \$10,115.00 for the purchase and installation of telephone systems for the Town's primary and secondary Emergency Operations Centers. The Board of Selectmen acknowledges that the total cost of this project will be \$20,230.00, in which the town will be responsible for a 50% match. Motion was seconded by Chris Bowes. No further decisions, hearing continued until 6:40 and Chair closed the hearing for final vote on motion. All Board members voted in favor to accept the Grant terms.

Rick Bilodeau discussed the request to encumber the Emergency Management Funds for next year. The funds would be earmarked for the new telephone system. Nancy Wheeler will provide the exact number of the funds to encumber for the budget in January.

**Finance Report:** Nancy Wheeler reported the BCEP budget did not increase, the Budget committee meeting schedule, the new server and drives installed last week, purchase of a new monitor, the Auditors will be in next Friday and the purchase orders that have been submitted. Nancy said there may be some filing cabinets needed.

12/03/18

**Administrators Report:** Kelly Dearborn-Luce reported on: The Hazard Mitigation application has been approved and finalized by FEMA. The letters to notify owners of the sale on Meadowlark have been returned by certified mail and the Board would like to have the Attorney notified. On one of the deeded properties, the eviction notice deadline was December 1<sup>st</sup> and it appears they are still living there as of today and Kelly will contact Attorney to start an eviction process.

**Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Roberts & Green, PLLC – financial representation letter was reviewed and signed.

NH Co-op – Re: traffic control lighting was discussed. The Board spoke about the Police Detail policy. Hugh had questioned if the Police Department was still going to be notified first. Chief Preve said he had already spoken with representor at Electric Co-Op and signed the form so they are all set.

December / Holiday meeting schedule was discussed. The State, Town Clerks' and Selectmen's office Submitted their 2019 Holiday scheduled. Virginia Drew made a **motion** to approve the holiday schedules as submitted for the Selectmen's office and the Town Clerk's office. Motion was seconded by Chris Bowes, all voted in favor.

The December 17<sup>th</sup> Selectmen (regular) meeting was discussed. Chris is unable to attend. Virginia and Hugh can still attend on the 17<sup>th</sup>. The Board will meet on the 10<sup>th</sup> and the 17<sup>th</sup> of December. A second meeting in January was also discussed and the Board decided to meet January 2<sup>nd</sup> (Wednesday) at 6pm for a regular meeting. Nancy mentioned the Board may need to meet to just sign warrants in January.

**Fire Chief – personnel & purchase orders:**

At 6:41PM 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 7:04PM the Board returned to the regular meeting. Virginia Drew made a **motion** to come out of non-public. Motion was seconded by Chris Bowes, all voted in favor. No decisions were made. Chris Bowes made a **motion** to seal the minutes. Motion was seconded by Virginia Drew, all voted in favor. A roll call vote to seal the minutes was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

Chief spoke about the purchases for the end of year, such as; new rug for upstairs at the Fire Station, Turnout gear for new hires, new drivers and battery packs.

**Chief Preve & Police Candidate & purchase orders:**

The Chief introduced Kyle Johansson as the new hire for the 6<sup>th</sup> Police Officer. Chief said Kyle passed all of the required tests and he looks forward to having Kyle on his Department. The Academy starts in January and Kyle will start now with training and ride-along. Kyle is from Rochester and went to school in Epping and has military background. Board reviewed his resume and welcomed Kyle to the Department.

Chief also spoke about the purchase orders and items to be purchased regarding some of the MRI recommendations. Items that the Chief discussed are; Uniforms, Ammo, Radio equipment, Taser equipment and tires. Items that MRI recommended that were discussed are; dispatch module and computer updates. Chief mentioned that the fence for the backyard area was at a huge cost of \$22,000 and felt it was unnecessary at this time. Kelly submitted a memo to the Board and the Chief regarding a motion to return firearm and the Board agreed to have it sent to the Town Attorney for review.

12/03/18

### **Discussion:**

Highway part time line item in budget. Gordon had discussed options for adding funds to the part time line in his budget. Gordon spoke with Nancy about 30 hours a week, for 30 weeks at \$18.00 an hour which would be considered as part time with minimal benefits. Board will discuss further with Gordon at their next meeting. Hugh signed the Purchase Order for the wing and plow.

Information on live streaming. Virtual Towns submitted a quote to activate the live streaming which the current web site is capable of doing. Virtual Towns was purchased by Civic Plus. The video streaming service called Civic Media, very similar to THS. There are two options.

1. Town Hall Streams; \$3K per year, no set-up and they lend you an encoder or
2. CivicMedia; Also \$3K per year and no set-up; Epsom would need to purchase an encoder. The one we recommend is Matrox Monarch HD (\$919 on Amazon).

The Board would have to approach THS directly. The Board decided to go out to bid to obtain more information to have on a warrant article.

OMHRC – membership: Kelly noted that the members of the OHMRC charter had a term limit that expires in December 2018. Also, the Board discussed a new nominee for the committee. Virginia and Debbie Sargent introduced Meadow Wysocki.

Chris Bowes made a **motion** to appoint the original 5 members for another year term. Motion was seconded by Virginia Drew, all voted in favor.

Chris Bowes made a **motion** to appoint Meadow Wysocki for a one year term. Motion was seconded by Virginia Drew, all voted in favor.

Letter re: Old Home Day funding. The Board read a letter received from Dick Frambach which stated he felt there is need to start funding for Old Home Day as the Perrys volunteer their time and effort. Dick spoke highly of the volunteer services that Gary and Georgia Perry do, not only for Old Home Days, but the Park too. Board agreed with honoring the volunteers. The Board thanked Dick for his letter.

BTLA settlement: Hugh Curley has been working with Attorney Whitley regarding a settlement on a BTLA case and the settlement was agreed upon. Previously the Board had approved the agreement and the Board signed the final copy of the agreement.

At 8:04PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (c) reputation, to review previously sealed minutes. Virginia Drew seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 8:25PM the Board returned from non-public session. Decisions were made in non-public whether to keep sealed or unseal previous nonpublic minutes.

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 minutes for November 5, 2018 were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Virginia Drew, all voted in favor.

Draft minutes for October 22, 2018 were tabled again. Hugh Curley is making a change on page 3 regarding the discussion of the Police Department Grant application.

Draft minutes for November 19, 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 for November 19, 2018 were reviewed. Chris Bowes made a **motion** to approve the non-public minutes. Motion was seconded by Virginia Drew, all voted in favor.

**Selectmen Reports:**

Chris Bowes - no reports.

Virginia Drew reported on the OMHRC and said they moved to new phase.

Hugh Curley reported on; CIP being worked on, Planning Board hearing for a lot line adjustment on Jugg City, request from Jeff Keeler reading zoning options to help with the planning and zoning process and BCEP budget is done and they are researching more information regarding recyclables.

**For your Information:**

Xfinity – new programming notice

Comcast – Price changes

NHDOT letter re: Resurfacing started by Pike

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

Dick Frambach asked if his (Cass) road could be fixed as it is a washboard. Both Hugh and Chris said they would speak with Gordon.

At 8:34PM 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 8:52PM the Board returned from non-public session. Decisions were made for two personnel issues.

Chris Bowes made a **motion** to increase the salary for Nancy Wheeler at \$2.00 per hour. An increase for Robert Hutchins at \$1.00 per hour. Motion was seconded by Virginia Drew.

Discussion followed and Virginia wanted it on record that she opposed the timing of the pay increase request. Joni Kitson asked if this will be effective immediately and Chris said yes.

Vote on the motion was (Chris and Hugh) **2 – 1** (Virginia). Motion passed.

At 9:00PM 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.*

12/03/18