**TOWN OF EPSOM**

**BOARD OF SELECTMEN**

**940 SUNCOOK VALLEY HIGHWAY**

**EPSOM TOWN OFFICES**

**JANUARY 14, 2019**

**6:00 PM**

**Hugh Curley Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Virginia Drew**

**Chris Bowes**

**Staff Present:** Nancy Wheeler; Barbara Clark

**Other Attendees:** Joni Kitson; Deb Sargent; Representative James Allard; David Fiorentino; Meadow Wysocki

Hugh called the meeting to order at 6:00 PM.

**Pledge of Allegiance**

Hugh requested Chris lead the Pledge.

**Review and Accept or Amend the Agenda**

There were no revisions to the agenda.

Representative Allard discussed that he was on the Public Works Committee this term. Hugh noted that the Town was interested in the Rest Area property. Chris noted that it was to be determined to be surplus in September. It was discussed that there has been no action on this property.

Representative Allard noted he was now the Representative and wanted to visit the Board to say he is part of the government and here to help.

**Scheduled Appointments**

7:15 Chief Preve - scheduling

Hugh noted the Board is going into non-public session with Chief Preve to discuss officer schedule due to having only 4 officers at this time.

**Chris motioned to go into non-public session per RSA 91-A: 3 II i, Virginia seconded the motion. The motion passed with Hugh voting yes, Chris voting yes, Virginia voting yes.**

The Board went into non-public session with Chief Preve at 7:24 PM, returning at 7:48 PM.

**Virginia motioned to come out of non-public, Chris seconded the motion. The motion passed.**

**Virginia motioned to seal the minutes, Chris seconded the motion. The motion passed.**

**Finance Report**

**Signature Items**

BOS Appointment Paper – Signed

**Virginia motioned to appoint Chris Bowes as interim Selectman until the March 12, 2019 election.**

Warrant

Exemptions

Veteran’s Exemptions

**Virginia motioned to approve the following Veteran’s Exemptions: R03-18-6, R15-4-6, U01-11, U04-5, U04-18-16, U04-24, U08-8-1. Chris seconded the motion. The motion passed.**

Yield Tax Levy – 3

**Virginia motioned to accept the Yield Tax Levy for R14-18-0, Chris seconded the motion. The motion passed.**

**Virginia motioned to accept the Yield Tax Levy for R14-19-0, Chris seconded the motion. The motion passed.**

**Virginia motioned to accept the Yield Tax Levy for R14-20-0, Chris seconded the motion. The motion passed.**

Application for Current Use

**Virginia motioned to approve an application for Current Use for U19-5-3, Chris seconded the motion.**

Barbara noticed that the front page was not signed and will be calling the applicant to come to the office and sign it.

**Hugh called for a vote, the motion passed.**

**Discussion**

Encumber 2018 Funds

Nancy noted she had run a year end to date expenditure report to show the funds remaining. It included the APs signed tonight and other expenses for 2018 she had. Nancy reviewed the funds to be encumbered.

Hugh asked about a purchase order that was signed for mowing for the Highway Department. Nancy noted that was for mowing in 2019.

**Chris motioned to encumber $4,000.00 from the Emergency Management Bottom Lines, Virginia seconded the motion. The motion passed.**

**Virginia motioned to approve the following encumbrances: Police Department ($20,278.49); Fire Department ($13,831.72); Emergency Management ($4,045.98); Town Office ($367.00); Highway Department ($87,943.73); Selectmen ($3,000.00).**

**Chris seconded the motion. The motion passed.**

Eversource BTLA Appeal

**Chris motioned to go into non-public session per RSA 91-A: 3 II i, Virginia seconded the motion. The motion passed with Hugh voting yes, Chris voting yes and Virginia voting yes.**

The Board went into non-public session at 6:59PM.

**Virginia motioned to come out of non-public at 7:18 PM, Chris seconded the motion. The motion passed.**

Ask who will attend Tuesday Information Session

Hugh and Virginia thought they would be attending.

**Staff**

Barbara noted that they have received 13 applications for the vacant position. She asked what the Board would recommend next. Hugh noted that last time Nancy and Kelly reviewed the applications and recommended three for interviews. Hugh suggested that Nancy and Barbara do the same. The Board would also review the applications and let Nancy and Barbara know if they have any recommendations. Hugh discussed when interviews might be held. Barbara noted that many of the applicants are employed and would have to have a notice period.

Nancy noted that one of the items that would be coming up during the interview would be the office hours. Barbara noted that on Monday’s people are used to the office being closed from 1:00 PM to 4:00 PM. Not many people come in during that time period. Nancy discussed hours someone might work.

Chris suggested Nancy present proposed hours and the Board would review. Hugh would be comfortable to state the town office hours and saying there could be adjustments depending upon the day.

Chris asked if the person would be taking minutes, it was noted that it was to advertised that way. Nancy noted the person would have to be told the hours at the time of the interview.

Nancy discussed that the person would have to do more than speak with people at the window. A schedule was discussed that would be flexible on Wednesdays if the person does the Board minutes.

Nancy noted the Warrant Articles and that Article 9 was amended by the Budget Committee to $28,500.00.

**Chris motioned to amend Article 9 for the purchase of a LIFEPAK 15 V$ Heart Monitor/Defibrillator to amend the Article from $31,000 to $28,500, Virginia seconded the motion. The motion passed.**

The Board discussed meeting to sign the Warrant. It was determined to meet on Friday at 5:00 PM if necessary.

Nancy noted she could give the Board the Warrant to sign tonight.

The informational meeting tomorrow was discussed with Nancy noting it was not a Selectman’s meeting.

Nancy noted two articles that the Budget Committee did not recommend. Virginia noted the Article for funds to be added to the Town Office Capital Reserve Fund was not recommended due to the Agents to Expend (Selectmen). It was noted they did not recommend Article 13 for the $150,000 for the Highway Department Capital Reserve Fund for the reconstruction and improvements to town roads.

**Chris motioned to approve the Warrant for 2019, Virginia seconded the motion. The motion passed.**

**Chris motioned to recommend Article 1, Virginia seconded the motion. The motion passed 3 – 0.**

**Virginia motioned to approve a generous donation for the Historic Meetinghouse Fund, Chris seconded the motion. The motion passed.**

Deb asked the amount, it is $1,000.00.

Virginia discussed having the power to the Meetinghouse turned on. Items that are being completed were discussed. Virginia noted that cleaning is being completed. Hugh verified that the activities would be during the day. Deb discussed that two electricians have reviewed the wiring. Joel, from the Fire Department, indicated it was acceptable to do this. Nancy will get a letter from Joel.

**Minutes to Approve and Sign**

Minutes – October 22nd (Tabled)??

Minutes – December 10, 2018?? Final – Signed

Minutes – December 17, 2018 Final - Signed

Non-Public minutes - December 17, 2018 – 2 Sessions – signed

**Virginia motioned to approve the Non-public Minutes of December 17, 2018 Session1, Hugh seconded the motion. The motion passed with one abstention.**

**Virginia motioned to approve the Non-public Minutes of December 17, 2018 Session2, Hugh seconded the motion. The motion passed with one abstention.**

**Virginia motioned to unseal the Non-public Minutes of December 17, 2018, Session 1, Hugh seconded the motion. The motion passed with one abstention.**

Minutes – January 7, 2019

**Hugh motioned to approve the minutes of January 7, 2019 as amended, Chris seconded the motion. The motion passed.**

**Selectmen Reports**

Chris noted the Chief’s search for candidates is ongoing.

Virginia noted the Fire Department is short staffed also. Virginia noted the Meetinghouse fundraising group will bring the letters to the Selectmen before they are mailed.

**5 Minutes for Public Discussion**

Joni noted that at the Budget Committee Gordon was asked about projects for next year. She asked if the two projects with money encumbered have bids. Hugh noted they were just estimates; and bids have not been obtained.

Nancy asked who would be available to sign checks. Hugh will be available.

Joni noted the reason some Budget Committee members did not vote for Article13 was due to the amount currently in the Capital Reserve Fund.

**Other Business** (as agenda is subject to change)

**Non-Public Session** per RSA 91-A: 3 II (a, b, c, d, e, f, g, h, i) As Necessary

**Correspondence - FYI**

Notice of Approval for the EOC Phones Grant

Town’s approval to apply for Homeland Security & Emergency Management Mitigation Grants

Huckins Mill Dam Report (2)

**Virginia motioned to adjourn, Chris seconded the motion. The motion passed.**

Hugh adjourned the meeting at 8:19PM.

Respectfully submitted,

Betsy Bosiak

Recording Secretary

**POSTED:** January 11th @ Epsom Town Office / Post Office / Website

Please noted that all Board of Selectmen meetings/hearings/sessions are held at the Selectmen’s Office at 940 Suncook Valley Highway unless otherwise noted