

## BOARD OF SELECTMEN'S MEETING

Monday, May 7, 2018  
Call Meeting to Order **5:30PM**

**FINAL**

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

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.

Vice-Chair Chris Bowes opened the meeting at 5:30PM for a legal session with Town Counsel.  
Legal session adjourned and Chair opened the regular meeting at 6:05PM.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson, Lola Duffort (Concord Monitor), Debbie Sargent, Val Long, Cheryl Gilpatrick, Chuck Driesbach, Dick Frambach and Norm Yeaton.

The group recited the Pledge of Allegiance.

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

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

Highway Department, Gordon Ellis – Kelly reviewed the list of “projects done and to do” from Gordon. The Deerfield Town Line Boundary marker will be set on May 14<sup>th</sup>. There was an email sent regarding street sweep request and Kelly emailed back and spoke with Gordon that the street should be cleaned within the next few weeks. Gordon had asked why it was in the minutes about a “he said-she said” conversation brought up by Gary who wasn’t even part of conversation. Virginia said she wanted the part about not spending tax payers money on the Meeting House in the minutes; Original paragraph states: *Gary Kitson also mentioned that Gordon was talking about the Meeting house at an F&G event and telling others that Virginia Drew was spending taxpayer’s money for the renovations of the Meeting House. Virginia wanted it known that the committee is not seeking funds from the Taxpayers and that they are hoping to have fund raising projects.*

Fire Department, Chief Yeaton – a staff scheduled change was made due to Tim B. leaving, Rick B. returning and Joel F. on Mon., Tues. & Friday now. The Antique fire truck show/parade is May 12<sup>th</sup>. Chief is working on the Deputy Fire warden list, the Officers attending Leadership training last Monday and George attended the ALICE instructor training and will be able to train the Fire Department personnel.

Police Department, Chief Preve – The drug take back day was successful and 108# received, was also a good public turnout. The ALICE program was very good with 55 participants. On June 19 the Chief will work with the school to introduce the program to the staff & the Church. A concerned citizen asked about shooting in her neighborhood and the Chief called her to explain and concern was resolved.

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The Police candidates Oral Board is coming up on May 31. Chief submitted monthly report for April which is broken down weekly.

Hebert Fuel (Cameron) said we may be over in the gallon usage of our contract but will honor quoted contract price for the final top-off – Thank You Hebert Fuel!

Kelly discussed the schedule for June and July. The Board decided to meet on June 11 and 18 (no meeting on June 4) and then have a Department Head meeting to start the performance evaluation on July 16<sup>th</sup>.

The Emergency Management Director will be returning to work and has requested to be re-appointed. The Board asked Kelly to draft a letter and start the appointment papers.

**Finance Report:** Nancy Wheeler reported that the Auditors finished up this week. There is a new updated pay rate sheet for the Board to sign. There was one question on a time sheet and Nancy will follow-up as the Board did not know of any change for the employee. Nancy attended the finance training and also briefed the Board on some new legislative updates. Travelers Insurance is still working on their updates with Nancy and they are working on an estimate for the new Highway Garage. Virginia Drew thanked Nancy for all her work and time with Auditors.

### **Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Updated pay rate sheet was reviewed. Chris Bowes made a **motion** to approve the revised pay sheet as submitted. Virginia Drew seconded the motion. All voted in favor. Board signed the pay rate sheet.

Tax Payment agreement for a taxpayer on Map U16-8 was reviewed. Chris Bowes made a **motion** to approve the agreement as submitted. Virginia Drew seconded the motion. All voted in favor.

New Sign Permit Application was reviewed. The proposed sign is located on town land on Rte 4 and Center Hill. Applicant is David Smith for Blasty Bough Brewing Co. The Board asked about the history and if all Town owned properties could have signs if requested. Kelly will speak with Jay. Chris Bowes made a **motion** to table the signature for the sign permit application. Virginia Drew seconded the motion, all voted in favor.

Appointment for Brian O'Sullivan for an alternate to the Library Trustee. Chris Bowes made a **motion** to appoint Brian O'Sullivan as an alternate to the Library Trustees. Virginia Drew seconded the motion. All voted in favor.

### **Discussion:**

Board reviewed the letter of resignation received from Timothy Baldassare, Epsom Fire Department. Virginia Drew made a **motion** to accept the letter of resignation with regret. Chris Bowes seconded the motion. All voted in favor.

Employee requested an extension of his vacation time until May 31, 2018. Chris Bowes made a **motion** to approve the request. Virginia Drew seconded the motion. All voted in favor.

Abatement refund request was reviewed. Kelly explained the change of address error and the new property owner did not receive their tax bill in a timely manner. The taxes have been paid therefore if there is an abatement request it would be a refund. Chris Bowes made a **motion** to approve the abatement refund request in the amount of \$129.43. Virginia Drew seconded the motion, all voted in favor.

Old Meeting House Revitalization Committee – Deb Sargent is the Chair now. Deb introduced Cheryl Gilpatrick to be a new member. Virginia Drew made a **motion** to appoint Cheryl to the committee. Motion was seconded by Chris Bowes, all voted in favor. Kelly will prepare the appointment papers for signature. Val Long and Chuck Driesbach spoke about the new survey regarding ideas for the use of the meeting house.

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They have received 131 complete surveys so far and the deadline for the survey is May 23<sup>rd</sup>. Val said there is also 46 signed up for the “listening” session. Chuck said the Newsletter is out now.

#### **Scheduled Time:**

Exit Interview - At 7:10PM Chris Bowes made a **motion** to go into non-public session under RSA 91-A: 3 II (c) reputations. Hugh Curley seconded the motion. A roll call vote was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

At 7:28PM the Board returned from non-public session. No decisions were made.

Chris Bowes made a **motion** to not seal the minutes. Virginia Drew seconded the motion. A roll call vote to not seal the minutes was Hugh Curley – Yes, Chris Bowes – Yes and Virginia Drew-Yes. Motion passed.

#### **Minutes to approve and sign (Tabled until next meeting)**

Draft – April 9, 2018 Hugh would like to amend / April 23, 2018

Non-Public minutes – April 9, 2018 session #1 / April 23, 2018 x2 sessions

#### **Selectmen Reports:**

Chris Bowes – There is a request into the NHDOT to clean up the Route 4 rest area again this year. Chris said there will be a fund to accept some donations to help with a great firework display to be held during Old Home Day weekend. NH Pyrotechnics (Doug Blackwell) will be hired. Board agreed to support the donation of funds for fireworks and Nancy wrote up an example for the expendable trust fund to establish the fund for the Board to accept donations for the Fireworks. Chris Bowes made a **motion** to approve the expendable trust fund. Virginia Drew seconded the motion, all voted in favor. Board will sign next meeting. Chris will be attending the Economic meeting tomorrow and the perambulation boundary marker setting on May 14<sup>th</sup>.

Virginia Drew said she spoke with the Fire Chief, as the Contact person for the Fire Department. Virginia said she has reviewed the policy book and suggested to have the former policies removed and create a new book. Kelly will work on the changes for the policy book.

Hugh Curley attended the Planning Board meeting which discussed the proposed storage units on Route 4 and continuation of Jugg City Road for new housing development. Hugh also went with Lisa Stevens, Administrator for BCEP to DES and discussed the compost and cat litter issues. Hugh discussed the request for the Planning Board secretary to have a key to the office with the Board. Nancy and Kelly spoke about the policy of the “Chair” of the departments are the only ones that hold a key to the meeting room and that other secretaries do not have a key issued to them. Virginia spoke in favor of issuing a key. Chris said he had concerns about security. Board will discuss further.

#### **For your Information:**

MetroCast - detailing

Village Water – ensure safe drinking water correspo

Conservation – BOS invite to info of river

Town of Hooksett-wireless tower hearing

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

Deb Sargent spoke about the request for a key and that there was a security breach while ago when files went missing.

Dick Frambach said some work had been done on Cass Road but lot of the rocks are at the bottom of the Road.

Joni Kitson asked if the town grader was being used. Chris said he saw the grader on the road working.

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At 8:05PM 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 8:12PM 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 8:15PM 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 8:23PM the Board returned from non-public session. A decision was 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.

At 8:25PM 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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