

BOARD OF SELECTMEN MEETING

Monday, November 5, 2018

Call Meeting to Order **6:00PM**

FINAL

Approved on _____ (Date)

or amended on _____

Hugh Curley _____
J Chris Bowes _____
Virginia Drew _____

Select Board Present: Hugh Curley, Chair; J. Chris Bowes, Vice-Chair and Virginia Drew, Selectman.

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

Other Attendees: Joni Kitson, Debbie Sargent, Dick and Mary Frambach, Bob Paine, Kate Champney, Elsie Fife, Alison Parodi-Bieling, Cal Preston, Chief Yeaton, Steve Arling, Dan Kern (Bear Paw) and Mike Tardiff.

Chair Hugh 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.

Signature:

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Health Insurance renewal form: The Group insurance renewal rates for medical coverage for 2019 were reviewed. Chris Bowes made a **motion** to approve and sign the 2019 health insurance renewal form. Motion was seconded by Virginia Drew, all voted in favor.

Revised Winter Maintenance Policy was reviewed again. The Board discussed the policy changes and Virginia asked about the policy book order and table of contents. Kelly explained that the two (existing) policies relating to winter maintenance will be included in this proposed winter policy, so all winter policies will be together and table of contents will be revised in the Policy Book. Kelly also noted that Donna made a copy of the policy book that Virginia had requested and Virginia said thank you. Chris Bowes made a **motion** to approve the revised winter maintenance policy. Motion was seconded by Virginia Drew, all voted in favor.

Accept donation for OMHRC. Virginia Drew made a **motion** to accept a donation for the Old Meeting House Revitalization Committee in the amount of \$100.00. Motion was seconded by Chris Bowes, all voted in favor.

Appointment for CNHRPC Representative and Transportation Committee – Hugh received a request from Betsy Bosiak to be appointed to the Transportation Advisory Commission and Central NH Regional Planning Commission as Town representative. Previously the Planning Board had appointed

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Betsy in 2011. Virginia noted that Betsy has been serving on the committee and attending the meetings. Virginia Drew made a **motion** to approve the appointment of Betsy Bosiak to the CNHRPC as a Town Representative and to the Transportation Advisory Commission. Motion was seconded by Chris Bowes, all voted in favor. Kelly asked if there was a term limit and Virginia said no.

Scheduled Time:

Budget/ Library: Bob Paine, Library Trustee presented the proposed Library budget to the Board. Bob mentioned the book purchase at 10% increase each year and they cut back on the audio materials (down \$500.00). Hugh Curley asked about a reserve fund and Bob said they did not retain one as it goes back into the Town. Hugh suggested to have a “building fund” in reserve for maintenance of the town owned buildings. The water coverage and Health Insurance was discussed. The future of new roof was also discussed and Bob said he would like to have that cost in a CIP.

Mike Tardiff, CNHRPC re: 10 year corridor study: Mike explained the start of the biennial update of the NHDOT ten year transportation improvement plan to cover the years from 2021-2030. Every 2 years the CNHRPC obtains feedback from the local officials to nominate new projects to be considered in the 10 year transportation plan. Mike noted that the Board could recommend proposals with other surrounding Towns like Northwood and Chichester. Hugh asked what the impacts are to propose a corridor study and Mike said traffic flow, safety and protection of infrastructure. November 30th is the deadline to complete the proposal form. Chris suggested having a workshop session to include Fire and Police Chiefs to discuss the traffic study and safety issues. Kelly will coordinate dates and times that work best for the majority of attendees and post a work session date.

6:45PM **Hazard Mitigation plan adoption** was presented by Chief Yeaton. The Hazard Mitigation Committee reformed to rewrite the Plan to a more concise format and to incorporate the newest material required by FEMA, since the plan of 2012. Chief Yeaton stated that the Division of Homeland Security and Emergency Management has completed their review of the updated plan and approved it. The approved plan will then be sent to FEMA and they will issue a letter of the formal approval that will confirm the Town’s eligibility to continue to apply for mitigation grants through FEMA. Chief said the committee worked on the plan after many meetings, they reviewed the maps and discussed long range plans. Chief noted that no substantial changes can be made at this point but the Committee was pleased with the updates and revisions on the 2018 plan. Chair Hugh Curley asked if there were any public comments or questions. No further discussion. Chris Bowes made a **motion** to approve and adopt the Hazard Mitigation Plan Update for 2018. Motion was seconded by Virginia Drew, all voted in favor. Motion passed.

Hazard Mitigation plan adoption was presented and discussed for the 2018 updates which is required by FEMA. Board signed the updated plan.

Chief Yeaton also gave his weekly report; they are still interviewing for FF/AEMT. No confirmation on Paramedic candidate yet. Air compressor may need to be replaced. The refresher EMT course is on-going on Saturdays. The October report showed 85 calls. Chief mentioned the need for medical supplies so the Board may see invoices and purchase orders before the end of year. Virginia asked about the house and debris on Elkins Road. Chief said he is working with the homeowner.

Virginia had asked **Steve Arling** to come in to speak to the Board about streaming the meetings (live). Steve spoke about the technology, the social media, storing the data, using U-Tube and/or Google accounts, dedicated internet connection and a mobile set-up. Board discussed cost, personnel to operate and set up.

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Chris asked if there was a demand for meetings to be live and Hugh said there would be an audience. Virginia asked Steve if he could write a specification sheet for the Board to review and Steve said he would submit one.

Bear Paw/Conservation Commission (Barton Property and Hickey Property acquisition of land).

Alison Parodi-Bieling, Conservation Commission Chair and Dan from Bear Paw explained the process and LCHIP grant to purchase the Hickey property as an easement and the Barton property (as a purchase) which abuts the Town Forest land. Dan explained the Stewardship and monitoring of the conservation easements and purchased land. The Town of Deerfield is also part of the negotiations with the Barton property. Hugh asked what if Deerfield doesn't participate and Dan said the LCHIP grant may be adjusted. The Board held a lengthy discussion regarding the available funds in the Conservation Budget, Capital reserve, monies the Board had authority to spend and Hugh suggested that the Conservation Commission may want to have a warrant article for the acquisition of the Barton land. The Board did agree that the Hickey property could be purchased now with the money in their budget. Nancy spoke about the current purchase policy and the Board would need to make a formal vote to spend over \$3,000. Chris Bowes made a **motion** to purchase the Hickey property as a conservation easement, at a cost of \$11,050.00 from the Conservation budget. Motion was seconded by Virginia Drew, all voted in favor. The Board and Alison continued the conversation about the budget and funds availability to purchase the Barton land (190 acres) near the Town Forest. The Board agreed that the use of the land would benefit the public.

Virginia Drew made a **motion** to support the process to acquire the Barton property subject to the LCHIP Grant and available funding. Motion was seconded by Chris Bowes, all voted in favor.

Finance Report: Nancy Wheeler reported on the Health Insurance renewal form, the open enrollment and meeting dates for the employees to discuss their health plan. Health Trust agreement was signed and the flexible spending plan has not changed. The IRS may be increasing the amount that can be withheld. Nancy said she provided an updated expenditure report. Hugh mentioned that the budget would be finalized and ready for Virginia to present to the Budget Committee. Nancy noted that a preliminary budget meeting schedule was given to the Board, but it may be subject to change. Nancy said there would be no AP next week due to holiday and NHMA conference.

Administrators Report: Kelly Dearborn-Luce reported on:

Chief Preve – Drug take back was a success, not as busy as the one in the spring. They collected 50 pounds. Officers passed out candy in neighborhoods for trick or treat and there was positive feedback. The MVA on Rte. 4 ended up as a fatal, the woman passed away due to injuries on 10/30. Matt attended the evidence school and brought back some ideas to input within their station i.e. First aid kit in booking as MRI also suggested and an eye wash station. PO's will be coming in before end of the year (and uniform and vest for candidate). New candidate will be going for the poly, psych and physical testing this week, then meet with the Chief and then if all goes well, the Chief will have BOS meet the candidate before Dec 10th.

Gordon – Highway department has been doing a lot of water diversion and picking up limbs from wind storms. Also been working on the potholes. The F550 has new winter tires. Virginia asked about the maintenance budget for the Highway and Kelly noted that she had put a copy of the previous budget sheet in their binders to review.

Three items for signature came in last minute. Chris Bowes made a **motion** to approve the yield tax levy for Map U06 Lot 8-2 in the amount of \$59.36. Motion was seconded by Virginia Drew, all voted in favor.

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Chris Bowes made a **motion** to approve the tax levy for Map R15 Lots 4-15 through 42 in the amount of \$4,244.02. Motion was seconded by Virginia Drew, all voted in favor.

Chris Bowes made a **motion** to approve the intent to cut for Map U2-8 Lots 8-1 and 8-2. Motion was seconded by Virginia Drew, all voted in favor.

The Harassment (mandatory) training dates are being scheduled through the Safety Committee and Travelers Insurance, to be completed by the end of year.

Kelly noted that the Board will need to review sealed non-public minutes before the end of year.

NHDOT is holding a pre-con meeting on November 20th regarding the construction for Route 28. If the Board members want to attend, Kelly will post the notice.

Minutes to approve and sign

Draft- October 22, 2018 minutes were reviewed. Board discussed a proposed amendment to the minutes suggested by Hugh. Hugh Curley would like to amend the paragraph regarding the discussion of the Police Department Grants and table the minutes for discussion for the next meeting.

Draft- October 29, 2018 minutes were reviewed. Chris Bowes made a **motion** to approve the minutes. Motion was seconded by Virginia Drew, all voted in favor.

Final – October 8 and 9, 2018 were signed. Chris noted one amended on the October 8th minutes. Minutes were approved and signed as amended.

Non-public on October 22, 2018 (x4 sessions). Chris Bowes made a **motion** to accept the non-public minutes of October 22, 2018 for session **#1**. Motion was seconded by Virginia Drew, all voted in favor.

Chris Bowes made a **motion** to accept the non-public minutes of October 22, 2018 for session **#2**. Motion was seconded by Virginia Drew, all voted in favor.

Chris Bowes made a **motion** to accept the non-public minutes of October 22, 2018 for session **#3**. Motion was seconded by Virginia Drew, all voted in favor.

Chris Bowes made a **motion** to accept the non-public minutes of October 22, 2018 for session **#4**. Motion was seconded by Virginia Drew, all voted in favor.

Selectmen Reports:

Chris Bowes spoke about the New Phone System Grant and the memo from Homeland Security (EMPG) that was sent to Rick Bilodeau regarding the process of the approval of the Grant and no work or purchase for the system until Grant has final approval. The Board would like a follow up email sent to Rick regarding the starting of any work and/or purchase of materials for the phone system. Kelly will send an email to Rick. The work at Webster Park has stopped and Kelly has contacted Mr. Dickinson to check the septic system before winter. The Scouts have sent in an application for Christmas Tree Lighting again this year. Chris Bowes made a **motion** to waive the application fees to use Webster Park for the Christmas tree lighting event. Motion was seconded by Virginia, all voted in favor.

Virginia Drew said she spoke with a neighbor on Elkins Road again and she would like to speak to the Board. The Board discussed the proper way to file and respond to a concern or complaint. Kelly will contact the neighbor for a formal complaint, obtain more information and update her on the status. Virginia would like to advertise for volunteers before the next election. She said she appreciates everyone who helps now but it would be nice to see more and new volunteers.

Hugh Curley spoke about the land for sale that the Town owns on Meadowlark and the buyer is not able to obtain title insurance, therefore the sale did not go through. Kelly is working on the paper work to have it listed again soon. Hugh said he spoke with NHDOT regarding the Goboro Road concern and he is still working on the issue.

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5 Minutes for Public Questions and Comments:

Joni Kitson, as a tax payer, thanked the Board for not adding money for the acquisition of the lands.

Request for Legal review session

At 8:50PM 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 9:07PM 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.

Continued Discussion:

Finalize Budget – The Board continued discussion on the budget to finalize for the Budget Committee for their meeting on November 8th. Chris asked about the BCEP and Hugh said he is comfortable with the \$5,000 increase until they hold their public hearings. No further discussion.

Chris Bowes made a **motion** to approve the 2019 budget. Motion was seconded by Virginia, all voted in favor.

For your Information:

3rd Quarter Report from OMHRC

Auction statement for 2011 Crown Vic

Atlantic Broadband upgrade

NH Election memo of guidelines

Budget Committee meeting schedule

At 9:10PM Chris Bowes made a **motion** to adjourn. Virginia Drew seconded, all voted in favor.

Respectfully submitted,
Kelly Dearborn-Luce
Recording Secretary

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