

## BOARD OF SELECTMEN'S MEETING

Monday, July 2, 2018

Call Meeting to Order **5:30PM**

### FINAL

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

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

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

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

Chair Curley opened the meeting at 5:30PM to discuss the on-going legal and tax cases.

At 5:30PM Virginia Drew made a **motion** to go into non-public session under RSA 91-A: 3 II (L) legal reviews. Hugh Curley seconded the motion. A roll call vote was Hugh Curley – Yes and Virginia Drew-Yes. Motion passed.

At 6:00PM the Board returned from non-public session. A decision was made to have Hugh contact the Attorney to discuss the proposed contract for the expert witness.

Virginia Drew made a **motion** to seal the minutes Hugh Curley seconded the motion. A roll call vote to seal the minutes was Hugh Curley – Yes and Virginia Drew-Yes. Motion passed.

Session adjourned and Chair opened the regular meeting at 6:00PM.

**Staff Present:** Nancy Wheeler

**Other Attendees:** Joni Kitson

The group recited the Pledge of Allegiance.

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

**Finance Report:** Nancy Wheeler said Donna (Office Staff) is being trained for the back-up person to do AP and payroll. The Budget committee has submitted their list of liaisons to the Departments and that Len Gilman asked about needing an appointment for the BOS. Kelly noted that the discussion regarding Len Gilman's appointment question was being tabled until July 16th. The water main is being flushed on July 16<sup>th</sup>. A notice was received from the Court to meet on August 21<sup>st</sup> regarding R. Bilodeau case.

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

Departments:

Gordon – Gordon has completed employee evaluation form and he is scheduled for his review on July 30th.

Chief Yeaton – will be in to speak with the Board.

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Chief Preve – on vacation but scheduled for his performance review on July 16<sup>th</sup>.

BOS meeting schedule and **Dept head meetings** July 16<sup>th</sup>

Bonds on towers that Jay has been researching have been confirmed with CNHRPC and bonds will be set at \$50,000.00.

The Contact list for BOS has changed. Hugh Curley will be the contact for the Highway Department.

Chris Bowes is contact for the Police Department.

The Budget presentation schedule was drafted for the Department Heads. If the Board agreed with the schedule then Kelly will send to the Departments to confirm dates and times.

### **Signature:**

Accounts Payable/Manifest was reviewed and signed.

Payroll was reviewed and signed.

Abatements- campers. The Board had previously discussed the tax deeding list and noted that some of the campers have been removed from the campsite and are no longer subject to taxes. The 2015 tax bill will be abated. Virginia Drew made a **motion** to approve the abatements for the following campers: for Map U11, Lot 31 sites #'s: 65, 27, 28 and 118. Motion was seconded by Hugh Curley, all voted in favor.

Appointment to ZBA – Glenn Horner, Chair for the ZBA has recommended appointing Michael Bussiere II as an alternate. Virginia Drew made a **motion** to appoint Michael Bussiere II to the ZBA as an alternate for a 3 year term. Hugh Curley seconded the motion, all voted in favor.

Junkyard permits: the 2018 junkyard license renewals were reviewed. Virginia Drew made a **motion** to approve the junkyard license renewals for Rick Belanger (dba Ponderosa) at 78 White Birch Lane and Leonard Gilman at 169 Old Turnpike Road. Motion was seconded by Hugh Curley, all voted in favor.

### **Discussion:**

PA 28 (Inventory form) was reviewed. Virginia Drew asked about the forms and noted that the ZBA mentioned they are helpful in cases. Joni Kitson was recognized by the Chair to speak about the history of the inventory forms. Joni said when Don Harty was a Selectman he received a penalty for not completing the form and that Board (at that time) stop using them as there were other complaints too. The Board agreed to table the discussion until next meeting.

RSA 31:105 adoption – The Board previously discussed the new version of the RSA and reviewed the older version that was adopted by the Board in 1988. Hugh Curley spoke with Attorney at NHMA and noted that once you “did” adopt the RSA then there was no need to keep amending. Virginia still felt uncomfortable not adopting the new version of the RSA and Hugh suggested calling NHMA to speak with the Attorney again.

Code of Ethics policy - The Board previously discussed the Code of Ethics and reviewed the policy. The last time the policy was reviewed and amended was 2008. Kelly noted that some other Towns have a similar policy but incorporated into their personnel policies and that a committee is only appointed when needed. Kelly will draft an updated version of the policy for the Board to review.

Chief Yeaton was in to speak to the Board about the numerous purchase orders he is submitting for the new ambulance. Chief noted that the money is from the Capital Reserve/Ambulance Fund and not tax dollars. Some of the items were discussed such as; iPad, warranty and maintenance of the cot, portable radios and child seat. Chief also reported on the number and types of calls recently. Chief said the department (employees and volunteers) have “stepped up to the plate” in response of calls during this time of being short staffed. The ads are out for FF/Paramedic but cannot compete with pay scales. Chief said during the last MV accident Fred from Rockingham towing donated pallets of speedy-dry to the Epsom and Chichester Departments.

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Chief spoke about the exciting fire prevention program for the smoke and carbon monoxide detectors. The grant is from the Fire Marshal office and residents will be able to receive a detector if needed. The Library has offered to host the "cooling station" during this heat wave. Chief gave a brief synopsis about FirstNet and AT&T for emergency communications. Chief will introduce new members to the Department at the next meeting. Board thanked the Chief for coming in and Virginia thanked him and the department for all they do and it's much appreciated.

**Scheduled Time:**

Bear Paw regarding LCHIP Grant for conservation – Hugh Curley tabled until he can contact Dan from Bear Paw or Alison from Conservation.

**Minutes to approve and sign**

Draft – June 25, 2018 were tabled.

Final – June 11, 2018 were reviewed and signed.

Non-Public minutes – June 25, 2018 (x2) were tabled.

**Selectmen Reports:**

Virginia Drew asked about the enforcement of the swimming hole at Short Falls Road as she received some complaints about smoking and wanted to know if the Town owns it or who enforces.

Hugh Curley said the site walk for Hutchins subdivision proposal was postponed for Planning Board. Hugh checked some drains during rain storm and found no wash outs. BCEP is still discussing the pricing on recycling.

**For your Information:**

NH Co-Op Vegetation Control Services

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

No questions or comments.

At 7:15PM 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.*

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