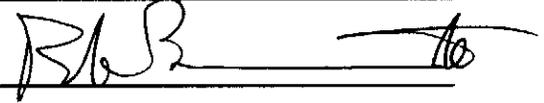


Bob Thompson



John Allen

Richard Bennett



## Selectmen's Board Meeting

August 25, 2016

Present: Bob Thompson, Chairman, and Dick Bennett, Selectmen

Visitors: Town Administrator Julie Atwell, Bea Davis, Stan Weiss, Alicia Hawkes, Road Agent Pat Kelley, Tax Collector Karen Burton, EMD/HO Tom Greig, Videographer Hank Benesh, Police Officer Andrew Koplin, Amiee Murphy

Chairman Bob Thompson called the meeting to order at 4:00 p.m.

### 1. Amend & approve minutes

- a. Selectmen's Meeting – June 9, 2016 - **Selectman Bennett, seconded by Selectman Thompson made a motion to table the minutes. The motion passed unanimously.**
- b. Selectmen's Meeting – August 11, 2016- **Selectman Bennett, seconded by Selectman Thompson made a motion to table the minutes. The motion passed unanimously.**
- c. Non-Public Session – August 11, 2016- sign minutes envelope RSA 91-A:3, II (c) – **Selectman Thompson and Selectman Bennett signed the sealed envelope.**

### 2. Update on 8.11.16 Action Items

- a. Selectman Allen's action item of finding out about the sign at the entrance to the Transfer Station "\$250 fine ..." will be moved to Julie Atwell's action items.
- b. Selectman Bennett has found a suitable sign to place by the ballfield pond to remind everyone not to feed the geese.
- c. Julie Atwell will contact the conservation commission to see if they could add the topic of port-a-potties at the falls to their next agenda.
- d. **Upcoming Selectmen's Meeting Dates:** The next meeting will be September 8<sup>th</sup>, and then September 22<sup>nd</sup>, October 13<sup>th</sup> and 27<sup>th</sup>.

**3. Police Report** - Officer Koplin reported that the officers are continuing will all daily activities and are still providing coverage 24 hours a day 7 days a week. One of the requirements for a Jackson Police Officer is to live within a 10 mile radius of the town. The officers are responding to 100% of the calls for service and although the sheriff has made supervisors available, the officers have not called upon them and they are providing no supervision for the department. There were two bear cubs hit by cars and one moose. Complaints have come in regarding parking at the Jackson Falls, which are being followed up on. Five arrests have been made and 1 arrest warrant has been issued. The officers are continuing to provide property checks for those citizens who have requested it while being out of town. Officer Koplin thanked everyone for all of their support.

**4. Public Comment** – There were no comments

**5. Building Inspector:**

- a. Weekly Report - Kevin Bennett
- b. Building Permits
  1. 2016-45 / V06-L04 /Owner – Walker/19 Mountain View Road / Replace front deck and side entry deck, new rear deck
  2. 2016-46 / R09-L27 /Owner – Harrington/Partridge Road / Build new 3500 sq. ft. house

**6. New Business:**

- a. Trustees of the Trust Fund – withdrawal request - **Selectman Bennett, seconded by Selectman Thompson made a motion to withdraw \$13,039.00 from the Old Library Capital Reserve Fund (0069) to pay Raymond Desmarais & Associates, LLC - Dated 8/12/16 and to withdraw \$10,000.00 from the Road Reconstruction Capital Reserve Fund (0064) to pay Sir Lines-A-Lot – Dated 8/1/16 – Invoice 2218. The motion passed unanimously.**
- b. DRA – Form PA-16 – **Selectman Bennett, seconded by Selectman Thompson made a motion to sign off on the DRA Form PA-16. The motion passed unanimously.**
- c. Cemetery Lot Agreement – **Selectman Bennett, seconded by Selectman Thompson made a motion to sign off on Lot #6 at the Dundee Cemetery with a fee of \$100. The motion passed unanimously.**
- d. Highway Department – Structure – Road Agent Pat Kelley and the Selectmen discussed the opening at the highway department since Gerald left. An ad will be posted for a part time or temporary position for the winter. A position that incorporates working at the highway department and working as a building maintenance person will be looked into. The need is there for a maintenance person.

- e. Thank you Letter – Martha Tobin resigned as recording secretary. She is moving out of Town.
- f. Meeting Minute Taker – An ad will be placed to find a new recording secretary.
- g. Intent to cut – Signatures Required - **Selectman Bennett, seconded by Selectman Thompson made a motion to sign the intent to cut form for map R30 Lot 01. The motion passed unanimously.**
- h. Updated EOP – Signatures Required – This is on hold until the next meeting, so that everyone has a chance to review it.
- i. Review Policy for Driveway Inspections on Private Roads – The highway department currently has a policy stating that they do not do inspections on private roads. Dick believes this policy needs to be updated and we have to have some way to inspect this to make sure it meets Town specifications.
- j. Employee Review Process – There has been no structured review process. In order to firm up the review process, all town employees will have a yearly review between January 15<sup>th</sup> and February 15<sup>th</sup> prior to Town Meeting. Selectmen will review Department Heads and Department Heads will review employees. New Hires will have a 60 day review in addition to an annual review. All reviews will be seen by the Selectmen.

7. Old Business

- a. Transfer Station Updates – There were no new updates
- b. Public Bathroom Request – A committee was formed and met on Monday 8/22/16. The group identified where the needs were. The next step will be to ask the Conservation Committee about the Jackson Falls area, scout the Falls, and get together again with the same committee to discuss the findings.

8. Public Comment – There were no comments

There being no further business, **Selectman Bennett, seconded by Selectman Thompson made a motion to adjourn the meeting at 5:30 PM. The motion passed unanimously.**

To watch the entire meeting please visit <http://www.jacksonflicks.com/jackson/>