Present: Chairman Matthew Frank, Selectman Achille Belanger, Selectman Raymond Laplante, Selectman Richard Sykes, Town Manager George Finch, Secretary Melissa St. John

Absent: Vice Chairman William Winslow

Public:LRTV, Carl Burdick

1. Pledge of Allegiance – Led by Chairman Frank

2. Meeting called to order at 7:00 p.m. by Chairman Frank

3. Public Participation (Non-Agenda Items)

4. Approval of Warrants #25 - #28

Motion to accept the Fiscal Year 2017/18 Financial Warrants #25 - #28 made by Selectman Laplante, 2nd by Selectman Belanger. Approved 4-0.

5. Approval of minutes December 19, 2017

Motion to accept the December 19, 2017 meeting minutes made by Selectman Sykes, 2nd by Selectman Belanger. Approved 4-0.

Motion to accept the minutes from the January 2, 2018 workshop made by Selectman Sykes, 2nd by Selectman Belanger. Approved 4-0.

6. Old Business
   a. Personnel handbook

Motion to table the personnel handbook until the next meeting made by Selectman Sykes, 2nd by Selectman Belanger. Approved 4-0.

7. New Business
   a. Liquor license – Marie’s Kitchen, Caswell Conservancy Center, one-time event
Motion to grant a liquor license to Marie’s Kitchen at the Caswell Conservancy Center for a one-time event made by Selectman Belanger, 2nd by Selectman Sykes. Approved 4-0.

The Board gave direction that they would like these licenses to come to a meeting so people have the chance to provide input.

b. Set dates for Town meeting

Motion to set the Town meeting dates as June 12 & 13, 2018, made by Selectman Laplante, 2nd by Selectman Sykes. Approved 4-0.

c. Budget FY19

After discussion consensus was made to set workshop time and advertise to the public to attend and bring input. A schedule will be set and put out to the Board members and public.

Selectman Belanger excused himself at 8:22 p.m.

d. Credit card policy

Motion to accept the credit card policy made by Selectman Laplante, 2nd made by Selectman Frank. Motion made to table the vote until next meeting made by Selectman Sykes. No 2nd.

There was discussion about presentation of policies in general and details of use with Town credit cards were discussed.

Original motion approved 2-1. Selectman Sykes voted against. Not against the policy itself but procedure. Would like policy to be presented at one meeting and voted on at the next.

8. Other Business

The State statute pertaining to when nomination papers are due has been changed to allow clerk’s enough time to get the electronic ballots completed so they are available 30 days before the election. The date for nomination papers availability will be March 5th.

9. Manager’s Report

- **FY18 Finance Report** – We have passed the half-way point of fiscal year 2018 therefore have a clearer picture on where we are and where we will stand, (bottom line), at the end of the fiscal year. Currently expenses are at 47.4% or 2.6% below
budget and revenues are 56% or 6% above budget. Based on same time data projections we should close out the year in a positive mode with expenses below budget and revenue above budget. Of course, there are always concerns at this point in the fiscal year. What will be the final impact of winter on Public Works Budget, heating expenses due to the extreme cold and other variables.

- **2015 Property Tax Foreclosure Process** –

  45-day tax foreclosure notices were issued in December 28th giving the taxpayer 45- days to pay, at a minimum, all 2015 tax, interest and lien costs to prevent automatic foreclosure.

  Time is passing quickly with the 45th-day being February 11th. Failure to comply with the 45-day notice requires full payment of all 2015, 2016 & 2017 principal, interest and taxes within 60 days.

  Failure to comply within the 60-day time period following automatic foreclosure the owner has very limited rights to reclaim their property.

- **Computer System Upgrade – “Office Hours Impacted”** - The Town’s computer system will be going through an upgrade beginning at **4:00 P.M. on Wednesday January 24th through Noon on Thursday, January 25th**. We will not be able to process any payments or registrations during this time frame. Our online services will still be available through our website. Please plan accordingly for any business you may need to address during this time.

- **Water Runoff Issues – Upper Main Street** – As I had mentioned on numerous times to a number of people and specifically at the December 19th Selectmen’s Meeting and in the December 22nd Manager’s Update, we have significant water runoff issues in the area of Upper Main Street. The area of concern receives water from a number of directions which can be far in excess of the drainage systems capability to handle large rain storms, snow melting and particularly events such as the rain and snow melt this weekend. There issues begin at the intersection of Dawes Hill and Deertrees Road as well as water coming down from High Street and every piece of abutting property along those paths. The problem is not being ignored but the resolution will be complex and without the agreements of bordering properties be very expensive. Simply put there are times when the amount of water trying to get to Crystal Lake is in excess of our current capability to deal with it. The solution cannot be to just move the water away from being a problem in one area to becoming a problem in another. In the past abutting neighbors had varying solutions allowing workable solutions to assist the channeling of the water to Rt. 117 then into Crystal Lake. This would still be the most economical solution but simple agreements now need to be handled as right-of-ways and the legal work that goes with it. The other option is an engineered and contracted storm water run-off system which still would require a certain amount of agreement from abutting property owners. As for the road itself the short distance it is off of Rt. 117 to Dawes Hill, there are other issues that would need to be dealt with such as the sidewalk and driveways on the down side of Upper Main Street. The project
is in the roads program and has been planned for review in the spring to determine the best course to take in resolving the problem.

10. Executive Session - None

11. Adjourn

Motion to adjourn at 9:39 p.m. made by Selectman Sykes, 2nd by Selectman Laplante.

Respectfully submitted,

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Matthew Frank, Chairman

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Melissa St. John, Secretary