

**TOWN OF EATON, NEW HAMPSHIRE 03832**

**EVANS MEMORIAL BUILDING**

**BOARD OF SELECTMEN**

**September 15, 2020**

A duly-noticed virtual meeting of the Board of Selectmen took place on Tuesday, September 15, 2020 via Zoom. The meeting was called to order at 6:02 pm.

As Chair of the Board of Selectmen, Dick Fortin found that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #17 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

There is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, Chairman Fortin confirmed public access to the meeting via Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and participate in this meeting by clicking on the following website address <https://us02web.zoom.us/j/9569071146>.

Notice was given to the public of the necessary information for accessing the meeting. Instructions have also been provided on the Town website at [eatonnh.org](http://eatonnh.org). If anyone has a problem accessing the scheduled Selectman meeting, please call 603-447-2391. In the event that the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Dick Fortin started the meeting by taking roll call attendance: Dick Fortin (no one else in the room), Ed Reilly (no one else in the room) and Joyce Blue (no one else in the room). Dick Fortin noted that all votes taken during this meeting will be done by roll call vote.

***Ed Reilly made a motion, seconded by Joyce Blue, to adopt the Minutes of the Meeting on September 1, 2020 as amended. Motion unanimously carried by roll call vote (Dick Fortin-Yes, Ed Reilly-Yes, Joyce Blue-Yes).***

***Ed Reilly made a motion, seconded by Joyce Blue, to adopt the Minutes of the Meeting on September 8, 2020 as amended. Motion unanimously carried by roll call vote (Dick Fortin-Yes, Ed Reilly-Yes, Joyce Blue-Yes).***

***Joyce Blue made a motion, seconded by Dick Fortin, to ratify the following items signed out of session: Payroll Manifest (week end 9/13/2020), Manifest and Accounts Payable checks dated 9/14/2020, Building Permit #2020019 for Ed Pliner & Pam Burns (U02-019), Building Permit #202020 For Mark & Marci Labrie (R11-025-B) and Yield Tax Warrant for Ephraim Thompson Farm (R10-029). Motion unanimously carried by roll call vote (Dick Fortin-Yes, Ed Reilly-Yes, Joyce Blue-Yes).***

Matthew Watson joined the Board to discuss his property on Woodland Acres Road. Matt Watson explained that the original tent is not available so they will be erecting a round yurt at the same location. Dick Fortin noted that an updated Building Permit application will need to be submitted showing all the updated sizes and details of what will be built. Matt Watson explained that an old logging road is being used to access the property and that they have been working on the road for the past 1-1/2 years. Matt Watson stated that the driveway will go up about half way and that a parking area will be constructed so that vehicles are not going all the way to the top of the hill. Dick Fortin explained that the Planning Board Chairman mapped the property and noted that the property exceeds the allowable 15% slope, which means that Planning Board approval is required. Matt Watson stated that they are widening and filling the driveway. Dick Fortin stated that it is the slope, not the final product, that determines whether the Steep Slope Ordinance applies. Matt Watson stated that a culvert will be installed and that planters are being used. Dick Fortin stated that runoff from this driveway is the major concern and that the Selectmen cannot issue a Building Permit without Planning Board approval. Matt Watson questioned whether there is a way to move forward with the yurt while waiting for Planning Board approval and noted that work on the driveway can be postponed until next spring. Ed Reilly suggested speaking with the Planning Board Chairman. Matt Watson stated that they can park on the flat spot and walk up to the yurt and that the driveway can be blocked off with boulders. Dick Fortin questioned whether the Selectman can walk the property. Matt Watson stated that he would want to be present and noted that he will be in the area in about 1-1/2 weeks.

Jim Roberge of Roberge & Company joined the Board to discuss audit procedures and the responsibilities of the Town and the audit firm. Jim Roberge explained that the Town prepares a trial balance and the audit firm assists in preparing financial statements so that an audit opinion can be produced. Jim Roberge noted that if the audit firm finds areas of weakness or concern, it will be discussed with the Selectmen. Dick Fortin noted that the submitted payment schedule has an increased payment for the first year. Jim Roberge explained that the first year requires additional work as the beginning balances must be tested for accuracy and that procedures must be put in place. Jim Roberge stated that a report could be provided without performing a full audit, if that is acceptable to a bonding company. Joyce Blue noted that the Bond Bank has indicated that a full audit will be required. Jim Roberge suggested asking the Bond Bank if an MS-535 would be acceptable rather than a full audit.

The Board discussed the skim coat on Bull Pasture and Stewart Roads. Ed Reilly questioned whether that type of expenditure should have come before the Board. Joyce Blue noted that the expense was discussed a few months ago.

Ed Reilly stated that the recent letter from Quddus Snyder should be forwarded to Sheriff Richardi and Town Counsel for guidance.

Dick Fortin explained that he spoke to Fire Chief Glenn Merrill regarding the two emergency services calls in Eaton and gave an overview of each call.

Dick Fortin stated that he spoke to Road Agent Stubby Heath regarding the ditch on Glines Hill Road in front of the Vanasse property and reported that it will be fixed this week.

Dick Fortin noted that the Highway Department will be replacing the culvert on Paul Hill Road, which will require that the road be shut down next Tuesday morning. It was noted that the Fire Departments and Action Ambulance will be notified of the road closure.

Dick Fortin gave an update on the Conservation Commission. Dick Fortin reported that Town Forester Dan Stepanuk has suggested slowing down in the frequency of timber sales on Town lands; most of the sales for improvement cuts have been completed and it would be best to reduce the annual cut. Dick Fortin noted that the Commission suggested the Town pursue water quality grant funds to work on the beach parking lot.

Ed Reilly submitted the Sheriff traffic patrol summary report for the Board's review.

Ed Reilly noted that there are traffic cones at the end of Long Pond Road once again. The Board will research the status of the road for further discussion.

Ed Reilly questioned the procurement policy as it relates to rental of equipment and suggested obtaining Counsel's opinion.

Joyce Blue explained that Wayne Bradbury has offered to clean out the Eaton Cemetery and put Round Up around the stones. Dick Fortin noted that you must be licensed to spray Round Up in that capacity. It was the consensus of the Board to approve Wayne Bradbury to do clean up work in the Cemetery.

Joyce Blue stated that Ele Border is willing to assist with the General Election in November.

The Board reviewed a letter from Mark and Kristine Carbone regarding the lighting at Town Hall.

The Board discussed the next public meeting to review the four-way stop signs. It was noted that William Cass will be contacted to set a meeting for the last week in September.

***At 8:42 pm, Dick Fortin made a motion, seconded by Ed Reilly, to enter non-public session under RSA 91-A:3 II(c). Motion carried by roll call vote (Dick Fortin-Yes, Ed Reilly-Yes, Joyce Blue-Yes).***

***Joyce Blue made a motion, seconded by Ed Reilly, to adjourn the non-public session and return to public session. Motion unanimously carried. The Board reconvened public session at 8:53 pm.***

***Dick Fortin made a motion, seconded by Ed Reilly, to seal the Minutes because it was determined that divulgence of this information likely would affect adversely***

***the reputation of a person other than a member of this Board. Motion carried by roll call vote (Dick Fortin-Yes, Ed Reilly-Yes, Joyce Blue-Yes).***

***Joyce Blue made a motion, seconded by Ed Reilly, to adjourn the meeting. Motion unanimously carried.*** The meeting adjourned at 8:57 pm.

Respectfully submitted,

*Lianne M. Boelzner*

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