

**TOWN OF EPSOM  
BOARD OF SELECTMEN  
March 28, 2011**

**Bob** \_\_\_\_\_  
**Keith** \_\_\_\_\_  
**Don** \_\_\_\_\_

**Final** \_\_\_\_\_  
**Accepted** \_\_\_\_\_  
**Accepted as Amended** \_\_\_\_\_

**Present:** Keith Cota, Chairman; Don Harty, Vice Chairman; Bob Blodgett

**Also in Attendance:** Dave Fiorentino; Andrew Walton; Betsy Bosiak; Barbara Clark; Nancy Wheeler; Mary Frambach; Rob Topik; Chris Emerson

**6:15pm** Keith called the meeting to order and asked Barb to lead us in the Pledge of Allegiance.

**6:15pm Staff Discussion:** Keith said the property deed for Whitehouse Acres needs to be prepared. Keith asked Barbara to contact Attorney Soltani to find out what the cost will be for the town attorney to prepare the deed so that this cost information can be provided to Dave Goulet. Nancy said an email was received by the Town Office today from Palmer Gas & Oil wishing to be included in the bid process for propane and oil. Keith asked that a reply be sent telling them that the bid process will begin in June/July. There was a brief discussion about the town buildings that use propane.

Don asked if a bid can be put out for diesel fuel as well. Nancy said the only diesel tank is at the Highway Shed. Nancy said she hasn't ever seen a contract for diesel, but she would be willing to look into a diesel fuel bid if she is provided with additional information as to total usage by the Road Department.

Nancy received an email from Nancy St. Laurent regarding the Hazard Mitigation grant application for Sanborn Hill Road. There was an error in the date on the Scope of Work page. The error was corrected and the page was initialed by the BOS.

Nancy said that Welfare Officer, Lee Bartlett, has requested a Town of Epsom Sam's Club card account, so she can shop at Sam's to restock the Food Pantry. The Town has a company account, which allows for 5 cards, and 4 have been issued. The cost for the card is \$35 per year. The consensus of the BOS is to authorize the purchase of a card for Lee to be able to buy bulk supplies at a cost effective price.

Nancy said the draft financial statements have been reviewed & there have been a couple of changes. She expects to get them back in about a week.

**6:30pm Open RFP for Audit Services:** The RFP guidelines indicated that all proposals would be opened in a public meeting at 6:30 PM on 3/28/11. Nancy will review all proposals this week to be sure they all meet the requirements, and will provide her recommendation to the BOS at the next week meeting and a decision will be made after a full review of all proposals has been completed. Nancy said that Debbie has scheduled time to discuss these proposals next week. Proposals were received from:

Roberts, Greene & Drolet, PLLC (Barnstead, NH)  
Melanson Heath & Company (Nashua, NH)  
Plodzick & Sanderson (Concord, NH)

After consensus approval, the Board allowed public input regarding this item. Andrew Walton asked if the Board will be publically summarizing the price quotes from each proposer. Keith explained that the proposals are qualification based and the price is only a part of the decision process for the BOS, as this is not a low bid quote process. Keith indicated the Board will be reviewing the RFP's and have an open discussion at our next meeting.

**6:52pm Merrimack County Service Link:** Chris Emerson made a presentation to the BOS describing the services of Merrimack County Service Link. This program provides information to any

person over the age of 60 who calls with any question of any type. There is no cost to clients, as they are funded by the State and Federal Government. He'd like to serve more seniors in Merrimack County and would like to know how the BOS can help him to reach more seniors/elderly to provide assistance. Keith suggested that Chris make contact with the Police Chief, and advised him of the two *Over 55* community centers in Epsom, he also suggested that business cards can be left at the front desk of the Town Office and given to Lee Bartlett, Welfare Officer. Don suggested a link on the Town website, which the BOS agreed was a good idea and will ask Debbie to do coordinate this link. There was a brief discussion about the State budget cuts, and the effect on this program. Chris feels very confident that this program will not be cut after the Senate understands the cost effective service it provides, as they essentially save the state money by providing these services as mandated by the Federal Government.

## FOR SIGNATURE

1. **Accounts Payable** was signed.
2. **Manifests / Legal Settlement** was signed.
3. **Appointment Papers:** A new representative to the Hazard Mitigation Committee must be appointed. Bob said he has received comments asking how Joanne Randall can continue to hold this position if she is not a Selectman. The paperwork indicates it must be a Selectman or one of its designees. Barbara will prepare the papers to appoint Keith to a member of the EOC.  
Don made a motion to appoint Lynda Martel as Deputy Treasurer until March 31, 2012. Bob seconded the motion. All in favor.  
Bob made a motion to appoint Rick Bilodeau as Emergency Management Director until March 31, 2012. Don seconded the motion. All in favor.  
Bob made a motion to appoint Betsy Bosiak as Planning Board Alternate until March 31, 2014. Don seconded the motion. All in favor.
4. **Charitable / Religious Exemptions:** Bob made a motion to grant the Religious Exemption for Merrimack Valley Church (Tax Map/Lot #'s U08-101, U08-101-1, U08-102) as recommended by Avitar. Don seconded the motion. All in favor.  
Bob made a motion to grant the Charitable Exemption for Elder Trust of FL, Inc. (Tax Map/Lot #'s U05-16, U05-27) based upon the prior legal court settlement. Don seconded the motion. All in favor.
5. **Request to Extend Vacation:** Jay Hickey has asked to extend 59 hours of vacation time until July 31, 2011, as his department has been too busy to take time off. Don made a motion to grant this extension to July 31, 2011. Bob seconded the motion. All in favor.

## FOR DISCUSSION

### A. Selectmen's Goals for Liaison Departments:

#### Don:

\*Budget Committee: To obtain a unanimous vote to *recommend* the budget from the Budget Committee.

\*Police Department: To maintain a permanent force of 6 officers without any gaps.

\*Meetinghouse: To obtain funding through grants and donations so as to obtain a Certificate of Occupancy for the Meetinghouse.

\*To provide as much information as possible to residents via as many channels as possible so as to guarantee an election result that is based on an informed electorate.

\*To reinforce that the Town of Epsom welcomes business, especially small business and to do as much as possible to assist Epsom business owners to be

successful. (Bob added that he'd like to encourage a supermarket to come to Epsom.)

**Bob:**

\*Work closely with Emergency Mgmt. Director on the 2012 full exercise & obtain grants.

\*Update the ICS program & NIMS.

\*Work closely with Road Agent to find a way to pave a mile of road this year & each forthcoming year. (Keith added a goal to establish a formal Road Management plan for decision process to determine which projects provide the best use of tax dollars and as well as maintaining infrastructure that is already in good shape). There was a brief discussion about this, and that a study had been completed in 200/2001 by Ned O'Connell. This study should be on file in the Town Office. It was discussed that more planning should be done, and take into consideration that weather affects the planning.

**Keith:**

\*To improve communication between the BOS / Department Heads / General Public.

\*Establish an evaluation program for our Town employees.

\*Review & prepare job descriptions for Town staff as needed.

\*Review town policies (up to 10-15 policies) to update them as needed.

\*To continue to work with the policy committee for the River Study to bring forward a reasonable restoration of the Suncook River;  
More discussion of these goals will take place next week.

**B. Employee Performance Appraisal:** Keith provided a copy of what the Fire Department uses and feels it would be easy to adapt this to the needs of each department. Don will request a copy of what the Police Department uses for performance appraisals also. Keith indicated that it will be important to establish job descriptions when implementing performance appraisals.

**C. Request for a Calendar Raffle, Red Sox Ticket Raffle as well as a Bingo Night.** A request from the Epsom Central School, by Jamie Bard, to have these raffles/events to raise money for the 8<sup>th</sup> grade class trip to Washington, DC in 2012. The BOS would like to know when the raffle will end before approving. This same class would like permission to have a Bingo Night. Debbie did some research and discovered that there are several regulations under Chapter 287-E. The BOS will ask Debbie to reply to Jamie Bard with a copy of those regulations to be sure they can comply with them.

#### **MINUTES FOR REVIEW AND DISCUSSION**

- **Draft – March 21, 2011** Don made a motion to approve these minutes as amended. Bob seconded the motion. All in favor.
- **Final – March 14, 2011** Bob made a motion to approve these minutes as presented. Don seconded the motion. All in favor.
- **Draft – March 21, 2011** Don made a motion to approve these minutes as amended. Bob seconded the motion. All in favor.

**FOR YOUR INFORMATION** (No action required)

- **NHDES 2011 Drinking Water Source Protection Workshop:** May 10, 2011 at 8:30 – 4:00 PM at the Grappone Conference Center. A copy of this will be forwarded to the Planning Board.
- **ZBA Notice of Public Hearing:** Dave Fiorentino on April 6<sup>th</sup>.
- **NH Highway Safety – Application Acceptance for Federal Funds:** Operations of Commute Patrols
- **NH Public Works Mutual Aid Program Free ½ Day Workshop:** Sponsored by the EPA. This will be forwarded to the Road Agent.
- **ZCO Letters:** 217 Chestnut Pond Road and 38 Lake View Road being used as full time residences with only approval for seasonal use.
- **Town Building Inspection Checklists:** Old Library – no problems; Meetinghouse – no power, cold. Old Town Hall - no problems.
- **PSNH Informational Luncheon** – Laconia on April 22<sup>nd</sup>.

#### **7:40 PM Board Member Liaison Reports**

Bob reported that the water damage previously identified in the Old Library was in the furnace room. Bob said Gordon is working on New Rye Road, cutting trees & brush & patching pot holes, pushing back ice & snow.

Gary Perry is working on the parking lot at Webster Park.

Keith received an email from Michael Wigget who previously served on the School Board stating that he is interested in participating in the cable committee. The BOS agreed he would be a good candidate for this committee as he is a local business man

Keith noted that this Thursday is a scheduled Policy Committee meeting to discuss issues regarding the Suncook River. Items for discussion will be Buck Street Dam removal, Capital budget update, update on acquisitions, project updates.

#### **7:50 PM Public Comment:**

Mary Frambach reported that she has replaced the oil pan on her car for the 3<sup>rd</sup> time. She said that a load of 1-1/2" stone was dumped on Cass Road the day of the storm and has never been spread out or compacted. This has resulted in the vehicle damage. Bob will follow up with Gordon about this issue.

Betsy Bosiak said that when the potholes are patched, they are not being packed down, so the pothole reappears. Bob will also discuss this issue with Gordon as well.

7:54 PM Don made a motion to adjourn. Bob seconded the motion. All in favor.