

**TOWN OF EPSOM  
BOARD OF SELECTMEN  
Monday, April 19, 2010**

**Bob** \_\_\_\_\_  
**Joanne** \_\_\_\_\_  
**Keith** \_\_\_\_\_

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

**Present:** Joanne Randall, Chairperson; Keith Cota, Vice Chairman; Bob Blodgett; Darlene Phelps, Recording Secretary

**Also In Attendance:** Marylou Lafleur-Keane; Herb & Lee Bartlett; Wayne Preve; Betsy Bosiak; Kathy Bailey; Mary Frambach; Joel Irving; Barbara Clark; Debbie Tibbetts; Nancy Wheeler; George Carlson

**6:15pm Keith Called the Meeting to Order and led us in the Pledge of Allegiance.**

**6:15pm Police Department Vehicle:** Chief Wayne Preve responded to some of the questions that were asked last week in regard to purchasing a new PD vehicle and emailed them to the BOS members. Chief Preve said he'd like to replace the older 4x4 vehicle as soon as possible. He feels he has driven the Explorer for as long as he could before it will need any costly repairs that is now not under warrantee. He thinks the most money can be made off the Explorer if it goes to auction before winter. The new vehicle, if ordered from any dealer other than Irwin Motors will take approximately a minimum of 120 days to get once it's ordered, as they are manufactured only periodically. He said Irwin Motors has a vehicle now that's ready, and it's being held for the Epsom PD, but he is not required to purchase it. Chief Preve fears if he waits until the fall, the price will go up as he will be looking at the 2011 models at this time. He stated that the Explorer is a 6 cylinder, and there are several trailers that need to be moved periodically and it works the Explorer very hard. Joanne asked how often the trailers are moved and Wayne responded whenever they do a DWI checkpoint, or if they move the 4-Wheeler. He said the transmission hesitates when it goes into gear with a trailer on. The vehicle has 66K miles, it has no warranty. He's done several repairs on the vehicle, most of which have been done under warranty, and he's most concerned about rust & the transmission. He is keeping the Crown Victoria for an additional year so that he could purchase the new 4x4 vehicle. He said the vehicle he wants is approximately \$100 more at Irwin as compared to other quotes; however he has dealt with Irwin since he became Chief, and the previous Chief also dealt with Irwin. He gets good service from them & would like to continue to do business there. Bob asked Wayne if he can order a heavy duty Explorer as opposed to the Expedition. Wayne replied that the extra package on the Explorer is not much difference in price than the Expedition, and feels the Expedition will suit their needs better, and the Explorer does not come in a V8. The all inclusive cost is \$27K for the vehicle + \$1400 for the warranty. The BOS advised Wayne that they'll approve his request through the Purchase Order.

Chief Preve asked if he has the BOS support to pull out of the SWAT team for a couple of years, as he does not have anyone trained to be a part of it, and he has all new officers on staff. The training is lengthy and he doesn't have any officers currently interested in being a part of it. It costs his department \$2600 to be a part of it. He said if he has the need for a SWAT team, he can call the State Police and there is no charge. He has not paid for it yet this year. The BOS is supportive of his request.

Chief Preve spoke to Rick Bilodeau about the Emergency Response Trailer. He said he doesn't have any problem with the Emergency Management Department using it, as that was the intent

of it; however because of the grant money used to purchase it, it needs to remain under the "official" umbrella of the Police Department.

Keith stated that at the SVRTA meeting, it was brought up that several towns are interested in combining an order for ammunition, and asked how much ammunition the PD uses. Wayne replied that he uses at least 2000 rounds for training, plus 1200 rounds per officer that goes to the Academy. He ordered 3000 rounds before December, but hasn't received it yet.

Keith asked about the location for training, as the training that is taking place in Pembroke is getting a lot of concern as to its close proximity to the aquifer. Keith noted that SVRTA is looking for input for a training area that several towns can work together to develop and use.

**6:45 PM Joel Irving – Possible Office Move to the Epsom Shoppes:** Joanne thanked Joel for gathering the information for the BOS so quickly, and stated that the BOS has not discussed this as a Board yet. He proposes a 10 year lease; \$1925/Month for the remainder of 2010, \$2718/Month for the following year and a 3% increase for each year after. After 5 years the Town can be released from the lease agreement as long as it relocates to a town-owned property.

Joanne stated that the 3% increase every year will amount to a 76% increase over what the Town would be paying if we stayed in the current location, which she feels is very expensive and may not be in the best interest of the Town.

Barbara explained that the \$2K estimate for moving expenses would be for Starving Artists Movers to only move the boxes from this location to the new location (and provide the boxes).

The Office Staff will take one day each to pack & unpack. Bob said Herb Bartlett has volunteered to move the generator at no cost to the town; however a concrete pad must be poured for it. Joel indicated his willingness to pay for the cost to move the safe.

When discussing utility costs, Joel said all the lighting should be changed to high-efficiency lighting through the PSNH after the town has moved in. He indicated that the utility company will send someone to evaluate the space needs, which will be done at minimal cost to the town – and perhaps at no cost because we are a municipality. However, it's not reasonable to have this done before move-in.

He believes updating the lighting will have a significant reduction on the cost of utilities.

The BOS discussed other expenses necessary for the move.

Joanne said her wish would be to start 2011 with a monthly rent of \$1925, and agree to a 5% increase every year after that. Joel replied that it would then be a year and a half before he would recoup the costs to renovate the space. He asked the board to consider that the area offers 36% more space than what we currently have, and that he is giving the Town a large discount already.

Keith suggested that they work together with Joel to find a monthly amount that is comfortable / affordable for the Town, and provides a reasonable return for the owner. He feels the monthly financial impact needs to be the same amount during this first year. Keith feels that the area at the Epsom Shoppes can accommodate the town office space needs for the next five years, provides for an efficient layout, has adequate parking, and it offers a central business location for town business and has a direct benefit to the Mall's tenants within the plaza.. Our current landlord has stated that there will be a one-time 3.5% increase if we sign a new 5 year lease, and we should expect another increase in 5 years.

There was a long discussion about the cost of utilities and heat.

Keith stated that he feels there is a high likelihood that the Town will be able to come to an agreement with the Epsom Shoppes. Joel said if the BOS can come to a consensus tonight about what the Town is willing to agree to, he will be able to have an answer in the morning if the owner is amenable to those terms.

Keith proposes:

\$1925/Month for the remainder 2010 (7 months)

\$2592/Month for 2011 (\$6 per Sq. Foot)

\$2808/Month for 2012 (\$6.50 per Sq. Foot)

\$2916/Month for 2013 (\$6.75 per Sq. Foot)

\$3024/Month for 2014 (\$7 per Sq. Foot)

\$3132/Month for 2015 (\$7.25 per Sq. Foot)

Each year thereafter there will be a 3% increase.

Keith asked if anyone in the public or the staff has any comments. Barbara asked if Joel provided a list of costs incurred by him to accommodate the town. Joel replied that he has not prepared a list, and understands that he will need to absorb some costs in order to persuade the Town to rent that space, which is beneficial to his other tenants. Joanne expressed concern about the impact to taxes for residents and asked the audience their thoughts on this as well.

Lee Bartlett said she loves the idea, as she will have a private office and a food pantry! She feels it's worth the impact to her taxes. Herb Bartlett said he is supportive because the town needs the space. Herb also volunteered to move the generator and pour the slab, and he is happy to do it.

Nancy Wheeler stated that the tax impact is minimal when considering the extra space that we will have, which is much needed.

Dawn Blackwell appreciates that Joel is being so accommodating to the town, but she is concerned because the State requires 7 weeks notice before moving her office to allow them time to do wiring for their system. She said if she doesn't get the State's wiring done in time, she may only be able to do Town work for a while. It was decided that if the Town were to move, the move date would be 5/27 or 5/28.

Betsy Bosiak is concerned because the BOS didn't ask the current landlord for a comparable offer to increase the space on Black Hall Road. Keith replied that the BOS did speak to Larry Caraway and the landlord proposed to add an additional 750 Sq. feet for an increase of \$750 per month, and it would require splitting the office functions, which he feels would be dysfunctional.

Bob made a motion to enter into a verbal agreement with Joel Irving according to the lease structure Keith has proposed and assuming that the moving expenses will be absorbed as discussed. Keith seconded the motion. All in favor.

#### **7:50 PM – 7:55 PM**

#### **7:55 PM**

George Carlson stated that he was approached by Gordon Ellis the other day saying that some ledge removal needs to be done at the Town Shed, which is near the Town's old landfill site, and asked if George would oversee the blasting. Keith is concerned that this is blasting is next to the old landfill and is afraid that the blasting could result in a change in the status of the old landfill with the State of NH (DES). It may dislodge something which may require the Town to take expensive corrective action, result in the need for detailed environmental investigations while putting the town at great risk. George thinks this is unlikely, but Keith is very concerned, and wonders what safety measures will be taken to ensure that there is no risk at all. George said he'll speak to Doug Kemp at the State for some more information and guidance.

Nancy said the Road Agent did request that the BOS each visit the site to see the area that needs to be blasted. Keith said each Selectman should go visit the site and Gordon should come to a BOS meeting for further discussion with a written proposal to include an estimate for the work and what budgeted is being used to pay for this work.

Herb Bartlett said he was a blaster for over 40 years, and feels the area can be safely blasted without any claims, and the blaster will need to provide insurance anyway.

Keith said the amount of information he has right now is inadequate and he will not make any decisions based on the lack of information he has at this time. He recommended that Road Agent request to be placed on future agenda for discussion on his proposal.

## FOR SIGNATURE

1. **Accounts Payable** was signed.
2. **Manifest** was signed.
3. **Payroll** was signed.
4. **Veteran's Exemption (2)** have been signed.
5. **Department of Safety – Alcohol Traffic Safety & Drunk Driving Prevention Grant Application** – Keith made a motion to authorize the Epsom Police Department to enter into an agreement for a grant for Epsom Sobriety Checkpoints and authorize the BOS Chairperson to sign the application. Bob seconded the motion. All in favor.
6. **Request for Charitable Exemption – Northeast Resource Recovery Association** – Keith made a motion to grant the Charitable Exemption for Northeast Resource Recovery Association on Tax Map / Lot U06-8 as recommended by Avitar. Bob seconded the motion. All in favor.
7. **Roadside Clean-up / NH the Beautiful** - The Conservation Commission sponsors this roadside clean-up each year – it will take place this week, April 19-26. Everyone who participates is eligible for daffodil bulbs. Residents will be allowed to take unsorted trash from the roadside clean-up to BCEP.
8. **Land Use Change Tax (2)** – Keith made a motion to approve the application for current use on Tax Map/Lot # R4-9 & 9-01 as recommended & approved by Avitar. Bob seconded the motion. All in favor.  
Keith made a motion to approve the application for current use on Tax Map/Lot # R15-7 as recommended & approved by Avitar. Bob seconded the motion. All in favor.
9. **Intent to Cut** - Keith made a motion to approve the Intent to Cut application as presented for Tax Map/Lot # U13-36, a 153 acre lot on Black Hall Road. Bob seconded the motion. All in favor.

## FOR DISCUSSION

- A. **Transfer of UNH Property** – Keith made a motion to sign this transfer to Coldan Land Holdings, as the Town of Epsom has no interest in the land on Tax Map/Lot number R7-11. Bob seconded the motion. All in favor.
- B. **Properties to Deed** – The deed waivers as recommended by the BOS have been signed.
- C. **Part Time Employees** – Bob said he & Nancy Wheeler reviewed the budget and came up with a list of line items that could be used to fund a 3% increase for all part-time employees. The total cost of this increase is \$2600. After discussion, the following list of transfers was proposed.
  - ❖ \$716 from 01-4414.1-691 Animal Control Expense, which would cover an increase for the Health Officer, the Deputy Tax Collector & the Zoning Compliance Officer

- ❖ \$420 from 01-4220.5-343 Fire Dispatch which would cover an increase for the Fire Chief
- ❖ \$372 from 01-4445.2-812 Welfare Vendor Policies-Funerals, which would cover an increase for the Welfare Officer
- ❖ \$1000 from 01-4155.2-260 Workers Compensation, and \$92 from 01-4130.3-550 Town Report which would cover an increase for the Zoning Compliance Officer

Bob made a motion to grant a 3% wage increase retroactive to the first pay period of the year for the 5 part time employees noted above, to be funded from the account numbers previously stated, and transferred to the following lines. These amounts are “loaded” and account for all associated costs of the wage increase.

Deputy Town Clerk 01-4140.1-150  
Deputy Tax Collector 01-4150.4-150  
Fire Chief 01-4220.1-150  
Zoning Compliance Officer and Assistant 01-4191.2-150  
Health Officer 01-4411.1-130  
Welfare Officer 01-4441.1-130

Keith seconded the motion. All in favor.

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

- **Final – April 5, 2010** – Keith made a motion to approve these minutes as presented. Bob seconded the motion. All in favor.
- **Final – April 12, 2010 Non-Public** - Keith made a motion to approve these minutes as presented. Bob seconded the motion. All in favor.
- **Draft – April 12, 2010** - Keith made a motion to approve these minutes as amended. Bob seconded the motion. All in favor.

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

- **Letter from Representative Carol McGuire** – A letter was received from Carol stating she already submitted a bill for this last year and it was determined inexpedient to legislate in March 2009. She indicated that she will resubmit this again in 2011 because of the vote from the taxpayers in Epsom.
- DOT Notices = Intersection of Routes 107 & 4  
and Replacement of Bridge over Griffin Brook Route 107
- State Surplus Property Auction May 15, 2010
- **Town Building Inspection Checklists** – Doug Blackwell completed these inspections this week.
- PB Recording Secretary Resignation

- 25<sup>th</sup> Annual Seminar on Trust Fund Administration & Statutory Filing Requirements
- Hwy Contracts Approved – DWI Hunter Patrols & Route 4 & 28 Corridor Enforcement

### **ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD**

#### **Board Member Liaison Reports**

Bob received a letter from a resident giving high praise to Scott Elliot, who works for the Highway Department.

Keith reported that the Planning Board meeting went well, there was discussion about the Hazard Mitigation committee and a Planning Board representative will be contacting Joanne about the next meeting.

He attended the SVRTA meeting & there were several items on the agenda. Melcher & Prescott will be putting together a group insurance proposal. He will need the Town to allow the LGC to release information to him in order to prepare this. They also discussed the collaborative effort to purchase ammunition.

Keith showed a copy of a Business Directory that the Town of Northwood had printed, at no cost because the printer placed his logo inside the booklet for advertisement.

Keith said a property owner on Lord's Mill Road sent a letter to DOT regarding difficulty entering Route 4 from Lord's Mill Road. A response was sent to her to contact the BOS to seek re-routing Lord's Mill Road onto North Road.

Joanne said she was contacted by a resident, Christina Talbot who came to town office to pass in her inventory on April 15, but the line was long, so she left & when she returned the office was closed. When she came back on April 16 she was told that she'd be assessed a 1% fee. She wanted to know what happens with the 1% fee and Joanne did not know, Christina also wanted to know why the Town participates in the inventory, and Joanne did not have a complete answer for this either, so she will be researching this further and responding to Ms. Talbot when the information has been assembled.

Dawn Blackwell had previously mentioned HB1335, regarding interest rates, and Joanne advised that it was found inexpedient to legislate.

NH Public Works Mutual Aid – will have a workshop on April 27 in Lancaster. Joanne feels that Gordon Ellis should go, as Epsom has recently joined and there will be a lot of good information available.

Stewardship Committee is meeting on Saturday to do a walk-through.

Monday, April 26 the BOS meeting will begin at 5:45 PM to meet with Lee Kimball.

May 28 is the tentative office moving day.

Betsy stated that the Planning Board came in on Saturday and did some filing, which had not been done since 2008. The conference room looks very nice.

**9:20 PM** Keith made a motion to adjourn. Bob seconded the motion. All in favor.