

**TOWN OF EPSOM
BOARD OF SELECTMEN
Monday, June 14, 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: Barbara Clark; Scott Elliot; Larry Caraway; Mary Frambach; Jeff Keeler; Andrew Walton; Al Kulatz; Phil Demeritt; Gordon Ellis; Tom LoPizzo, Melissa Griggs, Wynette DeGroot; Herb & Lee Bartlett; Tim Harkness; Rick Bilodeau; Dave Fiorentino; Dawn Blackwell; Marylou Lafleur-Keane; Stewart Yeaton

5:30pm Joanne called the meeting to order and asked Andrew Walton to lead us in the Pledge of Allegiance.

Interviews for ZCO Committee: Joanne explained that the BOS has compiled some basic interview questions for the chosen candidates for the ZCO Committee. This is just to get an idea of the background of each volunteer and be sure that there is no bias. Keith then reviewed the ZCO Committee Charter & the responsibilities of the committee. Keith noted that the committee will require a Chairperson, a Vice Chairperson & a Secretary. This committee falls under the Right to Know Law & as such, minutes must be taken. All meetings of this committee will be open to the public. He also stated that after the committee presents its findings, the BOS will then decide whether or not to follow the recommendation of the committee.

Jeff Keeler asked if the BOS has an opinion about whether the ZCO position should be appointed or elected. Keith suggested that the committee consider interviewing the members of the BOS for their personal opinions.

Scott Elliot asked why the BOS may or may not follow the recommendation of the committee. Keith stated that the Mandate by the Town voters is that the change from appointed position to an elected position to be studied – but the BOS still has the authority to make the final decision about whether to advance the change to vote at next March voting season if the BOS feels it is appropriate to change the position from appointed to Elected. Keith note that the request for change can also occur by petition warrant. The candidates that were chosen at random are:

1. Scott Elliot
2. Jeff Keeler
3. Larry Caraway
4. Dave Fiorentino
5. Al Kulatz
6. Alternate Candidate Barbara Clark
7. Alternate Candidate Ralph Weeks

Since Dave Fiorentino is not in attendance, Barbara Clark was interviewed as the first alternate candidate.

Question1: Please explain your interest to serve on this committee:

Larry Caraway – “I have always done my part over the years to serve the town.”

Scott Elliot – “In the past I have not been very involved & feel it is time.”

Jeff Keeler- “I want to serve in a volunteer position in the town & learn a little bit more.”

Al Kulatz – “Nothing more than civic duty. I have been a member of this town for 4 years & I’m from a small town & was taught to give back.”

Barbara Clark – “I think because I deal with it on a day to day basis, I may have some input regarding history.”

Question 2: How familiar are you with the responsibilities of this position?

Larry Caraway – “As compliance officer, he would be an inspector & would enforce the zoning laws in town.”

Scott – Echoed Larry’s comment and “making sure buildings are built right.”

Jeff – “I feel I know the position pretty well.”

Al Kulatz – “I admit I am fairly ignorant, but I assume it would involve having knowledge of building ordinances, wetlands requirements of the town & state and what is allowed on a piece of property.”

Barbara Clark – “Very familiar”

Question 3: When was the last time you have reviewed the zoning ordinances?

Larry Caraway – “Today I reviewed them.”

Scott – “I have not.”

Jeff – “I review them periodically / frequently.”

Al – “I have not reviewed them.”

Barbara Clark – “I probably looked up something last week.”

Question 4: Within the last 2 years, have you applied for any zoning permits or had enforcement action taken against you?

Larry Caraway – “No”

Scott Elliot – “No”

Jeff – “No”

Al – “No”

Barbara Clark - “No”

Question 5: If the answer to question 4 is yes – describe your experience with the process:

Question 6: Will your past zoning experiences create a conflict to serve on this committee:

Larry Caraway - “No”

Scott Elliot – “No”

Jeff – “No”

Al Kulatz – “No”

Barbara Clark - “No”

Question 7: Can you serve on this committee with out any bias?

Larry – “Absolutely.”

Scott Elliot – “Absolutely.”

Jeff – “Yes.”

Al Kulatz – “Sure.”

Barbara Clark – “Yes.”

Mary Frambach asked who came up with the list of questions & when. Keith replied that he compiled the list & presented them to the BOS tonight for review.

Andrew Walton said he is aware of many committees that have been formed over the years in Epsom & doesn’t recall any having the members drawn at random & then interviewed and wanted to know why it was done this time. Joanne replied that since this committee was formed by Warrant Article, it has to be more formal, and because it is revolving around the very important position of the ZCO – they wanted to be sure the group was formed of people that would take the position very seriously. Andrew also wonders why the BOS is moving forward in appointments tonight when 2 potential candidates are not here. Keith & Joanne both replied

that both Dave Fiorentino & Ralph Weeks were notified in writing, just like all the candidates attending tonight's meeting and because they are not in attendance & have not called the town office or any selectmen to say they are unable to make it, then their non-attendance could be considered a change of interest to serve. Andrew feels the meeting was held at a unique time & to assume that because the other 2 are not here, means they are not interested, and is very unlikely. Joanne replied that since the Board is on summer hours and only meets bi-weekly, it started early to be sure there was enough time allowed and all candidates were given advance notified of the time.

Mary Frambach stated her opinion that the "deck is stacked" by choosing 3 committee members that are either Town Employees or significant others of Town Employees. Mary said she speaks for several people in town who have the same concern. Joanne stated that if that many people were concerned, they should have come tonight to speak their mind. Keith replied that this is one of the reasons the committee members were chosen by random draw to alleviate any accusation of bias.

Jeff Keeler stated that the committee members are merely investigating changing this position to an elected position, and doesn't see why being a Town Employee would form bias.

Keith made a motion to appoint:

Larry Caraway, Scott Elliot, Barbara Clark, Al Kulatz & Jeff Keeler to the ZCO Committee.

Joanne seconded the motion and suggested that each member obtain their own copy of Zoning Ordinances. Barbara said they are available on the website & that is the most up to date version. Keith suggested that each member be given a copy of the Subdivision Regulations as well.

Larry asked if the first meeting will be a public meeting, and Keith replied yes, that all of their meetings will be open to the public. Scott asked if they will have access to a meeting room, and Joanne replied yes.

6:15pm Tom LoPizzo of LGC: Tom, Melissa and Wynette are here to review the services that are offered to the Town on behalf of LGC. Tom explained that the LGC is the State Municipal Association which provides many services, including lobbying before the State Legislature & providing legal services to the state & towns. The Town of Epsom pays dues to have these services available. Currently Epsom's dues are \$3049.50 per year based on a formula of population & property valuation, which has remained unchanged for 3 years. LGC also provides insurance programs – and Epsom currently participates in health insurance, property/liability insurance and Worker's Compensation programs offered by the LGC.

Tom briefly reviewed some current insurance Legislation.

Keith asked how a BOS member could become more involved with the LGC if he/she desired. Tom replied that the Board of Directors meets about 6 times a year & is made up of 40-50 members of Towns & Schools, Public Works, etc. The membership changes every year, and you can make your interest known to any staff member. There are several committees that can be joined as well.

Melissa asked for a letter of intent from the Town in regard to the desire to remain a part of the health insurance group. She indicated that there are other groups that want to join, which may have an effect on the renewal rates.

Gordon asked if anyone from Epsom serves at the LGC. Melissa said there has not been a member from Epsom in the 14 years that she's been there.

6:30pm Staff Discussion / Department Heads Meet:

Dawn Blackwell said that there were some issues with Fairpoint hooking up the connection to the State program, but by Monday night – almost a whole week later – they were up and running. There were some unhappy customers on the first day, but after that, most people understood. She is grateful for the help that Chichester provided during that time.

Dawn provided the list of unlicensed dogs to the BOS for them to issue Civil Forfeitures to the owners. There are less than 25 on the list.

Nancy Wheeler said late this afternoon she received notice that Epsom will be receiving \$13,491.15 from FEMA for the Feb/March wind event. She is working on the reimbursement for the Tabletop Exercise, and is just waiting for a few receipts.

Barbara Clark provided an information sheet regarding her meeting with Joel Irving in regard to the move. He will be sending someone in to work on the “punch list” of items. She is getting bids to resolve the sun/shade issue on the front windows – curtains/film, etc., bids range from \$2500 - \$3000. She is also getting bids on the sign over the front door – that will be likely \$400. She got a quote for cleaning (\$324/Month) from Care America, and they are the same company which has bid for the job to seal the floors. They are bonded & have provided references as well. Barb said this is less money than the cleaners from the old location. After a very brief discussion, the BOS agreed to ask Barb to obtain the contract from Care America for their review. Barb said a small electrical problem is being worked on. Keith feels the signage should be a priority.

FOR SIGNATURE

1. **Accounts Payable** was signed.
2. **Manifests** were signed.
3. **Payroll** was signed.
4. **Timber Tax Warrant & Certifications** were signed.
5. **Abatements:** Keith made a motion to deny the abatements for the following Tax Map/Lot Numbers as recommended by Avitar:
Map U11/ Sub Lots: 1,2,2A,3,6,7,8,9,10,11,15,16,17,22,25,25A,28,29,30,31
Map U11/Lots: 10, 9, 12
Map U16/Sub Lots 1-1,1-2,1-3,1-4,1-5,1-6,1-7,1-8
Map U01/Lot 15
Map U05/Lot 10
Map U08/Lot 104
Map U16/Lot 8
Bob seconded the motion. All in favor.
6. **Veteran’s Exemption (2)** were signed.
7. **Land Use Change Tax:** Tax Map U13-36-2 on Black Hall Road. Owner wishes to take 2 acres out of current use. Avitar recommends \$7500 removal tax, based on 10% of the Market Value. Keith made a motion to assess a \$7500 Removal Tax. Bob seconded the motion. All in favor.
8. **Emergency Operations Plan Annual Concurrence:** Keith made a motion to approve the Emergency Operations Plan. Bob seconded the motion. The concurrence was signed.
9. **2010 Wage Salary & Benefits Survey for NH Municipalities** was signed.

Department Head Meeting:

Phil Demerit – Planning Board: Phil said they are now a month behind on the Master Plan Review, but should be done by August. Keith reminded Phil that the PB should be reviewing the Capital Improvement Plan with the CNHRPC. Phil is aware of this.

Lee Bartlett – Welfare: The food pantry is not busy at all, but she has been getting some clients. She has had to confer with an Atty. regarding some health issues in an apartment. She thanked Bob, Gary Perry & Herb for helping to move the Food Pantry and thanked Barbara Clark especially for her help in setting up her office. Lee also noted that everything in her office was provided by her – not by the town.

Rick Bilodeau – Emergency Management: He thanked everyone for participating in the Tabletop Exercise, he feels it was a success and Keith agreed. He noted that he has provided the BOS with a pay scale for emergency workers and asked that the Board review it and accept it for future use. This will be put on the agenda for review at a future meeting.

Stewart Yeaton – Fire Department: It's been almost a full year with the Explorer Program, and he has one member who has turned 18 and has become an EMT as well. He has several other members that are working on their EMT as well. He is hoping to have new Explorer members sign up. He is waiting for the report from DES on Old Turnpike Road. He reported that the Epsom Fire Dept. recently helped to fight a large 6 alarm fire in Northwood. They did all they could to save the structure, but were unable to – however there were no injuries. Ambulance 1 is back from Grappone for warranty work. Ambulance 2 is going to Donovan's to have the front end worked on. Stewart said 3 members will be teaching basic First Aid/CPR/Home safety/Defibrillation beginning in the fall. Their goal is to have as many people as possible in town certified in these areas. Dates will be publicized.

Alison Parodi – Conservation Commission: The Student Conservation Course starts Monday, so the area has been mapped out. A lot of people helped out with the roadside cleanup. She has nothing else to report at this time.

Gordon Ellis – Highway Dept: The Dept is doing very good – they ground Drolet Road today & graded it. The utility poles that needed to be moved were moved today. Tomorrow they will grind New Orchard Road and will be in full swing. He hopes to have both projects done (all paved) by July 4th. He is waiting to hear from FEMA for the funding for Center Hill, Sanborn Hill & Chestnut Pond Roads for 2011. Keith said he spoke to a property owner on New Orchard Road for some “dips” in the road near where culverts were replaced. Gordon said he checked those today & there are no dips.

Cec Curran – Health Officer: stated that health-wise, things are improving worldwide, as H1N1 is throttling back – although over 18K lives were lost nationwide. However, there has been an increased incidence of rabies lately. He reminds every pet owner to vaccinate their pets. He is experiencing changes in his personal phone, which the Town has used for years to contact him. He is putting some numbers together & will forward to Nancy for budget purposes. Bob asked Cec if he has taken care of the mole situation that was brought forward by the Welfare Department. Cec replied no – he needs to contact the resident & will get that info from Lee Bartlett. Keith asked if Cec has seen an increase in ticks – and Cec said no, though several audience members said they have.

Marylou Lafleur-Keane – Budget Committee: Marylou said the first meeting of the Budget Committee will be September 23rd. She was elected Committee Chairperson. Marylou provided the BOS with copies of who has the authority to expend funds from each account, as well as the balances of each Capital Reserve Account (CRA). Marylou requested that each department provide their intentions of their Capital Reserve Accounts. Right now all CRA are earning very low interest and the Budget Committee would like to invest those funds in a higher yielding account. She requests that this be done by the next Department Head Meeting. She would like to meet with the bank by the end of next month.

Nancy said that Wayne Preve sent a note stating that he has no need for his CRA funds until the next 4-5 years.

Gary Perry – Webster Park: They have started lighting with Safety Shielding in the pavilion. The area where the skating rink was has been loamed & seeded. He has started on the new

parking lot and hopes to have that completed soon. The theme for Old Home Day is "Proud to be an American".

Jay Hickey – ZCO: The Junkyard Inspection Reports have been sent to the BOS and Jay is on the agenda for 6/26 for discussion. However, Joanne said she has not received the report. Stewart said he hasn't received his copy either. The septic systems for Bartlett are being pumped. DES is currently working with the mobile home park owner. **Wayne Preve – Police Dept:** Chief Preve received over 50 resumes & has over 21 showing up for the tests tonight. Officer Fudala is now working the nightshift. The department has been busy with calls & grants and training at the LGC.

7:20pm Non-Public RSA 91-A:3 II (a)

Joanne made a motion to go into Non-Public Session under RSA 91A:3. Bob seconded the motion. All in favor.

7:35 PM The BOS resumed the public meeting.

MINUTES FOR REVIEW AND DISCUSSION

- **Draft – June 1, 2010- 2010** Joanne made a motion to approve these minutes as amended. Bob seconded the motion. Joanne & Bob in favor. Keith abstained.
- **Draft – Non-public June 1, 2010** Joanne made a motion to motion. Bob & Joanne in favor. Keith abstained.
- **Final – May 17, 2010** Joanne made a motion to approve these minutes as presented. Bob seconded the motion. All in favor.

CONFIDENTIAL

- Information from Soltani Law Office (no action)

FOR YOUR INFORMATION (No action required)

- Bartlett MHP Report
- NHDES - Health Information
- Jay Hickey – Certificate of Attendance Floodplain Management 101 Training
- ZCO Letter
- **Community Action Program – Receive 2010 Appropriation:** This bill has been paid. \$4501.00
- **Salvage/Junkyard Inspection Reports** – Joanne will request that Debbie make copies for the BOS members to review.

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

Joanne said Unutil has invited the BOS to a Municipal Storm Meeting on June 1st. She is planning to attend.

Board Member Liaison Reports

Joanne said the SVRTA is meeting on Thursday, 6/17 at the Pembroke Old Town Hall at 7 PM. There will be a discussion about Police Department Regionalization. She's unsure if she'll be able to make it. Keith said he can attend.

Joanne said she went to the Budget Committee Meeting this week & there are some new members, and they are excited to begin work. The School presented their "report card" for the year. Marylou was elected Chair & Joyce Heck was elected Vice Chair.

Joanne was happy that almost every single department was represented at the Tabletop Exercise.

On Monday, June 21 at 6:30 PM there will be a meeting to discuss the Suncook River Avulsion. A Stewardship Committee Meeting will be held on June 22 at 7 PM at the Library. The next BOS meeting is June 28 at 6:15 PM.

Keith & Bob do not have anything further to add for the liaison reports.

Joanne recognized Dave Fiorentino for public input. Dave apologized for being late tonight & asked the BOS to reconsider him for the ZCO Committee. He said there was a lot of rain last week & today was a nice day and he had to work late. He feels the BOS knows his commitment to the town & he would greatly appreciate the Board's reconsideration. He felt the meeting was unusually early & combined with his work commitments, he was unable to be in attendance at 5:30 PM. Joanne thanked Dave for coming in & asked that he allow the BOS some time to review his request.

Joanne stated that since the Charter is very clear about having only 5 members, she suggested Dave be appointed as an Alternate. He would be able to participate in meetings and should someone drop off the committee, then he would be appointed in their place. Keith also stated that these will be public meetings, so Dave will still be able to attend those meetings & provide input. Keith stated that he understands that Dave was working late, but the BOS was not contacted saying that he would be late for the meeting and request discussion on the appointment later in the meeting. The BOS also agreed that there is a possibility that one member may decide not to continue on the committee, and if so, Dave could be the first candidate to replace this member. Joanne suggested that he be asked the same interview questions that the other candidates were asked.

Bob said a vote has been taken already & he would be happy to have him on the committee as an Alternate.

Keith said he'd like to have the committee's input on having an alternate. He agrees with Joanne that when the committee is underway & the scope of work & responsibilities become clear, at least one member might decide to resign.

Andrew suggested that the BOS approach the Alternate that was chosen & as him/her to step down and allow Dave to fill the position. Joanne said she doesn't view that person as an Alternate anymore. Keith also noted that the person who was the alternative candidate was at the meeting at 5:30 as requested, and they were then appointed as a member. Keith noted that he would not support changing the member roster for the candidate.

Question 1: Please explain your interest to serve on this committee:

"I'm interested in understanding the feasibility of changing the appointed position to an elected position."

Question 2: How familiar are you with the responsibilities of this position?

"On a scale of 1-10, probably a 3."

Question 3: When was the last time you have reviewed the zoning ordinances?

"I reviewed a few of them a year ago. Before that I didn't even know those few!"

Question 4: Within the last 2 years, have you applied for any zoning permits or had enforcement action taken against you? "Yes."

Question 5: If the answer to question 4 is yes – describe your experience with the process: "Sometimes difficult, sometimes easy."

Question 6: Will your past zoning experiences create a conflict to serve on this committee: “Since they are not even related; no.”

Question 7: Can you serve on this committee with out any bias? “I think yes.”

Joanne asked Bob to check with Debbie to see if the ZCO Committee has contacted her with the date of their first meeting and their committee structure (Chair, Vice-Chair, etc.)

Darlene reminded the BOS that one nameplate needs to be ordered in order to keep the program open for another year.

The joint meeting of the Suncook River Avulsion is next Monday. Keith will draft up an agenda for the discussion.

8:30 PM Keith made a motion to adjourn. Keith seconded the motion. All in favor.