

**Town of Epsom  
Board of Selectmen Meeting  
Monday, July 27, 2009**

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

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

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

**Also In Attendance:** Kathy Bailey, Union Leader; Betsy Bosiak; Rick Bilodeau; Stewart Yeaton; Nancy Wheeler; Jay Hickey; Mary Frambach; Wayne Preve; Norm Gentry; Rick Belanger

**5:30 PM**

Meeting began at 5:30 pm at the Fire Station

Present: Rick Bilodeau, Emergency Management Director, Fire Chief Stewart Yeaton, Police Chief Wayne Preve, Robert Blodgett, Chairman, Board of Selectmen, Joanne Randall, Vice Chair, Keith Cota, Selectman, Kathy Bailey, Dick Frambach

Rick Bilodeau discussed with the group the location and set up of the Emergency Operations Center, including:

- The use of partitions
- Tables and chairs
- Phone lines
- White boards
- Maps

Some of the items the EMD will need to purchase include:

- Phone cables
- White board
- Power strips
- Duct tape
- Painter's tape
- Office supplies

The EMD took the group to see the current office, which will be used for specialized briefings during times when the EOC is open. This room has a copier and a computer.

The radio room will become the communications room during an emergency. None of these areas will be accessible to unauthorized personnel.

The EMD is assembling kits for EOC personnel which contain info and supplies needed for each role during an emergency. It was noted that the Fire Department has a generator. The Fire Department building will be considered the Primary EOC; with the Police Department as the Secondary EOC should the Fire Department be inaccessible during an emergency.

During an emergency, the driveway to the Fire Department will be off-limits to the public, including media. All media briefings will be done at the Town Office unless otherwise directed by the Incident Commander. The front of the building must be kept clear since it will most likely be used as a staging area for emergency vehicles.

Stewart noted that any volunteers will most likely be directed to the Fire Auxiliary for coordination of efforts. He is looking into the Community Emergency Response Training program for Epsom, which allows trained volunteers to assist with certain directed duties in an emergency.

Joanne motioned to recess at 6:05pm to reconvene at 6:15 at the Town Office. Keith seconded the motion. All in favor.

**6:15 PM** Bob reconvened the meeting at 27 Black Hall Road, and asked Kathy Bailey to lead us in the Pledge of Allegiance.

**6:30 PM Staff Discussion** - Nancy Wheeler said there are still some billing issues with Fairpoint. She has processed the payment so it would not be paid late, but is awaiting the summary bill details.

An email regarding LCHIP has been received and forwarded to the Selectmen, for review & discussion at a future meeting. The email states that in order to be eligible for LCHIP grants a representative from the town **must** attend a conference.

Nancy contacted TD Bank regarding Direct Deposit. She received some information, but is waiting to hear back from our representative with more details & hopes to have that information for our next meeting.

Joanne asked about membership to NHFCU. Nancy said Debbie prepared a memo for all employees and has distributed it. An informational meeting will be held on August 5 from 1:00 - 3:00 PM.

Nancy expressed concern as to mis-representation of the road improvement funds in the minutes –of the Budget Committee, which are misleading as to stating that about a million dollar budget for road improvements. The Board of Selectmen agreed that this needs to be clarified and corrected so the Budget Committee does not mislead the townspeople.

**6:45 PM Department Head**

**Rick Bilodeau – Emergency Management:** The NIMCAST has to be completed for some departments (school, Fire Department, Selectmen’s Office & Highway Department). This has to be done before we can receive any grant money. Keith inquired as to whether the forwarded email questions on the NIMS compliance were answered for the application being pursued by Steve Landry at NHDES for the river funds? Rick noted that he was not aware email request. Keith noted he sent the email to Selectman Randall and EMD. Keith pointed out that the questions in the email need to be answered so the application can be submitted. He will re-forward the email request.

Joanne is scheduled for Web EOC for August 13. He said a meeting was held tonight regarding EOC and they have come up with a plan for that operation.

There is a training session in September that a town representative must attend in order to qualify for future FEMA grant money. Joanne thinks she will be able to attend, and will check her calendar.

**Dawn Blackwell – Town Clerk:** State auto registrations are going up August 1. She has had a lot of people registering their vehicles early to avoid the increase this year.

There are 19 dogs that have been issued fines for non-registration. She has a letter from one resident asking for special consideration as it’s a financial hardship for them to register 2 dogs, and passed the letter to the BOS for review and action.

She said there were some system issues with the State software for car registration on Saturday that was caused by an upgrade to the State’s system. The new upgrade will not allow

renewal registrations for people who are overdue on their EZ Pass account at the town and those in violation will need to get their registrations completed in Concord. Wayne Preve expressed his concern about the State system not being kept up to date and whether this will affect traffic stops.

**Gordon Ellis – Highway Department:** He is going to try to start grading again tomorrow, and hopes the weather will cooperate. He will be meeting with the engineers at Michie Corp. on Wednesday for the culvert fabrication designs. He said the yard is looking good and is prepared for any DES inspections. Keith reminded Gordon that Saturday, August 1 at 9:00 AM is the meeting at the Nutter's property. Joanne will not be in attendance at that meeting.

Joanne forwarded an email from Sandy White to Gordon – he received, but has not responded to her yet.

There was a brief discussion about donations to the Highway Department for several culverts that may have a value in excess of \$4000, and whether a public hearing will be required. Joanne asked Gordon to determine the value of the donation and the Board will determine how to proceed.

**Stewart Yeaton – Fire Department:** The Concord Hospital Medical Office building has been open for two weeks and they have received two ambulance calls, so he foresees an increase in emergency calls. He spoke to some people at Horseshoe Pond and they said that their lab and ER walk-in service will be moving to Epsom as well, which he was not aware of.

He spoke with a lady at LGC about grant money (that they were not going to apply for due to no response from the LGC after applications had been submitted for the past two years, and she is going to help them apply for some grant money. He said the FD will be doing some additional training in October through the LGC. He also said the LGC recommends that all fire truck drivers have their CDL. He said if the FD is going to require them to all have a CDL, then the town should reimburse them for that additional fee for their license, which will need to be considered at budget time. Stewart asked if the BOS received a price for oil yet this year.

Nancy said she believes its \$2.29/gal., but will confirm & email him if she's incorrect.

He said they did some rescue training at the swimming hole last week. He said they were able to walk almost the whole way across the river. He said there aren't many fish, except under the bridge. Joanne asked his opinion of the swimming hole being open. He said there are roots in certain spots, but there didn't appear to be any man-made debris – like glass, etc. He said the histories of accidents in that area are from carelessness.

The state is coming out tomorrow to inspect the ambulances.

He said they have been active with the Explorers, and has a group of involved parents. He has assigned a mentor to each Explorer. Explorers are open to people ages 14-20.

Joanne said that she spoke to a witness to the accident that took place on Rte 28 and Depot Road last week and he commended Epsom Fire Department for their professionalism.

Stewart He said he received some anonymous complaints that he's been bringing the command vehicle home, so he had stopped doing it, but since the department is short-handed this week, he has been bringing it home again.

**Jay Hickey – Zoning Compliance Officer:** Wareing property – Residential Mortgage. He said we received an engineered plan for the driveway, but it was too small to read, so he asked them to send a full size copy. There is a prospective buyer, who intends to purchase an abutting property so the driveway can be moved. Gordon said he is planning to have that culvert cleaned out, because it's full of silt. Keith did a cursory look at the driveway plan and said he would like to submit comments to Jay on the design.

Jay noted that Eric Reeves should be scheduling a meeting with the BOS to discuss some fines that Eric has been assessed, but to date has not scheduled that meeting. Jay said that Eric doesn't want to abide by conditions that have been placed on his property. Jay said he'll send him another letter, and if he gets no response, he'll forward the information to Tony.

TD Bank sent him a letter saying they will be open 7 days a week and will be changing their sign on Route 4.

Carparks of Epsom on Rte 28 will be expanding their building for retail space. Their application is currently before the Planning Board.

He has an ongoing problem with Autosmith on Rte 4, in putting items for sale in the State Right of Way. He has tried to get someone from the State to enforce that rule. Betsy asked about the illegal signage on that property as well, and Jay said he is working on that as well. Keith mentioned that there were conditions placed on their approval from the Planning Board, and if they are not in compliance, then a fine should to be assessed for the infraction.

The old Labrie property on Rte. 28 has been purchased by Robert Griggs.

The ZBA will be getting busier as there are about 6 applications on file right now.

He has issued 2 new home permits today for Stillwater and has 4 more applications.

Doug has been taking care of illegal signs around town.

**Chief Wayne Preve – Police Department:** He said everything is going great. The newest officer will be graduating on Friday night & will be on the road in September. The department has been busy. Chief Yeaton said they have updated their list of addresses of properties that require assistance from the PD for responding to emergencies.

**Website Committee – Norm Gentry:** He said the website committee met last week with Scott Temple and discussed technology. He has proposed a plan and will put together a prototype site when he gets back from vacation. He wants to get a list of the businesses that are interested in advertising on the website to get a commitment from them before going much farther. Joanne said she has forwarded a copy of a Solicitation Policy to him, and it needs to be determined if this will be considered a donation, or if we are selling advertising. Nancy asked if there is a cost estimate for the new website. Norm said the plan was to find 5 businesses to put up \$500 each (per year) for banner ads to pay for the site. Once the site is established, the maintenance costs are fairly low. So, after the first year, it will provide revenue to the town. Joanne will contact Tony to see how this will fit in with the Solicitation Policy.

**ZBA:** No one in attendance.

**Budget Committee:** No one in attendance

**7:55 PM - 8:05 PM Break**

#### **FOR SIGNATURE**

1. **Manifest** - has been signed.
2. **Accounts Payable** – has been signed.
3. **Payroll** - has been signed.
4. **Intent to Cut** – has been signed.
5. **CDBG Semi-annual Report** – Joanne signed this report by consensus approval of the Board.

#### **FOR DISCUSSION**

- A. **Road Safety Audit – 41 Goboro Road:** The Planning Board asked the BOS to support their request for a reduction of the speed limit from 30 MPH– 25 MPH on Goboro Road in the area of the new child care center. A Road Safety Audit was done in this area & determined the following:
  1. Speed did not appear to be an issue
  2. There is adequate sight distance
  3. Reducing the speed limit does not appear to be necessary.

The BOS recommends not reducing the speed limit, a copy of this report will be sent to him Planning Board.

**B. DES 2010 Pre-proposals for Watershed Restoration**

**Grants:** It appears that this should go to the Planning Board since it corresponds with the Master Plan. Keith said he'll also consult with Steve Landry about this as well.

**C. Request for Reimbursement of Building Permit Fees**

**Elliott:** Robert Elliot has requested a reimbursement of building permit fees of \$1500.00, but Jay feels that the BOS should consider what this has cost the town before a decision is made to waive the fees. Joanne & Bob both stated that they would not be in favor of reimbursement, as we incurred attorney fees during the process with him. Keith inquired as to the amount of attorney fees were expended to address the issue of the lots not being buildable. Jay said he & Barbara both advised him that these were not buildable lots, and he chose to disregard that advice, and proceed with purchasing the property. Keith asked him to come up with an estimated amount of what it has cost the town for the review of eligibility for issuance of building permit, not including the cost to defend the ZBA case in Court. The BOS agreed to discuss this request at a future meeting.

**D. Mr. & Mrs. Estabrook – U19-15 – ZBA Case # 2003-14**

**(Variance):** Jay Hickey said the conditions on this variance were not all followed for the conversion of seasonal use to full-time residency use, and they have been fined. Jay said they are being very cooperative in trying to resolve the problems. They have provided a Waiver of Liability, and Keith suggested a new condition be added to the waiver that a copy be sent to their property insurance company; Jay suggested having a copy of the waiver registered at MCRD. Keith thought that this would be acceptable. Jay explained that the Estbrooks still need to work with the neighbors to establish their Roadway Association & Maintenance Plan and provide that to the Planning Board for acceptance. This will now be forwarded to the Planning Board. No action is needed by the BOS until the Planning Board process has been completed.

**E. NHDES Wetlands Easement Monitoring Report:** A letter was sent to the Town regarding a wetlands permit issued in 2005, which included an area that was agreed to be protected by the Town of Epping (likely a typo that should say Epsom). They are requesting that a monitoring report be completed for this parcel of land. This is property located in David Smith's subdivision. A note will be sent to Alison at the Conservation Commission, to see if this is a conservation property that the C.C. agreed to monitor.

**F. Request for Waiver of Sign Fee (2):** Epsom Bible Church has requested a waiver of sign fees for their Vacation Bible School. There will be 3 signs that will be placed temporarily. Joanne made a motion to waive the \$25 per sign fee for the

Epsom Bible Church for their VBS. Keith seconded the motion. All in favor.

Merrimack Valley Church has requested a waiver of their sign fee for a permanent sign. Joanne made a motion to waive the sign fee for the Merrimack Valley Church. Keith seconded the motion. All in favor.

**G. Solicitation Policy:** The BOS is waiting for Nancy to review and consult with Tony before adopting this policy.

## **MINUTES FOR REVIEW AND DISCUSSION**

- **Draft – July 13, 2009:** Joanne made a motion to approve these minutes as amended. Keith seconded the motion. All in favor.
- **Draft – June 29, 2009:** Darlene will provide a copy that is noted “final” for action at next meeting.
- **Final – June 15, 2009:** Joanne made a motion to accept these minutes. Keith seconded the motion. All in favor.

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

Liaison Reports:

Bob said that Services of Municipal Resources, Inc. has asked for input from all Department Heads, and those comments must be returned to the Town Office by July 31.

Gary Perry is working on the ditching for the power lines to be installed so lighting can be brought out to the baseball field.

Keith said in regard to the accident at Rte. 28 and Depot Road, he received some pictures taken by a property owner who has been very vocal in her concern about traffic in that area and the impact that may result from the Bartlett proposed subdivision. The pictures were forwarded to the Planning Board at the homeowner’s request.

Keith said the Building Committee has met and they received some correspondence from Larry Caraway about the lease on this building. So, some discussion will need to take place about the lease. The Board requested that all discussions as to extension of leases for the current facility be directed to the Selectmen, not through the Building Committee.

The BOS considered the input from the FD in regard to the swimming hole. Bob is still concerned about what is at the bottom of the river. Joanne said she’d like to post a sign that there is a shifting sandbar, or swim at your own risk. Joanne suggested that Bob talk to Gary Perry to get his opinion.

Joanne said on July 29 is the first quarterly Hazard Mitigation meeting. CNHRPC is still reviewing our Mitigation Plan, but it is taking longer than anticipated because they are very busy.

A Suncook Valley Regional Town Association meeting was held last week. Bob was in attendance since Joanne was on vacation. They have been discussing bulk purchases for several items. They have also been talking about collaborative efforts of Police Departments. A survey will be sent for Police Department input.

Joanne had pulled out several Non-Public minutes and asked Tony for his opinion about whether they can be unsealed, and Tony has put notes on them. There is a set of these minutes in the confidential folder for each BOS member to review. Keith asked that BOS obtain the employees approval to release them as redacted.

One of the LGC audit recommendations was that the BOS review the policy book once a year. Joanne has begun to go through portions of the policy and making notes of things that can be removed & filed elsewhere.

Joanne will be working with Rick Bilodeau to complete the NIMCAST requirements.

Joanne said she has had some interest from people about the Economic Development Committee. She'd like Debbie to pull the original charter and look into reestablishing the committee. The BOS was in agreement.

**8:45 PM RSA 91-A:3 II(e) Litigation:**

Joanne made a motion to enter into a Non-Public Session. Keith seconded the motion. All in favor.

**9:07 PM** Joanne made a motion to adjourn. Keith seconded the motion. All in favor.