

**Town of Epsom  
Board of Selectmen Meeting  
Tuesday, September 8, 2009**

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

**Draft** \_\_\_\_\_  
**Accepted** \_\_\_\_\_  
**Accepted as Amended** \_\_\_\_\_

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

**Also In Attendance:** Nancy Wheeler; Dave Fiorentino; Betsy Bosiak; Jay Hickey; Penny Graham; Richard Frambach; Rick Belanger; Ken Smith;

**6:15 PM** Bob called the meeting to order and asked Nancy to lead us in the Pledge of Allegiance.

**6:35 PM Staff Discussion** – Nancy said the auditor will be in on Wed morning to continue discussions which will shorten the auditing process at the end of the year. He is helping her to record transactions which will help everything to “match up” at the end of year.

Nancy said she has more info on Direct Deposit, and would like to discuss it further with the BOS at our next meeting. At this point, the bank would not charge us any fees to do Direct Deposit. Nancy explained the equipment required to process the payroll electronically, which would cost approximately \$1500, and also an annual maintenance fee of \$250. Nancy said by entering the payroll manually it allows for more chance for error. She gave a brief overview of how the process would work, and asked the BOS to give this some thought over the week & it will be placed on the agenda for next week’s meeting.

Nancy said in October the tax rate will be set.

**7:00 PM Penny Graham – LCHIP Grant Writing Workshop** – Penny said she had been registered for a required workshop for LCHIP on Thursday, September 10, but she received a letter from LCHIP stating that a project name must be given. There was confusion between the office and Penny & LCHIP about whether she was still registered for the workshop, since there was no specified project. There was a Meetinghouse Committee meeting and it was decided that a project could be for the painting the interior of the building, and for repair to the front wall & door. The total project would be \$12,395.00 for the painting & the door repair. Penny encouraged the BOS to ask for the most amount of money (\$12K), as LCHIP does not always award the full amount, yet they will not give more than what is requested (since this is a matching funds grant). She also said that the \$1200 that was just received for the repair to the stained glass window can possibly be used as matching funds. The BOS encouraged Penny to go to the workshop, and pursue the grant as Penny has described. Keith made a motion to have Penny apply for the NH LCHIP grant, as described. Joanne seconded the motion. All in favor.

**7:25 PM Ken Smith (ROW Issues)** – Ken said his business permit allows him to park 60 vehicles below, and 10 above. He also has a permit for a two family dwelling on his property. He said it’s not an exact science in keeping an exact number of vehicles, sometimes there are more & sometimes there are less. He also has 2 employees and their vehicles are being counted as part of the allowed 70 vehicles – along with any guests that are at his home. He would like to resolve his zoning violations without having Jay issue citations to him. He would like the BOS to allow him some leeway. There were some items for sale placed in the State’s ROW, and Mr. Smith said he called the state & was not able to get a definitive answer about whether or not he could place those items there. Mr. Smith said basically they were yard sale items. Betsy Bosiak stated that it was a big concern of the Planning Board and abutters that no

items be placed in the ROW. She said there has been a problem with tires, signs, appliances, windows, etc. Mr. Smith apologized, and said he'd never do that again.

Keith noted that he has a list of conditions issued by the Planning Board, and stated that the BOS does not have the authority to override the Planning Board conditions, that Mr. Smith would need to go back to the Planning Board to have those conditions revised. Mr. Smith asked if he would need to reapply, and Keith said he would recommend going before the Planning Board with the request and let the Planning Board decide if a new application is necessary. Keith stated that whatever action is being taken against Mr. Smith should be enforced fairly if other businesses are out of compliance. Jay said he has issued citations for about 60 other signs that are placed illegally.

Mr. Smith said the cars being parked on the grass are usually customers who are test driving cars. Jay said there is a wetlands issue, and so no cars are supposed to be parked off the asphalt. Mr. Smith said there is a possibility that the business will be sold.

### 7:40 - 7:47 PM Break

#### FOR SIGNATURE

1. **Accounts Payable** – has been signed.
2. **Manifest** - has been signed.
3. **Payroll** - has been signed.
4. **Two Requests for Leaves**– have been signed.
5. **CDBG Professional Services Agreement** – This has been reviewed by Tony Soltani & is ok for the BOS to sign. A progress Public Hearing needs to be held, (which has been scheduled for September 28); the grant was for septic & electrical work, and not all of the work has been completed. Donna Lane is the administrator of the grant, and told Nancy that someone will be coming in sometime in the next couple of weeks to review the files. It was the consensus of the BOS to have Joanne sign this agreement.
6. **Intent to Cut** – has been signed.

#### FOR DISCUSSION

- A. **Municipal Resources Internal Controls Assessment** -  
Joanne said one of the recommendations is doing a daily back-up, which is held externally, and asked if it is possible. Nancy said it is possible to have it uploaded to the BMSI site each night. She currently backs up to a flash drive, and would continue to do so. She also agreed to do a daily back up to the BMSI FTP site. She noted this will only back up Fund Accounting & Payroll.  
Any money that is coming into the Fire & Police & Parks Departments should be sent directly to PO Box 10 to be received & processed by the Town Office. A system needs to be set up to receive & log funds that are received by any individual departments. This will be discussed at our next Department Head meeting.  
Joanne highlighted some other areas that are being addressed.
- B. **NH Dept of Safety – State Matching Funds \$2,478.89 FEMA Oct 3, 2008** – This is the 12.5% of the eligible cost of damage caused by Hurricane Hannah. This is reimbursement of money spent by the town. Joanne made a motion to accept a check from the NH Dept of Safety (FEMA) in the amount of \$2478.89 for disaster number

FEMA-1799-DR-NH (Hannah); funds to be used for road maintenance. Keith seconded the motion. All in favor.

**C. Outreach, Education & Service Delivery Initiative for NH Veterans** – This is to notify Veterans of services and support that are available to them. There is a new website available: [www.211NH.org](http://www.211NH.org), which will show where the closest services are available to any particular person. A link to this will be placed on the Town Website.

**D. Request for Waiver of Building Permit Fee** – A request has been received by Roland Lafleur for a refund of the \$40.00 Building Permit Fee to build a deck & handicap lift. The resident is a fully disabled Veteran. Joanne made a motion to waive the \$40.00 permit fee for Permit #2365. Keith seconded the motion. All in favor.

**E. Request for Calendar Raffle and 50/50 Raffle** – 100% of the money raised will go to the Epsom Central 8<sup>th</sup> grade class trip, currently scheduled for April 2010. Prizes will be awarded each day in the month of November. A 50/50 raffle will be held during a fashion show.

Joanne made a motion to allow the 8<sup>th</sup> grade class to hold a calendar raffle, which will support their class trip in April 2010. Keith seconded the motion. All in favor.

Joanne made a motion to allow the 8<sup>th</sup> grade class to hold a 50/50 raffle during their fashion show. Keith seconded the motion. All in favor.

**F. NH Municipal Energy Assistance Program** – This program is designed to assist communities in energy conservation and efficiency. The three audits available are Energy Audit, Building Audit and Policy Audit, which will assist the town in determining what programs we may be eligible for. The consensus of the BOS is to fill out the application for the Energy Audit and the Building Audit.

**G. Epsom Historical Association – Donation** – A check was received in the amount of \$1200 to be used for payment to repair the stained glass window at the Epsom Historic Meetinghouse. Joanne made a motion to accept this donation. Keith seconded the motion. All in favor.

**H. Budget Presentation Schedule** – was reviewed and finalized.

**I. Septage Receiving – Waste Water Treatment Plant** – Debbie has done some research and discovered that the Town must have a contract. The BOS will ask Debbie to call Allenstown and see if they will sign a 5 year no-fee contract with the Town of Epsom.

**J. PretiFlaherty – request for letter** – A letter was received from Simon Leeming requesting copies of correspondence from Tony Soltani in regard to the zoning issues taking place at 54 White Birch Lane. Joanne said at a former meeting it was decided that since the BOS did not request Tony Soltani to write that letter, it was considered irrelevant by the BOS and it was not read in a public meeting. Dave Fiorentino said it appears that this has something to do with him & he does not know what it's about. Keith said a letter was received by the Zoning Compliance Officer about zoning violations. Dave said there has been a gross misrepresentation of zoning violations by Rick Belanger. He just barely got electricity hooked up a week ago. The only activity has been construction, and he said the Zoning Compliance Officer is welcome to come & inspect his property at any time. Dave asked if hours of operation of a business include the construction of a building. Keith said that determination is up to the Zoning Compliance Officer.

Keith would like to re-review the letter from Tony Soltani and see if it is considered Attorney/Client privilege, or if it can be released to the public.

**MINUTES FOR REVIEW AND DISCUSSION**

- **Draft – August 24, 2009** - Joanne made a motion to accept these minutes as amended. Keith seconded the motion. All in favor.
- **Final – August 10, 2009** – Joanne made a motion to accept these minutes. Keith seconded the motion. All in favor.

**CONFIDENTIAL**

The Munilaw Group – For Review (2)

**ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD**Liaison Reports

Keith said he has been working with Gordon on setting up the contract conditions for the culvert construction over Little Bear Brook. Gordon is planning for a maximum 48 hour road closure for this project. Bob said he & Gordon are meeting with the concrete manufacturer on Wed night at 5:00 PM. This project must be completed by September 29 in order to qualify for FEMA funds.

Keith said the Planning Board met with Mr. & Mrs. Estabrook on Chestnut Pond – for a Standard of Road Conditions. There were some general conditions determined by the Planning Board. The next step will be for the Estabrooks to come before the BOS for approval of those conditions.

Keith stated that the Epsom Building Committee met & had some discussion about building expansion & layout. George Carlson & Keith have met a few times to discuss concepts of a 2-story building tied into the Meetinghouse. Rick Gettes is a contractor from Bow & was present at one of the meetings; where he expressed an interest in paying for construction up front & then leasing it to the town in a lease/purchase agreement. Keith said that if the Building Committee recommends this to the BOS, it would likely have to go out to bid. Keith highlighted some advantages of doing it this way.

Joanne said she met with Rick Bilodeau & they went & purchased office supplies for the EOC. A multi-use printer/scanner was purchased for the command vehicle. He would like to buy a portable generator that can be used wherever it is needed, though it would likely be used at the school since that is the designated shelter. There was a discussion about asking the school to pay for the electrical conversion needed to hook up the generator, if the Town purchases the generator.

Joanne asked if either Bob or Keith has heard from Eric Reeves. Neither has.

Keith asked Joanne to check with Tony about KingsTowne Mobile Home Park as they were given a deadline of September to accept the agreement.

Keith received a letter about Whitehouse Acres, with a few questions about the common land. One of the questions was whether each homeowner could be billed 1/9 of the taxes for the common land. Tony was asked that previously and his opinion was that it could not be billed that way. The BOS feels it's worthwhile to look into this further.

8:30 PM Joanne made a motion to go into Non-Public Session under RSA 91:A (3) for attorney correspondence.