

**Town of Epsom
Board of Selectmen Meeting
Monday, September 21, 2009**

Bob _____
Joanne _____
Keith _____

Final _____
Accepted _____
Accepted as Amended _____

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

Not In Attendance: Keith Cota

Also In Attendance: Mary Frambach; Rick Bilodeau; Barbara Clark; Debbie Tibbetts; Nancy Wheeler; Wayne Preve; Dawn Blackwell; Jay Hickey; Gordon Ellis; Gary Perry; Stewart Yeaton

6:15pm Bob called the meeting to order and asked Rick Bilodeau to lead us in the Pledge of Allegiance.

6:35pm **Staff Discussion** - Barb & Debbie do not have anything specific to discuss tonight.

Nancy distributed a questionnaire asking about interest in direct deposit and asked for responses by next Monday. Donna Lane & someone from CDFA will be coming in for a meeting to discuss the CDBG grant. Nancy will be at the budget & finance workshop tomorrow. There are 27 pay periods in 2010, not 26 as usual. She said the first payday in 2010 is Jan 1, so she needs to find out how to handle this, as it can affect the retirement processing as well. Joanne will look at her schedule & set up a time to meet with the office staff to discuss the Selectmen's section of the budget.

Nancy replied to one of Penny Graham's questions from last week about the checking account that had been set up previously; that account was closed out when the money was gone. Joanne said the BOS discussed with Penny that if the Meetinghouse Committee wants to solicit donations, they'll have to work with the BOS to establish a Warrant Article. Nancy noted that in an article in the Hooksett Banner last week it stated that donations could be made to the Historical Association. Nancy expressed concern about creating a line item specifically for Grant Match Funds.

6:45pm **Department Head**

The following Departments are not in attendance, but provided written reports:

Welfare Dept – Lee Bartlett reported that the Food Pantry is getting busy and will be advertising for more or using money to purchase some. She has had a few food donations. She will be attending a meeting to learn the rules about utility shut offs. She anticipates a lot of requests for fuel and utility assistance this winter.

Health Officer – Cec Curran recently attended the Capital Area Health Meeting, the highlight of the most recent meeting was H1N1 vaccination. He inspected a restaurant in town which had several code violations, and a meeting will be held with the BOS in early October to address some of these issues.

Conservation Commission – Allison Parodi has been working on the Adopt a Dam Program. She has mapped & is sending letters to homeowners. She has a few other projects that she is working on as well. She has received daffodils to present to townspeople who assisted with roadside clean up.

Highway Department - Gordon Ellis said yesterday they began construction on North Road. The road was reopened tonight & it will be paved & the guardrail installed next week. It will cause only a slight traffic disruption. They've done a small amount of paving around town to repair places that are difficult to plow snow.

He has asked for their time clock to be repaired so he can read the numbers on it. It cannot be repaired, and has stated he'd rather not have a time clock anyway because often times they do not start at the yard, and the time is hand written on the time card. Nancy stated by law there has to be a record of time in & time out; if it is handwritten, then each entry has to be signed by the employee. Joanne told Gordon it is better for his Department to have a time clock. Debbie will search for an inexpensive time clock for Gordon.

Joanne said the Budget Committee is very interested in what projects have been completed this year & what funds have been used & will be used by the end of the year. Gordon will prepare a report.

Town Clerk - Dawn Blackwell – There is one member of the Website Committee that has never been in attendance at a meeting. Joanne said to just remove his name from the committee.

Fire Department - Stewart Yeaton said he spoke to the owner of the junk yard that needs to be inspected, but the owner said he was too busy. Stewart said he'll try again this week to set up a date for within the next month. Stewart asked if the 2nd quarterly meeting of the Hazard Mitigation Plan Committee can be postponed to after the POD drill. Joanne will check with Central NH Regional Planning, Stephanie Alexander, to see if that's ok. The Fire Department dispatch fee has dropped \$500 from last year. He should have his budget ready in the next week or so, and thinks they will have only one Warrant Article, which will be for turnout gear. He said they are still looking for volunteers for the POD drill.

Police Department - Wayne Preve said Officer Fleming will be leaving & going to the Bedford PD, and his last day in Epsom will be 10/25. Another officer is applying for a Chief position in Windham. He has placed an ad for officers. The safety meeting & Sexual Harassment training will be held in October. This is mandatory for anyone in the Emergency Department. He would like to sit down with Keith to discuss the proposed Police Dept. budget. He will put in for one Warrant Article for an additional police officer. He is getting the vehicle & paperwork ready for the state auction. They are still looking for volunteers for the POD drill. He expects to have some more DWI grants. He has passed out some court summons to those who have not registered their dogs, and granted extensions to 9/25 to pay those license fees. Joanne read a letter from a resident who appreciates the Police Department being diligent in patrolling for speeding cars in town.

Parks Department – Gary Perry said there is not much going on right now. PA football is using the fields now & will be there until the end of November. They are getting ready to work on the old concession stand. The No Swimming signs have been painted with graffiti. Joanne suggested calling Prospect Security and they may be willing to work with the town with some surveillance equipment.

Emergency Management – Rick Bilodeau said he has been busy planning for the POD drill, and working with the state to do the tabletop exercise.

Zoning Compliance – Jay Hickey said his cell phone is not working. He went to Verizon and is trying to get the issue resolved. He sent a violation letter to a resident who is violating ZBA conditions and Jay suggested he go to the ZBA, but he claims he is not violating the conditions. This resident called & was inappropriate to Barbara on the phone. The office staff should be prepared to call Bob or call the Police Department if he calls or comes in during Jay's vacation.

FOR SIGNATURE

1. **Accounts Payable** was signed.
2. **Manifest** was signed.
3. **Payroll** was signed

4. **Open Sealed Minutes – G. Ellis** – Joanne sent an email to Tony and asked if this was ok. If he replies with any concern, then they will discuss this with Gordon.
5. **Town of Allenstown – Acceptance of Domestic Septage Application** was signed.
6. **Summary Inventory of Valuation - MS-1** – was signed.

FOR DISCUSSION

- A. **Letter from Devine Millimet – Structuring Conference** – There is a Case Structuring Conference scheduled.
- B. **Use of Time Clock** -
- C. **Library Audit Finding Response** - The comments for the Audit for Mason & Rich were reviewed.
- D. **CDFA Monitoring of CDBG – Family Estates Cooperative Emergency Grant** – CDFA is planning to visit Town Office on 9/28 to meet with Donna Lane & Nancy to review the grant.

MINUTES FOR REVIEW AND DISCUSSION

- **Final – September 8, 2009** – Bob made a motion to approve these minutes as written. Joanne seconded the motion. All in favor.

FOR YOUR INFORMATION (No action required)

- **Trustee of Trust Funds – School Building Maintenance & Repair Fund**
- **2009 County Tax Apportionment** - \$1,086,467.00 is Epsom's County Tax Bill, which is 2.6% of the County Apportionment.

MISCELLANEOUS FOLDER

5 MINUTES FOR PUBLIC QUESTIONS AND COMMENTS

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

7:15 PM Joanne made a motion to adjourn. Bob seconded the motion. All in favor.