

**Town of Epsom
Board of Selectmen Meeting
Monday, October 19, 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: Lee Bartlett; Barbara Clark; Mary Frambach; Kathy Bailey; Dave Fiorentino; Nancy Wheeler; Gordon Ellis; Stewart Yeaton; Nancy Claris; Roberta Mongeon; Cherylanne Arvanitis; Harvey Harkness

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

6:20pm **Staff Discussion** – Nancy Wheeler said a draft 504 Plan has been prepared as required for the CDBG Grant – which is basically a Handicapped Accessible assessment for town buildings. The only two buildings that are not Handicapped Accessible are the Town Shed and the Old Library. Nancy said that also required is the Employee Handbook should be updated in how to deal with grievances relative to the 504 Plan. Bob & Joanne will wait until Keith returns to give him an opportunity to review this before signing. Nancy said there will be an 11.4% increase on health insurance premiums for next year. Barbara said in comparison to LGC covered towns, the average increase is 15.7% but because Epsom is part of the 5 town group (Suncook Valley Regional Town Association), the increase isn't that high. Nancy said Tony is reviewing the draft Warrant Article on the Gosseville Cemetery and she asked Tony if it needs revising, to please do that and have it ready for the Deliberative Session.

6:30pm **Budget Presentation**
Highway Department Gordon Ellis presented the proposed Highway Budget. Joanne stated that Keith suggested that on the Engineering line, Keith would like to see that line capped at \$12K. Gordon replied that by doing most of the work between himself & the office staff a lot of money has been saved on Engineering. And this proposed line includes roughly a 63% budget decrease in the Engineering line, bringing that line down to \$6849. Gordon would like to keep this line at \$6849. The salary line includes an increase of 10.85%, of which 6.75% is for salary increase & the remainder is for the additional pay check. He said he has enough sand, but will need to purchase salt. The line for diesel has decreased by \$4K. The line for heat has increased, and the line for Bridge Expense has been kept the same. He is proposing one Warrant Article requesting \$150K for the Capital Reserve Fund for reconstruction and improvements to town roads. There are not a lot of changes to this budget this year and the bottom line of the Highway budget reflects a decrease of 1.52%. He reviewed a list of major projects that were completed year to date, and a list of proposed projects for 2010.

Library – Cherylanne Arvanitis presented the Library budget, which includes a total 8% increase which includes the additional pay check. This includes a large increase for purchase of books and videos and a decrease in technology and website maintenance. The building maintenance line has increased, and fuel and telephone decreased. The budget line for cleaning has increased by 70% for cleaning of carpets, upholstery, and more time required for cleaning due to heavier usage. The salary line includes a 5% increase in salaries, and there is a large increase in the Health Insurance line as they have one employee who will be taking advantage of the Health Insurance plan and she previously was covered through her spouse. They now have a bookkeeper, who is paid as a vendor, and so that line increased – and that line also covers training & workshops.

Welfare - Lee Bartlett said she is requesting an increase of \$3K for daycare assistance because the State of NH is no longer providing assistance for daycare. This budget includes a salary increase for the extra pay check, and a slight increase in telephone. The proposed Welfare Department budget includes an increase of 6.24%.

Fire / Ambulance - Stewart Yeaton presented the proposed FD budget. The budget includes a 6.16% increase in Salary due to an increase of one-hour per week, per full time position and the additional pay check, and \$1 per hour for volunteers. Stewart will add \$3K for Fire Road Maintenance, as that has been moved from the Highway Department budget, per RSA. There are increases in Training Pay, Training and Conferences, Medical Supplies, and decreases in Equipment Repairs, postage, gasoline & oil; and dispatch, and heating oil. He is hoping for a grant for turnout gear. He is not going to have any Warrant Articles. The overall proposed Fire Department budget includes an increase of 4.89%.

FOR SIGNATURE

1. **Accounts Payable** has been signed.
2. **Manifest** has been signed.
3. **Payroll** has been signed.
4. **DRA 2009 Parcel Count Request** has been signed.
5. **Timber Tax Warrant** has been signed.
6. **Land Use Change Tax** has been signed.
7. **Intent to Cut** Barbara Clark stated that this Intent to Cut is taking place on a subdivision that is in process. She stated the BOS must sign this Intent to Cut, however the Town has the authority to be sure they are cutting according to our Subdivision Regulations.
8. **Avitar Building Permits Software** Barbara Clark stated that she & Jay went to Avitar for a tutorial last week & feels this will save the office staff a great deal of time in researching properties. The money is available in the Zoning Compliance Officer's budget and strongly suggests this software be purchased. The maintenance package comes with the software active until 2011. The cost of the software is \$3,000, and includes a substantial discount from Avitar. Joanne made a motion to sign the purchase & installation agreement with Avitar. Bob seconded the motion. All in favor.

**7:30 PM – 7:40 PM Break
FOR DISCUSSION**

- **Resignation – Epsom Building Committee** – A letter of resignation has been received from Ed Nutter. Joanne and Bob accept his resignation with regret, and a letter will be sent to this effect.
- **Direct Deposit** – The cost of \$1488 for the required program software is available in this year's budget. The BOS is in favor of purchasing this software. Bob signed the Purchase Order. Further discussion of what will be offered & to who, will take place when Keith gets back.
- **Tax Rate Setting** – Joanne said the tax rate has been set at \$17.74. Town: \$4.03, County \$2.41, Local School \$9.13, State \$2.17.
- **Letter to CNHRPC** – Joanne made a motion to endorse the recommendations in the Route 28 Corridor Safety study. Bob seconded the motion. All in favor. The BOS will send a letter to CNHRPC to this effect along with a few notes that were made about errors in their report.

MINUTES FOR REVIEW AND DISCUSSION

- **October 15, 2009 Tax Rate Setting** – Joanne made a motion to approve these minutes as written. Bob seconded the motion. All in favor.
- **Draft – October 12, 2009** - Joanne made a motion to approve these minutes as amended. Bob seconded the motion. All in favor.
- **Draft – October 5, 2009 Non-Public** - Joanne made a motion to approve these minutes as written. Bob seconded the motion. All in favor.
- **Final – October 5, 2009** - Joanne made a motion to approve these minutes as written. Bob seconded the motion. All in favor.

FOR YOUR INFORMATION (No action required)

- Request for copies

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

Liaison Reports:

Bob said Gary is still working to get the gate ready for the swimming hole. The county prisoner program has been working with Gordon on some of the back roads.

Joanne said the SVRTC will be meeting in another week or so.

8:10 PM Joanne made a motion to adjourn. Bob seconded the motion. All in favor.