

**Town of Epsom
Board of Selectmen Meeting
Monday, November 2, 2009**

Bob _____
Joanne _____
Keith _____

Final _____
Accepted _____
Accepted as Amended _____

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

Also in Attendance: Kathy Bailey; Mary Frambach; Nancy Wheeler; Melisa Briggs; Norm Yeaton; Barbara Clark

6:15 PM Bob called the meeting to order.

6:20pm Staff Discussion: Nancy Wheeler said the cruiser that was sold at state auction for \$4500. There was a 10% fee. The check was received today for \$4050.

6:30 PM Melisa Briggs - LGC Health Trust 2010 Renewal Discussion: Melisa explained that with the current health insurance coverage, the increase in the Town's health insurance is 11.4%. Melisa highlighted the three largest changes to the Prescription Benefit, which will take place regardless of which plan the town opts to use:

*As of 1/1/10, employees will be able to fill all maintenance medications at the pharmacy, but after that will be required to use mail order refills.

*If someone chooses to use a brand name vs. a generic, they will be required to pay the difference in cost between the two PLUS the generic co-pay; this is not the case if a doctor writes the prescription that specifies it must be brand name.

*Specialty medications must be filled through the mail.

Melisa reviewed the medical plan options. A decision should be made by the BOS as to whether the Town wishes to change the plan options and LGC will need to be notified by Dec 1, 2009.

Discussion ensued about which plans to offer employees and retirees. Melisa will provide an updated quote for a plan revision that was discussed tonight for the BOS to discuss.

7:25 – 8:45 PM 2010 Budget: Open for Board Discussion

Joanne said she will be presenting the Budget to the Budget Committee on Thursday, November 12. The overall budget shows an increase of 1%. Keith stated that there is a surplus in the current year budget, and wondered if the additional pay day for 2010 could be funded with this surplus. Keith noted an area of concern to him is in the lease of office space that would require a 5 year lease should the Board elect to increase the leased space by 750 square feet; and stated he doesn't feel the Town needs to be tied down to a five year lease for the additional 750 square feet of space. There was discussion about the request by the Health Officer for a substantial salary increase; the Board acknowledged the importance of this position; the stipend has not been adjusted for several years but felt a 26% increase may be too excessive. The BOS suggested reducing to a 15% increase as opposed to the approximate 26% with consideration next year for another adjustment. The BOS discussed the Emergency Management Department request for \$5000 for grant matching funds or a Warrant Article for same with the request for a Capital Reserve Fund; Nancy will check with DRA to see if it's allowed to set that money aside for this purpose. Keith expressed concern about reducing the

Highway Department budget for Engineering Services by such a large amount. Keith indicated that there will be some work being done on Sanborn Hill Road and feels that some engineering design may be required to size culverts. He'd like to keep the Engineering line at \$12K, Joanne & Bob agree. Keith would also like to see the Highway Reconstruction line increased to \$100K. The next area of discussion was the Welfare Department and the number of lines that have had zero expenditures in the past 2 years.

It was decided to keep Auditing Services at \$23K.

Items for further discussion:

Executive/Selectmen's Office: Rentals & Leases – After discussion, it was decided to keep the budget at an amount to rent this current building for another year with the space we are already utilizing – not the additional 750 square feet (and new 5 year lease), which will lower that line to \$23,350.

Executive: Furniture & Fixtures – This line will be reduced to \$400 to reflect the change in the rentals and leases line and eliminated need for more furniture with no expansion this year.

General Government Buildings: Repairs & Maintenance – This line needs to be increased by \$5K in order to have funds available for matching of grant funds that the BOS agreed to apply for through LCHIP.

Police Department Administration: Salaries – This proposed budget requests an 8.8% increase for all salaries. Keith said that Chief Preve has requested this increase in order to bring the Town of Epsom police officers up to salaries competitive with surrounding towns; this is the 2nd year of the 3 year program adjustment that the Chief requested last year. Joanne feels this will be a hard sell to the townspeople, considering the Department has had another officer leave this year.

Roads Maintenance: Reconstruction of Highway – Keith said he is comfortable with keeping the amount at \$75K, but a few years ago it was up to \$150K and it is important to do road maintenance including repaving approximately a mile or more per year. It was agreed to increase this line to \$100K.

Roads Maintenance: Engineering Services – This line will be increased to \$12K.

Health Administration: Health Officer – The BOS is supportive of a salary increase, but feels \$7485 (26%) is too high, and has changed the salary amount to \$6800 (not including the additional pay day.)

Welfare: Vendor Policies: It was decided to reduce several lines that did not use any or the bulk of the budgeted amounts, and 2008 expenditures were discussed as well. This will reduce the overall Welfare budget by \$11,100.

The BOS requested that Nancy provide a new printout showing all of the salary increases with the extra pay day amount removed, and show the expenditures up to date.

FOR SIGNATURE

1. **Accounts Payable** was signed.
2. **Manifest** was signed.
3. **Payroll** was signed
4. **Abatements (4)** were signed.
5. **Equalization Assessment Data Sheet Certificate** was signed.
6. **NH Dept of Safety Homeland Security & Emergency Management EMPG Grant Application** was signed.
7. **Previous Land Use Change Tax Warrant** was signed.

FOR DISCUSSION

- A. **Direct Deposit** – Nancy said there are 9 categories of positions that receive regular paychecks (approximately 30 people). Since the BOS authorized the purchase of software, the payroll would only need to be entered once. The system is set up to be a two-person system...Nancy will enter & the Treasurer will approve. Nancy stated there are only a few positions that are not paid through the payroll system: moderator/ ballot clerks, and some others. It was decided to offer direct deposit to all employees who are eligible to receive a bi-weekly paycheck. It was also decided that employees should also receive a pay stub. Joanne made a motion to enter into an agreement with TD Bank for direct deposit to include all employees who are eligible to receive a bi-weekly paycheck, and the authorized users to disburse municipal funds from the account are Nancy Wheeler and Treasurer Paula Smith. Keith seconded the motion. All in favor.
- Joanne made a motion to limit the use of the direct deposit by the employee to two accounts at one bank. Keith seconded the motion. All in favor.
- Nancy will bring the agreement to Paula Smith & ask her to sign in the appropriate places. She'll prepare the draft forms for BOS approval.

9:00 – 9:10 Break

- B. **Time Clock** – discussed last week
- C. **2010 Holiday Closings** – same holidays as 2009, and in addition, the Town Clerk/Tax collector will be closed for elections on March 9, September 14 and November 2.
- E. **Inspection of Property U13-44** – As part of a previous agreement with the Board of Selectmen, Eric Reeves was supposed to send a letter within two weeks rescinding his rights to his variance, and he has not done so. The BOS would like Jay to send Eric a letter stating that the BOS is still waiting for this letter.
- D. **Potential Appointments – Historic Buildings Stewardship Committee** – The following people have agreed to be on this Committee: Bobbi Mungeon, Dick Frambach, Glenna Nutter, Sharon Burnston, and George Carlson; possibly Andrew Walton, and a Selectman's Representative. Appointment papers need to be prepared so the members can be sworn in. Keith made a motion to nominate Dick Frambach & Glenna Nutter for a 3-year term, Bobbi Mungeon & Sharon Burnston for a 2-year term, and George Carlson for a 1-year term to the Stewardship Committee. These are all positions that are renewable for 3 year terms. Joanne seconded the motion. All in favor. The Selectman's Representative will be

appointed yearly to this committee. Joanne will be the representative for the remainder of this year (until elections). Keith will contact George with the results of this discussion & Joanne will check with Andrew to see if he's interested.

- G. Letter from Resident** – A resident is requesting that the fine for late dog registration be waived. During discussion, it was noted that the Tax Collector received notice as to the dog's rabies shots and gave written notice to the resident that the new dog needed to be licensed. The resident had sufficient warning and time to act accordingly, but failed to do so. After further discussion, Keith made a motion to deny this request for a Dog License penalty. Joanne seconded the motion. All in favor.

MINUTES FOR REVIEW AND DISCUSSION

- **Draft – October 26, 2009** - Joanne made a motion to approve these minutes as amended. Keith seconded the motion. Bob & Joanne in favor. Keith abstained, as he was not in attendance.
- **Final – Non-public Minutes October 26, 2009** – Joanne made a motion to approve these minutes as written. Keith seconded the motion. Bob & Joanne vote in favor. Keith abstained, as he was not in attendance.
- **Final – Non-public Minutes October 26, 2009** - Joanne made a motion to approve these minutes as written. Keith seconded the motion. Bob & Joanne vote in favor. Keith abstained, as he was not in attendance.
- **Final – October 19, 2009** - Joanne made a motion to approve these minutes as written. Keith seconded the motion. All in favor.

CONFIDENTIAL

- Copy of letter – Appeal Case 2008-18

FOR YOUR INFORMATION (No action required)

- **Tax Bill Sent Notification – Oct 28, 2009**

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

The Epsom's Historic Meetinghouse Committee has requested the BOS to set up a trust fund account for the purpose of holding any funds that are donated to the committee for restoration, rehabilitation, preservation or maintenance. Based upon Tony Soltani's (town counsel) direction, Joanne made a motion to establish a trust fund named The Meetinghouse Historic Trust Fund for the purpose of receiving any donations of funds for restoration, rehabilitation, preservation or maintenance of the Historic Meetinghouse. The funds will be under the control of the Trustee of Trust Funds and the BOS are named agents to expend the funds. Keith seconded the motion. All in favor.

There is a letter from Jay Hickey to Ken Smith of AutoSmith advising him to go before the Planning Board for a revised Site Plan Review. Ken Smith has not done so. Jay will be following up with another letter.

Joanne said that in regard to the FEMA flood map notification that was received last week, another letter was received stating that the maps must be incorporated in the Zoning Ordinances in order to maintain flood insurance. A Public Hearing must be held before adopting the maps, and once they are accepted, the Planning Board must incorporate them into the Zoning Ordinances. Keith said that the maps do not reflect the Suncook River Avulsion. However, in order to maintain the towns flood insurance program, these maps MUST be accepted. The BOS requested hard copies of the maps for the Public Hearing, as they are currently only accessible on line. Keith noted that any change to the current flood maps would need to be done via a formal "letter of map revision" through FEMA once the design for the river stabilization has been engineered.

Liaison Reports:

Bob said the North Road culvert is done and New Orchard Road is done, and tomorrow he will be coming in to sign the contract for the work on Locke's Hill Road.

Joanne said the LGC Annual Conference is November 18-20.

There is a Budget Committee meeting on November 12 and Harvey Harkness has requested that the Fire Chief, Police Chief & Road Agent be in attendance.

There is still no word on the Hazard Mitigation Plan Update from CNHRPC.

Joanne received a phone survey request from a Selectman from another town taking a poll about COLA increases. About 1/2 of those surveyed were not giving a COLA increase and Joanne's response that the BOS had not made a decision yet.

Joanne did contact Town Counsel to inquire how the BOS should proceed with HER & W for lack of the fire and safety code inspection due to the business owner's lack of time and perceived unwillingness to schedule this inspection.

Keith said there is a Suncook River Restoration Task Force this Wednesday. Steve Landry from DES will be at the meeting, and the purpose will be to kick off the work for which we have just received the grant award for \$450,000 to complete the engineering and environmental permitting for stabilization of the river. He noted that some members from Allenstown & Pembroke will be in attendance that will be pushing for the river to be put back to its original location.

Keith has a meeting tomorrow night with the Epsom Town Office Building Committee. They are targeting November 30 to give a presentation to the BOS.

9:53 PM Joanne made a motion to adjourn. Keith seconded the motion. All in favor.