

TOWN OF EPSOM
BOARD OF SELECTMEN
Monday, November 16, 2009

Bob _____
Joanne _____
Keith _____

Final _____
Accepted _____
Accepted as Amended _____

Present: Bob Blodgett, Chairman; Keith Cota; Darlene Phelps, Recording Secretary

Not in Attendance: Joanne Randall, Vice Chairman

Also in Attendance: Kathy Bailey; Miriam Yeaton; Richard & Mary Frambach; Barbara Clark; Nancy Wheeler; Norm Yeaton

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

6:25 PM Staff Discussion Barbara Clark stated that in regard to the claim for damage at the old Library building, the claims adjuster made her aware that there is an underground tank on that property and has asked her to pass this information along to the BOS, because it should be removed. Keith suggested the information be passed along to the Library Trustees, as they are responsible for that building.

Barbara would like to place Whitehouse Acres on the agenda for 12/14. This is to discuss having the common land deeded back to them, now that Tony Soltani has found their Association language and by-laws acceptable. The BOS feels it would be beneficial to have Tony in attendance. Barbara will send a notice by regular mail to all lot owners in that subdivision. It will be scheduled for 12/7.

Nancy Wheeler said a Public Hearing needs to be scheduled to accept any grants or donations for early December.

She has a form letter from the auditors that needs to be signed by the BOS that states that the information being provided for the audit is accurate, etc.

Keith said that at the Budget Committee Meeting last week, Joanne reviewed each line of the budget. There were a few areas that were specifically discussed – the Police Dept & their request for a new vehicle, the Fire Department and why there were no COLA increases; and Health Insurance increases. Keith asked Nancy to make copies of the pie chart, showing the breakdown of taxes for the Budget Committee.

6:50 PM Craig Tufts – CNHRP Rte 28 Corridor Study Safety Audit –

Craig is here to address the 3 specific concerns raised by the BOS.

1 – Pg 77, an updated map was included

2 – North Pembroke Road was not included in the study. So, they did go back & do a safety audit make observations & made notes. Craig was there during that audit, along with Betsy Bosiak and has included his notes, along with recommendations.

3 – The concern that there was no money available to implement recommended changes.

Craig said he is aware of this concern and said CNHRPC tries to keep towns aware of grant money as it becomes available. He also advised the BOS of an opportunity called the Ten Year Plan in which the Town can apply to be placed on a priority list for improvements that would be paid for by DOT.

Keith will draft a letter to be sent to CNHRPC stating the BOS appreciation for their work on this report, and addressing the Board's concerns.

FOR SIGNATURE

1. **Accounts Payable** has been signed.
2. **Manifest** has been signed.
3. **Payroll** has been signed.
4. **Permission to Pay Vendor – Insurance Claim** Keith made a motion to authorize Armstrong Heating & Power Vac Inc. to perform services & direct the bill to our insurance carrier for cleanup of the old Library Annex. Bob seconded the motion. All in favor
5. **Contract for Town Report** - Keith made a motion to enter into a contract with Proforma Infinite Printing Solutions for the printing of the 2010 Town Report in the amount of \$2560.59. Bob seconded the motion. All in favor.
6. **504 Self-Evaluation Plan for Handicap Accessibility** – Keith made a motion to adopt the Town of Epsom 504 Self Evaluation Plan for Handicap Accessibility. Bob seconded the motion. All in favor.

FOR DISCUSSION

- A. **King Information Systems, Inc. – Records Management**
- The Epsom Building Committee has requested that King Information Systems do an evaluation to determine the file space needs for the Town when the new town office building is built. It will cost \$535 per day, plus expenses. There is an estimate of one day for Town Office & one day for the Town Clerk / Tax Collector; though it's possible it may not take 2 full days. There is money in the 2009 budget to cover this expense. Dawn will be asked what line of her budget she'd like the expense to come from for the Town Clerk/Tax Collector files.
- B. **Current Use Rates & Equalization Ratio** - The Town received a letter from Avitar stating that the change in Current Use Rates was not implemented in our 2009 tax bills, but will be implemented in our 2010 tax bills. A change to Current Use rates change very rarely, so it was an oversight for many towns.

MINUTES FOR REVIEW AND DISCUSSION

- **Final– November 2, 2009** – Keith made a motion to approve these minutes as presented. Bob seconded the motion. All in favor.

Draft Minutes of November 9, 2009 – Keith and Bob agreed to delay action on the draft minutes until next meeting

CONFIDENTIAL

- **Devine, Millimet & Branch Correspondence**

FOR YOUR INFORMATION (No action required)

- Zoning Compliance Letter
- Trustee of Trust Funds Letter

- Meeting with LGC – Health Insurance 12/1/09 8:30 AM

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

Budget: Last week a decision was made to keep the current Health Insurance and adjust the prescription program for an insurance adjustment of 5.8% for the year. Because Nancy was not here, an estimate of the impact was made, which was approx. \$6000 off. Now it's been corrected, and Keith made a motion to present to the Budget Committee a final proposed budget of \$2,721,691.00, which represents an increase of 0.17% over the 2009 budget.

Liaison Reports:

Town Office Building Needs Committee: The committee met with SMP Architects and asked if they would like to work with the Committee. They are willing to help, but would like some assurance that if the project goes forward, then the contract would be with them. They estimate that there will be a cost of approx. \$8,000 for the scope of work (site plan for parking, assessment for septic loading, concept of how it can be added to the facility, what the basement can be used for in the Meetinghouse – taking handicap accessibility into consideration) which is needed by Town Meeting. They'd like to have a signed agreement & at least \$2,000 paid up front by the Town. Keith said there is no money in the 2009 budget allocated specifically for this, so it would require overspending a line(s) on the 2009 budget. The Meetinghouse/Town Office Architectural Contract will be put on the agenda for discussion next week, when Joanne is back. Bob & Keith noted their support of entering into an agreement & paying the \$2,000.

Planning Board: Keith reported that the Planning Board met last week met again with Russell Bartlett regarding the 40 lot subdivision off Goboro Road & their plan for phasing. They will be coming back to the Planning Board with a revised phase development plan. They eventually will be coming to the BOS to establish the bond/security for the new roadway.

Highway Department: The North Road, Lockes Hill Road and New Orchard Road culverts have been completed. Gordon is hoping to begin work on the Drolet Road.

Parks & Recreation: Gary is working on putting up the gate at the Webster Park Swimming Hole.

Public Comment:

Mary Frambach expressed some concerns about expenses that are coming out the 2009 budget (27th pay period in 2010, \$1200 for computer software, and now discussions about the \$2,000 for the architect). She wonders why there is so much money left in the 2009 budget. Keith responded that the Department Heads have been managing their budgets very well and noted that there are time sensitive, unexpected expenses that come about sometimes. He also explained that the 27th pay period is actually an expense from 2009.

Mary also suggested that the BOS seek advice about whether they can spend \$2,000 on a project that has not been approved by the voters.

Norm Yeaton expressed concern about spending \$2,000 (on architect services) for a project (new town office building) that is not certain is going to go forward. If the project is not approved by the town in March, then that money will have been wasted. There was a brief discussion about whether the Meetinghouse basement could be used for the new town offices.

7:35 PM Keith made a motion to adjourn. Bob seconded the motion. All in favor.