

FINAL

Bob \_\_\_\_\_

FINAL

Joanne \_\_\_\_\_

Accepted \_\_\_\_\_

Keith \_\_\_\_\_

Accepted as Amended \_\_\_\_\_

TOWN OF EPSOM

BOARD OF SELECTMEN MINUTES

November 23, 2009

Present: Joanne Randall, Vice-Chairman; Keith Cota

Excused: Bob Blodgett, Chairman

Other Attendees: Miriam Yeaton; Norm Yeaton; Mary Frambach; Dick Frambach; Jay Hickey; Nancy Wheeler; Alison Parodi; George Carlson

Joanne opened the meeting at 6:15 P.M., having Keith lead the Pledge of Allegiance.

**FOR SIGNATURE**

1. **Accounts Payable** was signed
2. **Manifest** was signed
3. **Veteran's Exemption** was signed
4. **Requests for Leave** were signed
5. **NH Route 28 Corridor Safety Study Letter** – Keith had drafted a response letter for signature. He noted that revisions were made to the report to include the intersection of Route 28 and North Pembroke Roads. Joanne signed the letter for the Chairman.
6. **Epsom Central School – Solicit Donations at Wal-Mart - Friday, November 27, 2009** – Joanne reviewed the letter from the School. The eighth grade class will be collecting donations for their trip to Washington D.C. at Wal Mart on Friday, November 27<sup>th</sup>. Joanne made a motion to allow the Epsom Central School to collect donations at Wal-Mart in Concord for the eighth grade class trip on Friday, November 27<sup>th</sup>. Keith seconded the motion. All in favor.

**FOR DISCUSSION**

**A. Department Budget Overview**

No discussion was conducted as the Board did not feel it was required at this time.

**B. Meetinghouse/Town Office Architectural Contract**

**C. King Information Systems, Inc. – Records Management**

Keith related the situation the Building Committee was hoping to review with the Board on November 30<sup>th</sup>, however, the committee will need an additional two weeks to prepare the draft report and request the meeting be delayed to December 14<sup>th</sup>. Regarding the King Information Systems, they would come to the town office and determine the type of system to provide the storage for town office records by doing a detailed assessment of the current volume of material. In order for this to be accomplished, there would be a \$500.00 fee for both the Town Office and the Tax Collector. The Building Committee recommended this assessment be done to enable an accurate sizing of the record needs within the new town office.

The Building Committee has met with SMC Architectural firm, inquiring if they would be willing to provide assistance with the Town Office concept. George Carlson received a response they are willing to work with the Town, however, due to the economic climate it is difficult for them to complete free work that would amount to approximately \$8,000.00 before the March vote. They would like to receive \$2,000.00 to offset some of the costs with assurances if the Town Office Building passed they would be providing the remaining services.

Keith noted the Building Committee has a conceptual site layout and building concept. They require firm guidance on costs to present to the Town and they are at a point where this special service would be ideal to undertake. There is no money in the 2009 budget; surplus money would have to be used if there is any.

The options Keith presented from the Building Committee include entering into the architectural agreement with SMA. He noted that some voters may express concern with spending surplus funds for work that was not identified for the current budget. The other option is to proceed with a Warrant Article with the concepts as developed by the Building Committee requesting funds to develop engineering drawings with the goal of returning in March 2011 with a design and cost for bonding approval. This option would give the building committee more time to finalize the plans and seek public input. The advantage of this option would be to bring the objective of building on the Meetinghouse as the recommended option for the town office and, if approved, it will send the BOS the message that this is the option the town will support.

Joanne felt the people know about the project and thinks option 2 would let the people know the Board is making a serious attempt with the project. She asked how the Committee felt waiting.

George noted spending the \$2,000.00 is a gamble with the question are the people willing to go forward with the project in these economic times. They would like something professional to present to the town.

Keith suggested going with the Warrant Article would give them nine to ten months to work out the formal design from the Building Committee's concept. Presenting something to the voters in 2010 may bring additional interest and allow more time to market the alternative to the town voters for their support. He speculated a bond vote would not pass this year and in another year the people may be more willing.

Joanne noted for the voters to take ownership they need time and need more details to accept the ownership. George noted with more time more grant money, etc. may become available and they would be able to explore more efficiency items, i.e. geothermal heating.

Keith noted that there seems to be a consensus to proceed with only a Warrant Article for the engineering fees, asking the Building Committee to come up with the Warrant Article and amount, to work with SMC for the scope of work and estimated fee.

Joanne felt if they get the March vote and the people do not vote for the Warrant Article then the Board will understand how the voters feel for the town office proposal. Keith noted then it would give the Committee time to look at other rental space options.

Discussion ensued regarding the costs associated with using the basement of the Meetinghouse as an option. It was noted that the cost to provide the water, septic, parking, handicap access, etc. would be pretty significant and would make this option unattainable without town funds being raised. If the town supports the warrant for the architectural fees this option could be conceptually explored in greater detail.

Joanne asked if they had an idea of the architectural costs. Keith noted they had not received any costs based upon what may be completed. Two years ago the costs were \$75,000.00, but they could be lower if people volunteered to complete some of the work required. He explained the fees are typically about 8% to 12% of the project costs.

Joanne felt they should move forward with option 2. Keith requested George contact SMC to develop a scope of work and for further discussion at the next Building Committee meeting.

**6:30pm Staff Discussion**

Nancy Wheeler was the only staff member to attend the meeting. She noted the AP checks would be mailed on Wednesday since it was a short week and verified a Board member would be available to sign them on Tuesday.

Nancy discussed the possibility of creating a Warrant Article to purchase the 4 computers for the Town Office and Tax Collector from the Morrison Fund Interest instead of being included in the operating budget. She noted the computers could not be purchased if the Warrant Article did not pass.

Joanne noted the difference between the current and proposed budget was \$4,500.00. Nancy reminded the Board when they were discussing expanding the office space the cleaning line was increased by \$2,000.00 and was never reduced. She does anticipate the cleaning people may request an increase for 2010. She noted that this reduction will further reduce the bottom number of the proposed budget.

The possible Warrant Article was discussed with Keith being more inclined to keep the money in the budget. He noted the equipment is needed for town office functions, and should be included as part of the overall operating budget. He pointed out that the operating budget is actually 2% increase over last year's operational budget when you adjust for the last bond payment for the library.

Nancy stated Dawn commented Harvey Harkness had asked her about purchasing her computers from this year's budget. Dawn did not know if there would be enough remaining money to purchase the computers this year. Keith explained that this could be an option should the Budget Committee support the advance buy and a surplus does exist.

Keith is hoping in two years the Town will support the construction of a new Town Office building and he would like to reserve the Morrison Interest for the possible purchase of new furnishings. Joanne felt they should leave the money in the budget; Nancy noted the BOS could think it over and make a decision next Monday.

Keith felt they should find out from the Budget Committee if they have concerns with this year's increase and then suggest taking the items out as an option to lower the budget increase.

Nancy has received notice from the LGC the workers comp and insurance rates. She adjusted the budget lines with the bottom remaining the same.

## **MINUTES FOR REVIEW AND DISCUSSION**

### **Draft – November 16, 2009**

These minutes were left until next week.

### **Draft – November 9, 2009**

Keith's amendments were reviewed; he has forwarded them to Darlene. Keith made a motion to approve the November 9, 2009 minutes as amended, Joanne seconded the motion. All in favor.

### **FOR YOUR INFORMATION (No action required)**

- LGC Rates
- Zoning Compliance Letter

### **LIAISON REPORTS**

Joanne asked Chief Yeaton to report on the Fire Department inspection at HER & W. Captain Moulton provided Joanne with a copy of the inspection report completed on October 27<sup>th</sup>. There were a couple of issues with another inspection to follow up in April.

Chief Yeaton sent Joanne notice for an H1N1 clinic to be held December 1<sup>st</sup> at the Fire Station. It is to target those who care for infants under 6 months and all children to age 4, those from 18 to 24 with underlying medical conditions and first responders from the Fire Department.

Stephanie Alexander has received a reply from the State regarding the Hazard Mitigation Plan. There are some questions Joanne needs to review the plan to respond to.

The Suncook Valley Regional Town Association met last week, Bob attended the meeting. Discussion ensued regarding regionalization of some special functions of the Police Departments.

The Budget Committee met on Thursday with more detailed presentations by the Fire, Highway, Police and Emergency Management Departments. People are coming prepared as the Budget Committee is telling them what questions will be asked.

Joanne has asked Rick Bilodeau about the ID badges, receiving no response yet.

Keith had received information from Chief Preve about a cruiser hitting a deer last week and this week another cruiser being rear ended while assisting Chichester with a police emergency. Chief Preve did a temporary repair to one cruiser as both have damage that will require repairs.

Keith noted last week Barbara & Dawn were asked to provide information regarding the back taxes for Whitehouse Acres. The Board needs to come to a decision as to the amount of payment the BOS will request to turn the property back to the owners. The property owners are scheduled to attend the December 14<sup>th</sup> BOS meeting. Keith is interested in getting the property back into the hands of the cluster property owners and would support a payment equal to the back taxes only (no interest) and the legal fees.

Keith reminded everyone the NHDES is scheduled to attend the BOS meeting on December 7<sup>th</sup> for the Buck Street Dam presentation and the BOS will be holding a Public Hearing for the updated FEMA maps.

### **7:30pm Conservation Commission**

Alison Parodi explained she requested this meeting with the BOS to present an opportunity to acquire another Conservation Easement through Bear Paw. The Hickey family is willing to donate approximately 117 Acres with road frontage on both sides of Sanborn Hill Road. They would like to close before December 31<sup>st</sup>. Alison is looking to use the conservation funds that are available to the Conservation Commission. She noted that the town of Epsom has been behind other towns in obtaining Conservation Easements and this opportunity will help to protect more valuable property for further long-term development.

Jay Hickey explained the areas they would be putting into the easement. They are reserving the original house lot and one other future lot across the street from the residence of approximately 5 acres out of the easement. He requested the Board waive the current use fees for the lot if it was used by the family as his son may want to build a home on this lot in the future. Bear Paw would hold the easement. Jay noted the neighboring lot's interest in potential development along the Class 6 portion of Sanborn Hill Road.

Keith questioned if the Board could commit to the waiver of future current use fees as the BOS cannot bind future Boards. Joanne will review the request with Attorney Soltani. Keith would be in favor of the request if it falls under the authority of this current board.

Keith made a motion to authorize the Conservation Commission to use Conservation Commission funds to enter into agreement with John and Patricia Hickey for a Conservation Easement and to expend up to \$16,500.00. Joanne seconded the motion. All in favor.

### **CONFIDENTIAL**

- Zoning Compliance Letter
- Devine Millimet

**5 MINUTES FOR PUBLIC QUESTIONS AND COMMENTS**

Keith made a motion to adjourn the meeting, Joanne seconded the motion. All in favor.

The meeting adjourned at 7:45 P.M.

Respectfully submitted,

Betsy Bosiak  
Acting Recording Secretary