

**TOWN OF EPSOM
BOARD OF SELECTMEN**
Monday, December 14, 2009

Bob _____
Joanne _____
Keith _____

Final _____
Accepted _____
Accepted as Amended _____

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

Also in Attendance: Kathy Bailey; Andrew Walton; Richard & Mary Frambach; Tony Soltani; Thomas Malafronte; Mr. & Mrs. Christopher Morency; Diane Hartford; David Goulet; Dana Davidson; Tony Cerello; Steve Allard; George Carlson; Dave Fiorentino; Norm & Miriam Yeaton

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

6:30 PM Staff Discussion Nancy Wheeler said Gary Perry turned in a donation to the Parks Department from EYAA for \$1000 to help offset the cost of improving the ball fields. Nancy said she will apply that payment toward Herb Bartlett's bill for doing that site work. That will free up \$1000 in the Parks Department budget. The BOS acknowledge the donation and by consensus agreed to its proposed use.

Nancy said she has received 18 authorizations for Direct Deposit. She's still waiting for the bank to send the new agreement to be signed.

She said departments are likely to be spending money left in their budgets & it's time to be considering end of year encumbrances. There will be a Department Head Meeting on 12/21 and she anticipates that departments will be submitting Purchase Orders to spend the remainder of funds left in their budgets. Joanne asked if every department is aware of what amount needs to remain in their budget to cover the extra paycheck & Nancy said she assumes the department heads are aware. She will run another report after the next payroll & AP so the BOS has a clear picture of what amount is left. Joanne said she will send an email to all Department Heads reminding them to turn in their final Purchase Orders and to remind them about the extra paycheck.

Barbara Clark said Gary Yeaton checked the electrical system for the server and found the problem was in the battery back up for the server. Now that it is plugged straight into the wall, it runs fine. She noted that it should not continue to be run without a back-up, so a Purchase Order will be submitted for a replacement. The Town of Epsom will be billed one hour for Gary Yeaton's service. The outdoor light in the upper parking lot is not working, so she will call Larry Caraway to have that addressed.

She attended a Workers Comp seminar at the LGC this morning. LGC will be handling all Workers Comp in house, and that management is expected to save money for all members within Workers Comp through LGC. There will be no impact to the Town of Epsom, since there are no open Workers Comp claims.

6:45 - 7:00 PM Attorney/Client meeting

7:00 PM Whitehouse Acres - Keith said that per Town Attorney, the documentation needed to form an association has been properly completed & the Town is now able to transfer ownership and management of the common land. Keith said now the decision must be made as to what compensation the Town will receive for this land. The taxes have not been paid for

2004 - 2009. In 2008 the Town took control of the property. The total amount of back taxes now owed is \$2552.96 + interest. Keith noted the BOS may be willing to accept an amount equal to the back taxes from 2005 – 2007 plus interest for a total of \$2111.57, with the Association to pay for the development of the deed & recordings at the Registry as well.

7:15 - 7:25 PM – Whitehouse Acres left the conference room to have a private discussion.

David Goulet spoke on behalf of Whitehouse Acres, and thanked the board for it's time and consideration. They anticipated paying taxes for 2007 – 2009 plus interest which would be approximately \$1500. They are willing to pay 2005 – 2007 back taxes of \$1626.96 plus all the fees associated with the transfer of the title. Keith inquired with Barb as to the assessed value of the property. She responded that it is \$26,400.00.

Keith said he would be very supportive of accepting that amount with the intent of moving this property to the management of the association and in compliance with the subdivision approval. Joanne would be in favor of accepting that amount as well. Tony suggested rounding the amount to \$1630.00. Bob is in favor of this negotiated amount as well.

Keith noted that he knows this situation has been complicated & he commends all of the owners who came forward to resolve the problem and bring the subdivision into compliance.

Keith made a motion to approve the transfer of lot #R01-30-18 for the common land for Whitehouse Acres to the Whitehouse Acres Phase 3 Common Interest Development for the amount of \$1630.00, plus cost of development of the deeds and all recording fees, and to authorize Bob Blodgett, Chairman of the BOS to execute all documentation through our Town Attorney.

Tony explained the standard procedure for preparing and recording the deed, and advised them that they need to obtain an EIN number or DRA will reject the application.

Joanne seconded the motion. All in favor.

David Goulet said that there is still one resident in the subdivision that does not want to participate in the Association. He requested that a letter be sent to him stating the amount due for him to distribute to all owners. Keith said to report back if not all residents join the Association and the Town will follow up with them.

7:45 PM Town Office Building Committee Recommendation – George Carlson, Richard Frambach & Nancy Wheeler approached the BOS with a copy of the draft of the Town Office Building Committee Report. As a committee they have investigated the best way to move forward with the need for a new Town Office. The investigation included looking at the needs for office space as well as meeting space, technology needs & storage needs. He provided a proposed layout for new office space to be located in the renovated Historic Meetinghouse, which is recommended by this committee.

The renovation includes providing 67 – 69 parking spaces for the site. Andrew Walton expressed concern that there will be inadequate parking. The food pantry would be located in the lower level for easy loading/unloading and the Welfare Office would be on the 2nd floor for privacy. George said the committee recommends hiring an architect to review these plans, to be sure they would work and to establish a work plan so that bids can be obtained. Keith said the committee met with an architect from SMP and they estimated the initial phase cost for design to be \$25,500, so Keith would recommend a Warrant Article for \$30,000.

Joanne said a Warrant Article will be prepared for \$30,000.

FOR SIGNATURE

1. **Accounts Payable** has been signed.
2. **Manifest** has been signed.
3. **Payroll** has been signed.

4. **Appointment Papers** - Keith made a motion to appoint Barbara Clark; Dawn Blackwell, Town Clerk and Paula Smith, Town Treasurer to the Epsom Municipal Committee. Joanne seconded the motion. All in favor. This committee will meet quarterly to review what forms should be destroyed, and which should be maintained.
- Keith made a motion to reappoint Sarah Barnam, Alison Parodi-Bieling, & Elsie Fife to the Conservation Commission for terms that will expire 12/31/12. Joanne seconded the motion. All in favor.

MINUTES FOR REVIEW AND DISCUSSION

- **Draft – December 7, 2009** - Joanne made a motion to approve these minutes as amended. Keith seconded the motion. All in favor.
- **Final – November 30, 2009** -Joanne made a motion to approve these minutes. Keith seconded the motion. All in favor.

FOR YOUR INFORMATION (No action required)

- NHDOT – Highway Block Grant Aid 2010 (over \$119,000.00 available)
- Concord Regional Visiting Nurse Association Annual Report
- List of Election Officials up for Re-election
- FEMA – Approved Hazard Mitigation Plan
- CDFA Close Out on Family Estates
- Mason & Rich PA – Financial Statement, Significant Deficiencies & Management Letter for Year Ended December 31, 2008
- Welfare Department Report
- Zoning Compliance Letter

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

Regarding Kings Towne Mobile Home Park, Keith said the ZBA has been working on an agreement with Kings Towne to relocate some lots along the river. There are still negotiations going on with Kings Towne, but their rights to rebuild will expire on 12/15/09. Keith made a motion to extend the land use waiver to Dec 31, 2009. Joanne seconded the motion. All in favor.

Liaison Reports

Joanne said she contacted the LGC and asked for a list of the required policies that must be in our policy manual. They said there is no such list, but forwarded her a model policy for her to use as a reference.

She received an email forwarded from the Fire Chief, which came from Kevin Drew who is in charge of all EMS at Concord Hospital, and he had passed along a commendation to the Epsom Rescue Squad for their work on a patient recently that saved his life.

Joanne said there are several line items that the Budget Committee will be considering at the next Budget Meeting.

Bob said Gary Perry has been working on the skating rink & a purchase order has been submitted for about \$400 for materials. The parking lot is too muddy to finish right now. Gary is

in favor of closing the road behind the American Legion, and the Legion is in favor as long as the portion of the road behind the building to their back parking lot is plowed so there is another access. Bob has passed that information along to Gordon.

Keith received a Purchase Order from the Police Department for supplies. There is approximately \$92,000 left in his budget, and the PO's totals are approximately \$40,000. One PO is for a new roof for the Police Department building. Chief Preve received 3 bids & the lowest price was from Mihachik Builders for approximately \$16,000 and he would like to encumber the funds to have that work completed in the spring. Joanne reminded Keith that there will need to be approximately \$30,000 left for the extra paycheck. Keith noted that the Chief expects to have approximately \$40,000 surplus in his year-end budget. The BOS agreed that is a good price for a new roof and support the request.

Bob asked if there is any public comment:

Mary Frambach commented that on Wednesday all the roads off of Center Road were plowed, but they were not able to get into their road, and they waited 2 hours to be able to get on their road. Her concern was that even emergency vehicles would be able to make it down that road.

8:08 PM Joanne made a motion to adjourn. Keith seconded the motion. All in favor.