

**TOWN OF EPSOM
BOARD OF SELECTMEN**
Monday, December 21, 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: Chief Wayne Preve; Matt Fudala; Andrew Walton; Richard & Mary Frambach; Kathy Bailey; Jay Hickey; Barbara Clark; Nancy Wheeler; Rick Bilodeau; Gary Perry; Stewart Yeaton; Dawn Blackwell; Rick Belanger; Doug Miner; Buddy Palmer; Edward Orr; Ron Delgatto; Daniel Kern; Elsie Fife; Sara Barnum

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

6:15 PM Introduction of New Hire Police Chief Wayne Preve – Chief Preve introduced Matt Fudala who is a new member of the Police Department and will begin the Police Academy in January.

6:30 PM Staff Discussion: Nancy Wheeler said she has prepared a new End of Year Expenditures report, which includes actual expenditures, but not all signed Purchase Orders to date. She requests that any P.O.'s that are signed from now on be copied & provided to her so she can keep track of the amount of funds that are being spent / promised. She has also provided a revised 2010 Budget that incorporates the changes requested by the Budget Committee.

The agreement for the CIP Update from CNHRPC was received today. The Planning Board has \$3000 budgeted for this, and the cost is exactly \$3000. Currently the Town has a \$2500 credit with CNHRPC, so only \$500 will have to come out of the Planning Board budget. Nancy asked if the BOS would allow the office staff to purchase the 3 new computers this year. A P.O. has not been written yet, but they suggested that it be done before year end in case the budget does not pass and the Town is working on a Default Budget. The cost is approximately \$3500 and is all-inclusive for all three computers. The BOS is supportive of this approach. Joanne asked for clarification on encumbering funds. Nancy replied that funds for anything that has been purchased or ordered, but the bill has not been received yet; anything that was budgeted for, but has not been complete, any P.O.'s that have been signed and issued; any work that was planned for but was not completed due to uncontrolled / unforeseen circumstances, can be encumbered.

6:45 PM Department Heads Meet
End of Year Expenditures / Encumbrances

Gary Perry – Parks Department: He said they are working steadily on the skating rink. Advanced Paving donated their time and has graded the area so it's nice & flat. He is working on building the rink, the 60' x 100' tarp has been ordered. Chief Preve would like to know the hours the rink will be open. Gary said until 9 PM. Bob noted the area of the road behind the Legion that will be closed this winter. Gary said he has not had a chance to do the work on the parking lot, so he'd like to use the budgeted funds to update the concession stand instead. A used furnace was donated and he'd like to get that installed. Keith said an estimate needs to be made about what it will cost to operate the furnace for budget purposes, even though Gary said

he plans to recoup that amount from people who use the park. The Friends of Webster Park is splitting the cost of the liner for the skating rink with the Parks Department. EYAA donated \$1000, which is being used toward the ground work. Gary said he is trying to get a value of the work donated by Advanced Paving. Gary said the balance of his budget (\$4100) will all be spent before the end of the year. The Parks Department and the Scouts will be providing lunch at Deliberative Session on February 6. Keith noted that in accordance with procedure for acceptance of donations, the BOS will need to document in its meeting and acknowledge the donation from EYAA being applied for the improvements to the grounds. Gary will need to provide to the BOS an estimate the value for the in-kind donations by Advance Paving for acknowledgement if under \$5000 or schedule a Public Hearing if over \$5000.

Chief Wayne Preve – Police Department: Chief Preve said he received a couple of calls from residents on Goboro Road who are complaining about logging trucks travelling Goboro Road from Route 4 to the area of the Bartlett subdivision. Chief Preve said he called Brett from Day's Logging from Maine & they said that even though they'd prefer to go out to Rte. 28, the Town of Chichester BOS will not allow them to use the bridge on Depot Street, so they have been using Goboro Road. Keith said he is puzzled, because as long as the truck is under the weight limit for the bridge, anyone should be able to use the Class V, public road; however he will check with the NHDOT, office of Bridge Design to see what the limitations of the bridge are. Keith also said that when the Intent to Cut was signed, the Town did not specify a particular route that had to be taken, so BOS will not be able to restrict the logger from using Goboro Road. Chief Preve said he did not contact Chichester BOS.

He is waiting for 2 more estimates to have the parking lot sealed. The roof repair will cost \$16,080. He has a couple of P.O.'s that he'll be giving to Keith for signature.

He has paperwork from the County Attorney that needs to be signed. The BOS review the contract with the County Attorney and executed it.

Chief Stewart Yeaton – Fire Department: Joanne asked about the Morrison Funds in his budget. He is planning to use that to buy some protective clothing. He's planning to put in a P.O. by early next week. He was happy to report that several members of the Department have just completed training that they will be reimbursed for. He will be requesting about \$3200 for those reimbursements. Chief Yeaton said last week they responded to a call and the driveway was very slippery. The truck slid, ran over a helmet and a radio, and hit another Department member's vehicle. The damage was minor; however he wants the public to be aware that it's important to keep their driveways sanded and safe for emergency vehicles. Barbara asked Chief Yeaton to file a report. Keith inquired as to whether the expenses for the repairs could be billed to the property owner (through their property insurance). Chief Yeaton noted the expenses were small and does not believe this will be beneficial to the town to take such an action. Joanne asked him to file the incident report to the office.

Rick Bilodeau – Emergency Management: He is requesting \$1500 from the Training line to be encumbered for training to be done in early January due to scheduling conflicts. The ICS vests for the three Selectmen are in and will be kept in the command vehicle. He is still working on completing the Town ID badges.

Dawn Blackwell – Town Clerk/Tax Collector: Dawn said the town candidate lists will be going in the paper in January. Amount of taxes not paid is 9.4% which is lower than last year at this time. In February email notifications will be sent to people who sign up to remind them to register their vehicles, and their dogs. People can also estimate the registration fee for a new vehicle online through the town web site. She will not be encumbering any funds.

Meetinghouse Committee – Richard Frambach: Richard stated that a meeting was held with LCHIP on December 15. A tour was taken and the work that has been completed was applauded. Future projects that are proposed include buying 5 more protection windows, restoring the remaining 5 windows, building the deck & steps off the northeast side, and

installing the heat tubes, plumbing and concrete slabs in the lower level. Some of the funding for these can come from more grants.

Planning Board – no one in attendance.

Zoning Board of Adjustment – no one in attendance.

7:12 PM Forest Ranger Awards – Fire Department: Doug Miner thanked the BOS for allowing him some time tonight for this special presentation. There are approximately 2500 Forest Wardens in the State of NH. He is here to recognize 3 members of the Epsom Fire Department: Ron Delgatto who has served the Town of Epsom for 16 years as Deputy Warden. Buddy Palmer has been Deputy Warden for 36 years in the Town of Epsom. Stewart Yeaton has been a Special Deputy for 24 years in the Town of Epsom. All three men were congratulated, thanked for their many years of service and their continued dedication and service.

7:40 PM Conservation Commission & Bear-Paw Regional Greenways: Daniel Kern, Executive Director at Bear-Paw approached the BOS along with Elsie Fife and Sara Barnum and explained that Bear-Paw did the Conservation Easement for the Stewart property in 2007. Since that time a new law was passed that requires the Town to sign off on any easements that are done.

They are currently working on 3 projects in town, and he briefly described them and provided a copy of the Draft Conservation Easement Deed: the Carlson Project on New Orchard Road, John & Patricia Hickey on Sanborn Hill Road; and the Harvey & Barbara Harkness Project on Baybutt Road. He is not sure these will all be ready by the end of the year. He said if they are not complete by year end, then an addendum can be done at a later date. Keith reviewed the easement and noted that a couple of the easements refer to future subdivisions of the lots without reference to meeting the Town's zoning and subdivision regulations. He explained that without this type of reference and with the signature of the BOS, it could place the town at risk in the future.

Keith would like our Town Attorney to review these before the BOS signs them.

8:10 PM John Hickey – Zoning Compliance Department: Jay stated that there are a few items he's been working on: wetlands violation, an illegal apartment. He has provided 3 letters to the BOS that he has written. He is working with Tony Soltani on some older cases – one is likely to end up in court, the other will probably go to the ZBA. He said there are a few applications that will be going to the ZBA soon.

He provided a projected work hours schedule for himself and Doug Blackwell for 2010. He asked the BOS to initial their approval of this work schedule so it can be given to Debbie. The BOS reviewed and approved the work scheduled. The schedule was signed off by the Board. He gave an update on Mr. Griggs' property at the traffic circle. He asked for some guidance in what to charge for permit fees. There was discussion and comment was provided by Rick Belanger and Andrew Walton who feel that \$750 is too much to charge. Keith feels that according to our regulations, \$750 must be charged because it's a change of use from a residence to a business and as such requires oversight by the ZCO to ensure the site plan conditions for the new business use is in compliance with the Planning Board's approval.

FOR SIGNATURE

1. **Accounts Payable** has been signed.
2. **Manifest** has been signed.
3. **Appointment Papers:** Keith made a motion to appoint Matthew French to the Website Committee for a term to end 12/31/10. Joanne seconded the motion. All in favor.

Keith made a motion to appoint Aaron Vrooman to the Website Committee for a term to end 12/31/10. Joanne seconded the motion. All in favor.

Keith made a motion to appoint Edward Orr to the Website Committee for a term to end 12/31/10. Joanne seconded the motion. All in favor.

4. Audit Letters: Nancy said this is the beginning of the paperwork for the 2009 audit. These were signed.

5. Current Use Updates: Barbara said this current use update is to correct a subdivision & a lot line adjustment that occurred about 3 years ago and the land characteristics were not corrected. The total acreage has not changed, but the correction has been made on this update to show the accurate descriptions per lot. Nothing is needed to be changed at the Merrimack County of Registry Deeds as this is just for internal housekeeping. The Current Use Update was signed.

FOR DISCUSSION

A. Ford F350: Rick Belanger said that the little service truck that Gordon Ellis is using should be replaced, and he has found a 2001 Ford F350 at Tim's Truck Capital and it's available for \$7500, and Tim's would give him \$1000 for his vehicle. He has looked at the truck, along with Bob Blodgett and had it checked out at Jerry Goodwin's. Goodwin's provided a list of minor repairs that would need to be done right away (a set of tires, oil the vehicle & have the transmission service). Rick feels this is a good vehicle for Gordon's use.

He has money left on the Equipment Purchase line in his 2009 budget that could be used.

The BOS is in agreement that a replacement vehicle is necessary for Gordon's use, and Bob will work with Gordon to get a P.O. submitted.

8:35 PM – 8:40 PM Break

Minutes for Review & Discussion

- **Draft – December 14, 2009:** Joanne made a motion to approve these minutes as amended. Keith seconded the motion. All in favor.
- **Final – December 7, 2009:** Joanne made a motion to approve these minutes as written. Keith seconded the motion. All in favor.

CONFIDENTIAL

- **Letter From Devine Millimet**

FOR YOUR INFORMATION (No action required)

- LGC Notice of Worker's Compensation
- Zoning Compliance Letters
- Letter from Mason + Rich
- Letter from NHMA
- BCEP 2010 Apportionment / Pay Schedule

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

Keith provided a draft copy of a Warrant Article for \$30,000 for a new Town Office Building. He also stated that the Planning Board will be holding a public hearing on Tuesday, December 29 for proposed zoning changes.

Joanne said the Budget Committee came to a consensus about the bottom line of the proposed budget and removed \$2500 from Emergency Mgmt., \$1075 from Animal Control Expenses, and \$11,760 from Welfare Vendor Policies, for a total of \$15,334. Then with that in mind, the Committee decided that a 3% raise for the Fire Department was appropriate – and that amount is \$3336. Nancy recommended that since the computers could be purchased with 2009 funds, that the amount of \$3500 in the 2010 budget be removed and a revised budget be sent to the Budget Committee. The BOS would like to wait until our next meeting to see what other expenses may come about in the next week.

Keith made a motion to encumber \$1500 for the purpose of Emergency Management Training from the Training Line: 01-4290.1-370. Joanne seconded the motion. All in favor.

Keith noted that in reading the latest Legislative Bulletin, it appears that Representative Carole McGuire is taking an active role in being on a committee and drafting a couple of bills. He is pleased with that representation, but was disappointed in the participation of the other elected officials. He noted that there are several legislative bills that the BOS may want to track and provide comments on.

There was a brief discussion about the Library's process for contract arrangements with its employees and the merit increases for employees in their proposed budget. Keith questioned the addition of the increases in the default budget as the employee's contracts have not been ratified by the town, only through the trustees. He noted this may need to be looked into before the BOS approves the default budget.

9:05 PM Keith made a motion to adjourn. Joanne seconded the motion. All in favor.