

**TOWN OF EPSOM
BOARD OF SELECTMEN
Monday, April 12, 2010**

Bob _____
Joanne _____
Keith _____

Final _____
Accepted _____
Accepted as Amended _____

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

Also In Attendance: Joel Irving; Jay Hickey; Dawn Blackwell; Kathy Bailey; Herb Bartlett; Carol McGuire; Betsy Bosiak; Lee Bartlett; Nancy Wheeler; Debbie Tibbetts; Barbara Clark; Alison Parodi; Cec Curran; Donna Tencati-Kulacz; Michael Vecchiarelli; Sarah Barnam; Jim Breagy

6:15pm Joanne called the meeting to order and asked Jay to lead us in the Pledge of Allegiance.

Joanne received the new Flood Plain Insurance map changes from FEMA. Jay explained that the changes are kept in list form until the maps are changed.

6:30pm Staff Discussion: Nancy said the Auditors were here today and will be here for the next two days. Things are going well so far.

The landline phone for the Welfare Officer, which rings at Lee's home is a basic calling plan and costs about \$14 per month, but has a very restrictive calling area. Nancy suggested changing the plan which will cost an additional \$1 per month, plus \$.12 per minute for non-local numbers. This will allow Lee to return phone calls that are out of the immediate area, primarily for cell phone numbers that are issued with non-local numbers. Keith asked about our cell phone plan, and if it would be cost effective to issue a cell phone to her instead. Nancy suggested that she change the plan to allow for the wider calling area, and if that turns out to be too expensive, the BOS can revisit the cell phone option. The BOS agreed with this approach.

Jay Hickey said he received a flyer from Municipal Resources – they offer junkyard inspection services. He is suggesting we consider using their services to inspect the two junkyards in Epsom, as it might be beneficial to have an independent 3rd party perform these inspections. The cost would come out of the ZCO budget. He has requested a quote for this.

Barbara Clark has a concern with the painting – on Wednesday, the Selectmen's Office will be painted, so everything in the office will need to be unplugged, moved to the center of the room and covered with plastic. This means the Office Staff will not be able to work at computer workstations on Wednesday in that section of the office, even though it is a regular work day for them. Barbara asked what that means to the staff; who is going to be here while the painting is being done? Keith and Joanne asked about the painting being done after hours, but that does not address the issue of a member of office staff being in attendance while the painting is being done. Barbara noted that the contractor doing the painting has been very accommodating and easy to work with. The BOS will discuss this later in the meeting.

Debbie is looking for clarification on the agenda policy – and who has the authority to add an item to the agenda. Keith stated that he thought all requests to be on the scheduled agenda have to be in to the office by noon on the preceding Friday, and Debbie agreed. Joanne said she'll review the written policy and be sure it is understood.

6:50pm Joel Irving – Office Move Concept Discussion: Joanne provided Mr. Irving a copy of the concept drawing that office staff prepared. The BOS stated that Barbara would be the initial person to contact for concept changes in the layout. Joel noted that they are interested in getting the town office back at the Epsom Shoppes and is willing to negotiate with the Town in terms of rent, but he'd like to know what the BOS is looking for, so he can go to the owner. Joanne stated that all amounts (including moving costs) must stay within the 2010 budget. The monthly rent that the Town is currently paying is \$23,350 per year. Joel asked if he could see a copy of the

current lease. He asked if the Town pays anything additional aside from utilities. Joanne stated that as a rule, inside items are the responsibility of the Town, and the outside is the responsibility of the landlord. Nancy added that there is a propane generator owned by the Town. Joel asked what lease term we'd be looking for. Joanne stated that the BOS has not discussed this and would entertain offers from the new landlord (she noted that our current lease is 5 years). Keith said he would want a release mechanism to be in the lease if it is longer than five years, as there is interest in building our own Town Office space at some point in the future. Joel indicated that they are very excited about the prospect of the Town considering moving into the plaza.

Joanne said the bathrooms need updating and some ceiling tiles need replacing, along with some water damage along the far right-hand wall, which needs to be repainted. Also the tile floor needs to be cleaned / replaced. Some discussion took place about electrical/plumbing needs.

Keith asked about the winter maintenance, and Joel said the plowing is included in the rent, along with the sidewalk maintenance.

Joanne said the BOS can meet with the landlord at an additional BOS meeting if it is necessary since time is running short; it does not have to take place at a Monday night meeting. Joel asked for an estimate of the moving costs so he has an idea of the amount that can be spent on rent this year.

7:15pm

Alison Parodi - Conservation Corp Project Alison said she has a great opportunity for a Conservation Project off Tarleton Road in Epsom, and asked Mike Vecchiarelli to briefly describe the NH Conservation Corps / Student Conservation Association (SCA). He runs the NH project which is out of Bear Brook State Park. This program uses interns in Manchester & Allenstown schools for a period 10 months, and then they do area conservation projects for towns, in all aspects of conservation. Alison said the proposed project is to create a trail that follows Blake's Brook (but not right along the river). The area is beautiful, with waterfalls & cascades, but there is not currently a trail. The project would last 20 days (from June 20 – July 14), but that likely would not be enough time. Mike said stimulus money was received by his organization, which can be spent on this project. There are AmeriCorps funds, philanthropy funds and also stimulus funds for this project, and is hopeful that it will lead to more funding for future projects. Keith asked about permitting needed and Alison said some permits would be needed. This project would cost \$18,300.00, which Alison has in her Conservation account, so there would be no additional cost to the taxpayers. The BOS is supportive of these efforts. Mike said the next step would be to secure an agreement between the SCA and the Town. Mike will prepare the documents and the BOS will have them reviewed by Town Counsel.

7:33pm

Lee Bartlett – Welfare Lee read a prepared letter to the BOS in regard to the cuts in her budget and the recent decision by the BOS to award 4% salary increases for full time employees, as she felt it should have included the part time employees as well. Lee also stated that someone from the BOS could have met with her to discuss the line items that were taken from the Welfare budget. She also indicated that she's been paying personal money for some of her expenses because she thought she was saving the Town some money.

. Keith and Joanne both said they want her to be honest with her expenses so the Welfare budget is funded properly. Joanne noted that Lee had called her the previous week to discuss this issue. Joanne asked Lee to read over the minutes of the two previous meetings when it was discussed at length, as this might answer some of her questions.

Bob Blodgett responded that over the past week, he has reconsidered his position on the salary increase and feels that a 3% increase to include the 5 part time employees as well may be more appropriate, and doesn't know if the budget impact would be different, but he would like to discuss this further with the other BOS members. He asked if the other BOS members had received any feedback.

Keith said he has received words of appreciation from the Police Department, and Joanne said she received the same from the Fire Department.

Joanne explained to Lee why the budget lines that were used to fund the salary increases were chosen. Keith said that a line has to be drawn somewhere. Lee asked how much more it would cost

the town to include the part timers a 4% increase or a 3% or a 2% and had they researched this. Joanne answered "I don't know" and "No." to research Joanne also noted that this was not a merit increase, but an across-the-board increase for all full time employees. Lee expressed her disappointment in the BOS decision to exclude the part time employees.

Bob said he would be in favor of changing the increase to a 3% for all part-time employees. Bob stated that he was mistaken and thought the 4% was for all full-time and permanent part-time employees. Joanne said she would only consider a discussion on an increase for part time employees if it does not impact the increase for the full time employees, as she feels it would be unfair to take away the increase that was awarded.

Keith recommends that Bob put forth a proposal of how to fund the 3% increase and which account items the funds will need to be transferred from.

7:52pm Jay Hickey – Non-Public RSA 91-A:3 II (c) Reputation Keith made a motion to go into Non-Public Session under RSA 91-A:3 II (c) Reputation. Bob seconded the motion. All in favor.

8:11 PM Keith made a motion to come out of Non Public Session. Bob seconded the motion. All in favor.

8:11pm – 8:17pm Break

8:17pm Larry Caraway – Leased Space: Joanne asked if there is anything Larry would like the BOS to consider over the next couple of weeks in regard to the lease. Larry said if the Town renews the lease, he will install a new furnace that is bigger and more efficient, install new glass entry doors and repair the windows and install snow diverters on the roof. Larry said there will be a 3.5% increase with a new 5 year lease agreement, using the existing space.

Joanne asked about the painting that is to be done on Wednesday during the day, and asked if it can be completed during non-business hours. Joanne & Keith both indicated that it would be acceptable to begin after lunch. Larry called the contractor and said yes they can work after hours. After some discussion, it was decided that the office staff will work their regular hours on Wednesday & complete some filing tasks in the conference room, so the painting can be completed on Wednesday during the day, as originally planned.

Joanne stated that a 3.5% increase would bring our annual rate to \$24,167.25, which is an increase of \$817.25 per year. Nancy said we are currently paying \$7 per square foot.

Betsy asked if anyone spoke to the previous tenant from the Epsom Plaza to see why they left, and Joanne said no – she doesn't even know who that is.

Barbara said that Joel Irving asked her to let him know how the meeting with Larry Caraway goes – and the BOS agreed that she can email him with a brief recap.

FOR SIGNATURE

1. **Accounts Payable** was signed.
2. **Manifests (3)** were signed.
3. **Letters Referencing Article 8 Marriage Vote** was signed.
4. **Charter for Zoning Compliance Officer Feasibility Study** Keith made a motion to approve this Charter as presented. Bob seconded the motion. All in favor.
5. **2010 Pay Rates** Nancy said this is based on the 4% salary increase. The retroactive check will be cut next week during the regular payroll, but will be in a separate check. She also merged the budget & printed it for the BOS and Dept. Heads. This was signed.

Nancy asked if she should expect another adjustment for salary increases and Joanne said there is a possibility it is going to be discussed, but it would be a 2nd adjustment, it will not affect this one.

6. **Veteran's Exemption** was signed.
7. **Dept. of Safety – Alcohol Traffic Safety & Drunk Driving** was signed.

8. **Dept. of Safety – Highway Safety** was signed.
9. **Appointment Papers for Richard Bilodeau EMS Director** Keith made a motion to appoint Rick Bilodeau as EMS Director for a term to end March 1, 2011. Bob seconded the motion. All in favor.

FOR DISCUSSION

- A. **Properties to Deed in May** – Dawn Blackwell said out of the 18 properties that are up for deeding; 14 have waivers to be signed; 4 of those will be deeded unless payment is received; 4 have made contact to say they will be making their tax payments. Dawn suspects several residents will make payments at the last minute (deadline is May 3).
- B. **Request for Religious Exemption – Epsom Bible Church** - Keith made a motion to approve the request for Religious Exemption for Epsom Bible Church on Tax Map/Lot U14-40. Bob seconded the motion. All in favor.
- C. **Police Department Vehicle** Chief Wayne Preve has priced out a 2010 4x4 Ford Expedition at 3 dealerships with a comparable warranties. Chief Preve recommended sticking with Irwin Motors due to his past relationship with them, even though they are about \$120 more than Hillsboro Ford. Chief Preve feels he needs a heavier vehicle for the Police Department use over the winter months and to trailer the equipment needed for their special work operations. Joanne would like evidence that the current vehicle needs to be replaced. Keith reminded Joanne that this SUV was due to be replaced last year, but he put it off last year and replaced one of the cruisers instead. Keith will advise Chief Preve that the other BOS members have questions about this new purchase and will be added to next week's agenda for further discussions.
- D. **Public Works Mutual Aid Program Agreement** – Keith made a motion to authorize the Road Agent to become a member of the Public Works Mutual Aid Program Agreement & authorize Bob Blodgett to sign the agreement. Bob seconded the motion. All in favor.
- E. **Request for Charitable Exemption – American Legion** – Keith made a motion to approve the request for a Charitable Exemption for the American Legion for Tax Map/Lot #U15-7. Bob seconded the motion. All in favor.

MINUTES FOR REVIEW AND DISCUSSION

- **Final – March 29, 2010** – Keith made a motion to approve these minutes as written. Bob seconded the motion. All in favor.
- **Draft – April 5, 2010** - Keith made a motion to approve these minutes as amended. Bob seconded the motion. All in favor.
- **Draft -April 5, 2010 Non-Public** Keith made a motion to approve these minutes as written. Bob seconded the motion. All in favor.

CONFIDENTIAL

Letter from Town Counsel (2)
Letter from Local Government Center

FOR YOUR INFORMATION (No action required)

- Photos of Flood in Office
- Letter from ZCO
- Epsom Village Water District - Water Quality Report
- Copperline Road Drainage
- NH DOT Rte 107 Bridge Replacement over Griffin Brook – Pre-Construction Conference Wednesday, April 21st at 9:30 AM

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD**Board Member Liaison Reports:**

Bob said Gordon is doing grading on Sanborn Hill, doing some roadside mowing and cleanup on New Orchard Road. Gordon has an injured his shoulder, so he hasn't been doing very much labor. Bob does not have a report from Gary Perry.

Joanne asked when BCEP meets again, and Bob said it will be April 29.

Keith said there is a Planning Board meeting on Wednesday.

Steve Landry sent an email with a copy of the Town's letter written to the Governor & forward to the Commissioner of DES to all Suncook River Ad hoc Committee members. Steve suggested in his email that a grant writing committee is formed for the next round of FEMA funds as his agency does not have the time to undertake this full effort.

Joanne said there is a SVRTA meeting on Thursday night in Northwood at 7 PM, and she will be unable to attend. They will begin discussions and presentations about SVRTA group health insurance. Keith said he will be in attendance. Joanne said it does not have to be a BOS member – someone else can be appointed to go.

There was a fire on Swamp Road last night, and Rick Bilodeau told Joanne that the FD did an excellent job controlling the fire & saving the building.

The trailer that is behind the FD has been unofficially under the responsibility of the PD, and Rick suggested to Chief Preve that he take over the responsibility for it as EMS Director, and Chief Preve agreed.

9:04 PM Keith made a motion to adjourn. Bob seconded the motion. All in favor.