

**TOWN OF EPSOM
BOARD OF SELECTMEN
June 13, 2011**

Keith _____
Don _____
Bob _____

Final _____
Accepted _____
Accepted as Amended _____

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

Also in Attendance: Betsy Bosiak; Dave Fiorentino; Andrew Walton; Gail Quimby; Barbara Clark; Mary Frambach; Rob Topik; Bob Sawyer

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

6:15pm Staff Discussion: Barbara Clark reported that Whitehouse Acres gave a certified check to the town and the deed is being finalized by Attorney Soltani's office. The Association has been completed and the BOS can sign the deed as soon as it has been received and reviewed for accuracy. Keith asked Barb to send Dave Goulet a letter of acknowledgement for the success of the requirements imposed by the BOS. There will be no taxes this year as it is effective after April 1st and next year it will be taxed as a single entity.

Barbara said out of 50 letters sent to property owners located on the river seeking permission to enter their property for river studies, twenty-four has been received to date. Barb will start preparing a second letter for the 18 that the town has not been able to reach by mail or telephone. Eleven that have responded have requested email updates and Barb will pass these along to NHDES.

Nancy said the auditors, Roberts Greene & Drolet, were in the office last week and everything went very well. One of the auditors, Tim, will be back this Thursday to do some follow up, and they have requested some additional invoice copies that they wish to review. The auditors have identified one change that needs to be made to the financial report and that has been communicated to Mason + Rich. Once Roberts Greene & Drolet completes their audit report, they will send to Mason + Rich, and it will be compiled in one book.

The Attorney confirmation letters have not been done yet. Nancy said she will be preparing them to be tomorrow.

Nancy said she emailed each of the BOS members with regard to the reduction in the State's retirement percentage in the State Budget and its potential impact to the 2011 budget. She is hopeful that the final State budget decision will be made by July 1st. Keith said that the Fire & Police Departments should be made aware that depending on what the State passes for a budget, it could have an impact on those two budgets with unanticipated increase retirement cost to the town. Nancy will keep track of the situation and how this could impact the Town's current budget.

Nancy said to date, 22% of taxes has been collected. She said there will be some large checks being cut in the next AP cycle (school, B CEP). She noted that the BOS's limitation on expenditures should be continued through the next meeting.

6:30pm Employee Performance Appraisal Committee Report & Form: Committee Member, Bob Sawyer explained that the committee has worked together to compile an 8 page report to it's current state of 4 pages, including separate sections for staff & supervisory positions and a section for goals. The BOS has received a copy of the report. Keith commended the committee for its work. Barbara gave credit to Debbie for typing up and completing the report.

Don stated that he likes the idea of setting goals, and feels it's an important element of the appraisal process.

This will be distributed to Department Heads at the next BOS meeting.

FOR SIGNATURE

1. **Manifests** have been signed.
2. **Charter for Cable Committee:** has been signed.

3. **Appointment Papers (Cable Committee)** have been signed.
4. **Hazard Mitigation Grant Program – Deer Brook at River Road** has been signed.
5. **Tax Collector's Deed with Applicable Letter:** Keith made a motion to accept tax deed of tax map/lot number #R02-52. Don seconded the motion. All in favor.
6. **Land Use Change Tax and Warrant** has been signed.
7. **Abatement** has been signed.

FOR DISCUSSION

- A. Letter from Resident – 54 White Birch Lane:** Dave Fiorentino has requested that the prior fines issued by the ZCO that have been levied upon him be waived. Don made a motion to waive the fines as requested (Total \$400). Bob seconded the motion.

Discussion: Don is in favor of waiving fines for certain activities that have so far appear to be being overturned by the ZBA. Keith said hat the issue of the 2nd business operation has not yet been resolved and it is not in the BOS's authority to give any land use interpretation. He noted that Mr. Fiorentino will need to address this through the ZBA. Don said he makes his decision as a business owner, and wants to support a business owner in Epsom.

Dave, at this time, has removed the spray foam truck from the property.

Bob is supportive of waiving the fines, because he is a businessman trying to get by.

Keith is supportive of waiving the fines with the understanding that the BOS does not have the authority to decide on the number of businesses that can be operated on that property. Dave acknowledged this understanding.

All members voted in favor.

- B. Request to Carry Over Vacation Time:** Gordon Ellis has requested to carry over his vacation time to August 7th. Bob said this is because the Road Agent is in the middle of two large projects right now, and wants to get the roads paved, therefore has not had time to take off. Don made a motion to grant the request to carry over vacation time to August 7, 2011. Bob seconded the motion.

Discussion: Keith said he is concern with any further extension due to the year is approaching one half completed and he has this year's leave yet to use. He noted this would be the last extension he will be supportive of, as Gordon will need to use it by this new extended date. All members voted in favor.

- C. Comcast Email:** Keith noted that the Town received an email from Comcast stating that Comcast will not be submitting a cable proposal for the town of Epsom this year. This information will be passed to the Cable Committee.

D. Cemetery Trustee Volunteers (Appointment Papers): A letter of interest has been received from Gary Kitson, Whitey (Greg) Foss, and Hugh Curley. The BOS noted that all three are good candidates for the committee. Don requested that the BOS invite all three men to come to our next meeting and conduct a brief interview of each candidate. This will be scheduled to be on the agenda for June 27 at 6:30 PM.

- E. Charitable Exemption:** Bob made a motion to grant the charitable exemption for Tax Map/Lot # U06-8 as requested. Don seconded the motion. All in favor.

MINUTES FOR REVIEW AND DISCUSSION

- **Draft – May 31, 2011:** Bob made a motion to approve these minutes as amended. Don seconded the motion. All in favor.
- **Final – May 23, 2011:** Bob made a motion to approve these minutes as presented. Don seconded the motion. All in favor.

POLICY REVIEW

- **Policy for Providing Public Documentation (Electronic):** The BOS discussed what type of information that could be useful on the town's web site. Don would like as much info as possible on the website, including the following 16 items (some of which are in the Town Report).
 - Minutes from all public meetings
 - Schedule of all upcoming meetings
 - Agendas for all upcoming meetings
 - Approved budget (in worksheet form)
 - Expenditure report for current year budget as it is updated
 - List of all town employees with pay and benefits (this will require research to see what level of information can be published)
 - Proposed developments (this may require certain plans to be submitted in PDF format by the developer).
 - Access to mapping with tax information (this is supposed to be being worked on anyway)
 - Property assessments by name and address
 - All litigation involving the town (this will require legal research to see what information can be published)
 - Proposed highway projects
 - Details of all contracts involving the Town of Epsom (this could be a very long list)
 - List of all property owned by the town
 - List of town vehicles with mileage
 - List of all trust funds (this balance changes, so it would have to be determined a date of reported balance)
 - List of all town committees with members names
- Keith would like the non-residential site plan regulations from the Planning Board
- Keith would like any order by the BOS (road posting, for example)

If all of this information is on the website, it will certainly reduce the number of requests for electronic files and would further support the draft policy under review by the Board. Don will contact the LGC to ask what the Town can charge for transmission of electronic files, and will also ask if those fees can be paid by credit card.

- **Purchase Order Policy:** Keith indicated that based upon his review of the different town's policies, he noted that the several sections of Town of Greenfield's and Henniker's Purchase Order Policies are a good approach for the Town of Epsom. Bob also prepared a draft policy for review. Don suggested having lower limits for Purchase Orders during the first half of the year. Keith will ask Debbie to compile the Greenfield and Henniker policies with Bob's comments, and come up with a draft for review at our next meeting.

FOR YOUR INFORMATION (*No action required*)

- **City of Concord Planning Board Notice:** Wireless Tower application on top of the Ralph Pill Building.
- **Response Letter to Resident**
- **2010 US Census Profile:** Information is available on line.
- **Correspondence from ZCO:** letter to a property owner regarding an asbestos issue.

- **Report from Councilor St. Hilaire**
- **Town Building Inspection Forms:** Old Town Hall – all ok, no issues. Old Library – all ok, no issues. Meetinghouse – all ok, no issues.

ANY OTHER BUSINESS BROUGHT FORWARD BY THE BOARD

Board Member Liaison Reports:

Bob reported that Gordon is working on Mt. Delight Road. It has been ground, filled & rolled and is ready for paving. There are no problems with runoff. He hopes to begin paving on Thursday, weather permitting. Next week, he plans to work on New Rye Road, from the church to Wing Road, grinding, filling & paving.

The PD asked Bob what happened to the signs for the swimming hole “No dogs on the beach”. Bob has asked Gary to get those signs put back up.

The parking area for the emergency response trailer has been completed at the PD and the trailer has been moved over there.

Don reported that in regard to the Meetinghouse, he'd like to have someone come in and look at the building to determine how much it would cost to do the Fire Safety report (separate from the engineering study that was voted down at town meeting). As long as it will not cost any money for the evaluation, then the BOS is in favor of having an estimate completed.

Don said he spoke to Gordon the other day and there is a bridge between Epsom & Deerfield that neither town knows for sure where the town line is and which town is responsible for. Keith noted that we currently need to re-establish the boundaries between Epsom and Allenstown. He noted that the BOS will need to find out when the last time the boundaries with Deerfield have been completed. This may take the efforts of a licensed land surveyor if we cannot agree with the location. It was presumed the cost if needed would be split between the towns.

Keith said the Planning Board has a couple of small applications, and a developer is continuing work on Hoit Road subdivision. The Zoning Board has a busy meeting coming up on Wednesday night.

7:45 Don made a motion to adjourn. Bob seconded the motion. All in favor.