

___Bob
___Joanne
___Keith
___Betsy

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Accepted as Amended _____

TOWN OF EPSOM
BOARD OF SELECTMEN MINUTES

JUNE 16, 2008

Present: Bob Blodgett, Chairman; Joanne Randall, Vice-Chairman; Keith Cota

Other Attendees: Donna Lane; Lynn Booth; Jeannette Pickard; Joni Kitson; Dan McGuire; Rick Bilodeau; Andrew Walton; Dick Frambach; Mary Frambach; Bruce Graham; Penny Graham; Carole Brown; David Fiorentino; Dick Verville; Sharon Burnston; Wayne Preve; Gordon Ellis; Glenn Horner; Dawn Blackwell; Nancy Wheeler; Stewart Yeaton; Jay Hickey; Stephanie Bernier; Troy Bernier; Don Desmarais; Beverly Desmarais

Bob opened the meeting at 6:15 P.M, asking Joni to lead the Pledge of Allegiance.

Public Hearing for Housing and Community Development Plan

Bob opened the public hearing for the Community Development Block Grant, turning the hearing over to Donna Lane. Ms. Lane read the following statement indicating three public hearings would be held:

Community Development Block Grants are awarded by New Hampshire Community Development Finance Authority (NHCDFA). Up to \$500,000 annually is available on a competitive basis for housing and public facilities, economic development and emergency activities that directly benefit low and moderate income persons. UP to \$12,000 is available for feasibility study grants.

The proposed application to the Community Development Finance Authority is for up to \$100,000 in Community Development block Grant Emergency funds. The funds will finance the replacement of failed/failing septic systems at the Family Estates Cooperative, Inc. located at Christmas Tree Mobile Home Park, North road, Epsom, NH. The majority of residences in Cooperative are occupied by low and moderate income households.

This project conforms with Epsom’s Housing and Community Development Plan’s goals of: Encourage municipal and private water and

wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal). And: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Funding request: Up to \$100,000

The following comments were noted:

Dan McGuire asked what the Park was doing currently and the cost to replace the septic systems. Ms. Lane did not know what they were currently doing with the total cost to replace the systems to be approximately \$70,000.00.

Jeannette Pickard noted the park currently pumps the two failed systems. They also want to correct hazardous electrical problems at a cost of \$18,000.00. Keith asked what the electrical issues were. Jeannette said outside with boxes and wiring. Further discussion ensued with it being stated four units have electrical issues. Ms. Lane gave a breakdown of the costs as follows: \$27,000.00 for septic construction, \$18,000.00 for electrical upgrades, \$22,000.00 for engineering and engineering oversight during construction, \$10,000.00 for administrative costs. The costs are based upon estimates obtained with bids to be gotten when the work is to be completed.

Keith asked if the other septic systems had been checked and how. Ms. Booth said they had been checked with probing the leach fields. If black shows the system is failing.

Bob asked if the system would be completely replaced, including the tanks and fields. Ms. Booth noted it would be whatever was needed to be replaced per State approval. They would not know until they get into the design and approval of the system.

Joanne asked what happens if the cost goes over the estimate. Ms. Lane said the park would have to borrow more money.

Keith asked about the \$10,000.00 administrative costs and how the town could recoup its expenses. Ms. Lane has paid for the public hearing notices. Keith asked about town staff time. Ms. Lane said they try to minimize the amount of staff time as they are on a tight budget, the town should keep track of time spent.

Keith asked the response time after the public hearing and Board approval to advance the formal application. Ms. Lane hopes to have the application in this week. It is a small amount of money with a response in a couple of weeks. Keith asked what if it is not approved. Ms. Lane said they would go a different way. Keith asked who makes the decision on the application. Ms. Lane said an advisory board.

The Selectmen closed this public hearing.

The Selectmen opened the second public hearing for the Housing and Community Development Plan.

Ms. Lane read a statement. No further comments were offered from the Board or audience. Keith noted the context of the plan is in line with the town's Master Plan.

The Selectmen closed the second public hearing.

The Selectmen opened the third public hearing for the Residential Antidisplacement and Relocation Assistance Plan.

Ms. Lane noted the project does not involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. Ms. Lane said if someone is dislocated from their home the Uniform Relocation act is to be followed. Keith noted this would only be if a displacement were required. Ms. Lane said a temporary move could be done if required.

The following public comments were noted:

Jeannette noted she was glad to be in a cooperative park. Previously the landlord did not care about upkeep of the park, never repairing anything. When the cooperative purchased the park they replaced the water lines with pressure being much better.

Bob asked if there were two homes on each system. Ms. Booth said it is based upon what is needed.

Ms. Lane suggested they close the public hearings. Keith asked if the public had any further comments. He reiterated they were here for the Community Development Block Grant for replacing septic systems and electrical wiring. Dick Verville asked if matching funds were required, being told no.

Bob closed the public hearing. Joanne noted the Board had a number of related forms to review and sign for the Block Grant.

Joanne made a motion to accept the Town of Epsom Community Housing and Development Plan with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Joanne said they had to accept the Residential Antidisplacement and Relocation Assistance Plan.

Joanne made a motion to accept and sign the Residential Antidisplacement and Relocation Assistance Plan with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Joanne said they had to sign the municipal certification confirming the project was consistent with the town's Master Plan and all planning and zoning requirements.

Joanne made a motion to accept and sign the Municipal Certification with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Joanne made a motion to accept and sign the Applicant/Recipient Disclosure/Update Report with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Ms. Lane gave Joanne the application for signature by the Board's vice Chairman.

Joanne made a motion to allow the Vice Chairman to be the authorized signer for the grant documents relater to the CDBG.

Keith stated all documents would come to the Board for authorization before they are signed, Joanne concurred.

Keith seconded the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Staff Discussion

Joanne noted the staff would be joining the Department Head meeting with no discussion at this time.

Joanne reminded the Board of the non-public session tomorrow evening for staff interviews.

Sharon Burnston explained she lives on Center Hill Road. She noted the message board says the road is to be closed as of this morning, however it was not and she did not know when the road would be closed. She has rearranged her appointments due to the road closing. She was told the Highway Department has completed work on Echo Valley Road for its use during the Center Hill Road closure.

Sharon asked when the stretch of road between the bridges is to be paved and when the road is to be closed as there has been no communication or signage with the residents. Bob understood the road was to be closed as of today and continue to be closed until July 2nd. One lane is to be open for the holiday. Bob did not know when it would be paved. He said the Road Agent would be present later and could respond to her questions. Bob noted there has been a delay in the manufacture of the bridge.

FOR SIGNATURE

- 1. Accounts Payable/Payroll**
- 2. Manifest**
- 3. 3 Wetland Permits from DES**

Joanne said the Board needed to sign these permits. They were for a culvert on Lockes Hill Road, the bridge on Center Hill Road and a culvert on New Orchard Road.

- 4. Jeopardy Warrant and Move Mobile Home Permit**
- 5. Abatement**

Department Head

Gordon Ellis – Road Agent

Joanne noted Keith had some questions about items Gordon did not want to put out to bid and a resident was present with questions about the Center Hill Road project.

Sharon asked when Center Hill Road would be closed; Gordon said he did not have the DES paperwork. Once he had that they would be closing the road. Sharon asked the time frame for paving, Gordon said one month after the other work was finished.

Keith asked about items to not fall under the bid policy, ditching and road side mowing. Gordon said the State does ditching by the hour. The way he does ditching it would be impossible to bid. He does not just ditch, but removes rocks, stumps and trees, everything short of blasting. Keith asked how the State hired by an hourly rate. Gordon stated that they needed someone that could be trusted to

work when no one was there and to do it right. He gets rate prices. Some contractors will not push over trees, some take ½ hour coffee breaks, it costs more to put the work out to bid.

Keith inquired about the mowing. Gordon said the mowing could be put out to bid now. It has included tree cutting as the mowing was not done well in 25 years. He can put this out to bid next year. He will not support putting ditching or grading out to bid. He does spot grading with some roads not seeing grading each year. Keith understood the operator of the grader was a component of efficiency of the job.

Gordon had met with FEMA about Center Hill Road and Griffin Road trying to obtain more money. Nancy has completed paperwork. Tomorrow he has a meeting with FEMA for North Road.

Ditching and stump removal was completed on Mt. Delight Road for a new culvert. The asphalt ditches were hand cleaned. They are working ditching and culverts. Epsom needs to complete ditch work on North Pembroke Road to match work being completed by Pembroke. Gordon noted he will be sending in a request to use the Pembroke contractor at its rates to do the short section in Epsom.

Dick Frambach asked about Center Hill Road. He noted last year Gordon had said the repairs were temporary and said he could not pave the road. Gordon said DBU is working on the road, having raised it one foot, culverts were replaced. Dick said last year Gordon indicated 3 to 4 feet of material had to be removed and replaced, this year Gordon is saying it can be done without replacing all the material. Gordon noted Pike had come in, removed material and replaced it with gravel.

Sharon wondered if a weigh limit should be posted while they are waiting for the road to be completed. Gordon said the trucks help to compact the material. Bruce Graham asked how far down they needed to dig to insure a proper road bed. Gordon explained every road was different; you have to take out the humus product and clay, and then build on top of that. He noted the State goes in and replaces 3 to 4 feet of material.

Joanne asked Gordon to sign to add his name to the Federal Surplus Property Program Agreement. She asked Gordon if he had a town e-mail address, Gordon said no. Joanne noted one will be set up for him.

Dawn Blackwell – Town Clerk/Tax Collector

Dawn noted the Department of Safety received a Federal Grant to bar code vehicle registrations. Each Town Clerk is being given a lazer printer to complete the proper registration forms. Stands had to be purchased for the printers with the State giving the towns ink to print 6,000 registrations. The towns have to

purchase any additional ink necessary. Keith asked how many registrations the town completed with Dawn saying about 500 a month. Dawn noted she has to keep the old printers to do local items. If the State system is down now they can only complete the town portion of the registrations. People will be given an additional 30 days to complete their registrations if the system is down.

Keith noted the town is half way through the budget season, asking Dawn how her budget looked. Dawn was meeting with Marylou Keane, her Budget Committee liaison tomorrow. Dawn is watching her postage and mileage lines. Dawn's copier also needs repairs. She is currently sharing equipment with the other office until she has enough funds remaining at year-end to possibly purchase a new copier.

Keith noted the Board had a list of unlicensed dogs, asking if they were ones licensed last year and not licensed this year. Dawn said those are for this year. She said a warrant needs to be issued.

Nancy Wheeler – Office Staff

Nancy noted the Budget Committee met last week. She has been talking with Nancy Mayville and has met with the FEMA representative about Center Hill Road and Griffin Road. It is a requirement if the scope of the work changes FEMA has to be notified with the additional work noted. More money may be forthcoming if FEMA agrees with the additional scope. Once the town has a definite number from FEMA she can work with the State regarding its number. Keith asked if FEMA authorizes the additional scope of work how much will they fund. Nancy said 75%.

Joanne noted Nancy had prepared training sessions for the Budget Committee and completed a nice presentation last week for Capital Reserve Funds and Trust Funds. Joanne hopes this makes it easier for the Budget Committee this year.

Stewart Yeaton – Fire Department

Chief Yeaton noted the 911 mapping has been updated. \$91,000.00 has been billed for the ambulance with \$60,000.00 collected. The gas and oil lines have 37% remaining; the budget is going to be tight. Chief Yeaton finished his letter to the Planning Board for the Barton/North Road subdivision.

Chief Yeaton noted the Fire Department has received calls as to why the swimming hole is closed saying it is not their call. The people have been told to contact the Parks Department.

A truck from Epsom is being sent to cover Loudon during the race this weekend. Chief Yeaton approached the Loudon Chief about reimbursement for the truck. He is sending a letter to Loudon indicating this is the last race Epsom will be sending a truck without reimbursement due to the town's tight budget.

Chief Yeaton has met with his Budget Committee liaison. He does not plan to replace equipment this year. He is applying for a grant for forestry pumps.

Wayne Preve – Police Department

Last week the Department had 25 plus arrests, they are dealing with different things right now. His budget is at 57% with \$6,000.00 remaining in the fuel line. This are going well, he is still short one person. Chief Preve has not heard back from the Mason Chief about the 2005 cruiser.

Chief Preve noted he could sign up for J-1/spots from the State, he is looking into it. The State would give the town \$7,000.00 in equipment and training. It would run plates and individual histories. The first year the program is free, costing \$4,500.00 after that. The town can sign up for the program but does not have to take it after the first year.

Chief Preve would like to meet with the Board regarding the new ordinance to clarify some issues.

Joanne requested Chief Preve and Chief Yeaton sign the Federal Surplus Property Program Agreement.

Joanne noted the Website has the ability for additional e-mail addresses, asking Chief Preve and Chief Yeaton to provide additional employee names they would like to have access from the town Website.

Chief Preve discussed issues with the Ford Explorer.

Rick Bilodeau – Emergency Management Director

Rick has received a package from Central New Hampshire Regional Planning Commission for updating the Hazardous Mitigation Plan. He would like to begin this process; \$5,000.00 of in-kind matching service is required. The volunteer hours to be used for this were discussed. Joanne said the Mitigation Plan is to be completed by this time next year or the town would not be eligible for Federal funds.

Dick Verville noted his agency funds the Regional Commissions to do the updates, explaining the funding. The in-kind service can include volunteer hours and use of meeting space. Keith asked if items from the river study could be used. Dick said the maps and some other items would be included, but past time at meetings could not be used.

Keith made a motion to proceed with the work of the 2008 Epsom Mitigation Plan for Homeland Security with Joanne seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeses and Bob abstaining.

Glen Horner – Zoning Board of Adjustment

Glen said they are in a busy season, discussing the current cases. Joanne noted the Board has information from Attorney Zimmerman who would like to be on the agendas for the ZBA and Selectmen regarding Kingstowne.

Glen said there are many details that go into preparing the court cases. He has money in his budget; he has assistance available and would like the Board's approval to use his daughter to assist in compiling the information. It would be approximately 20 to 30 hours over the summer. Discussion ensued with Joanne requesting something in writing. Keith understands the amount of time involved noting assistance is helpful.

Discussion ensued regarding scheduling a meeting with Attorney Zimmerman. Keith noted they should have all in order before meeting as they need to be cautious. He suggested meeting with the Chair and Vice Chair of the ZBA only.

Bruce asked if the temporary person would be a town employee. Joanne said no. It was discussed the position does not need to be advertised. Nancy said it was not a position but a request for assistance for a short term event. Joni Kitson was not sure of the monetary amount involved but if it was over \$5,000.00 would it be a bid item. Glen noted he did not expect the amount to be over \$200.00.

Jay Hickey – Zoning Compliance Officer

Jay noted over 30 years ago the town went to court with Kingstowne regarding the number of units allowed in the park. They now want to replace with more than the number of units flooded. This is the basis of the agreement mentioned in Attorney Zimmerman's letter.

The economy is affecting the number of single family building permits. The request for apartments has increased with the total number of permits increasing from last year. People are doing more improvements or additions to their homes.

Joanne asked if either the ZBA or ZCO would like a town e-mail address, Glen was interested.

George Carlson - Meetinghouse

George has the package prepared for LCHIP to receive reimbursement. Bob asked how they are standing for money. George said they do not have any. Bob asked if there were any outstanding bills. George said yes, he has spoken with the contractor who is willing to wait for his money.

The Board took a break from 8:15 P.M. to 8:26 P.M.

Dick Verville/Rick Bilodeau Re: Buy-out Program

Joanne noted last year the Board had met with Mr. and Mrs. Bernier about the Home Buy-out Program through FEMA. We ran out of time and resources last year. Dick and Rick are here to assist with this program this year.

Dick noted this was a pre-disaster mitigation grant with the money being for cost effective mitigation projects. The buyout meeting the requirements, but the town has to be in good standing. It is a 75/25 match. It entails an appraisal of the property, demolition and disposal costs. The buildings could be given to the Fire Department for training and to burn. Their time could be counted towards the match. The land has to be returned to its natural state, never to be rebuilt on. Strong documentation of flood losses is required. Dick noted the flood data required. He questioned if anyone else in the immediate area was interested in applying. It is a matter of gathering documentation and matching funds.

Dick asked if the Berniers had flood insurance, Sharon said now they do. Troy said they were in Zone C but now are in Zone A-1. Dick noted flood insurance is required in areas not needed before.

Keith asked if the value of the property was based on the assessment. Dick noted it would be based on fair market value, recommending they get an appraisal. He noted the town could determine if it would be based upon pre-event or current value.

Joanne asked about the 25% matching funds, noting last year it was discussed the owners were to provide them. Stephanie is willing to assist with soft time. Funds and programs that could be used were discussed.

Joanne asked the first thing to be done. Dick noted they should look at and get technical assistance to see where they meet the requirements. Joanne noted they should invite the other two owners to see if they are interested. One owner, Don and Bev Desmarais, was present and are interested.

Dick is requesting more information from FEMA, discussing what has to be done. He recommended the meetings be posted with minutes kept. Community support needs to be shown. Joanne noted the Board should send all three owners an official letter to obtain an official written response.

Carole Brown asked if the other two towns affected are included in this discussion, Dick said they are doing their own applications.

FOR DISCUSSION

A. Waivers to Bid Policy

This was discussed with the Highway Department during Department Head meeting.

B. Federal Surplus Property Program Agreement

Joanne had the Department Heads sign the agreement during the Department Head meeting.

C. Heating Oil for 2008-2009 Season

Joanne asked Nancy what this item was; Nancy said it was there due to a telephone call from Barnstead. Bob said this was covered last week. Joanne said Epsom is not inclined to join with the other towns, Nancy asked if they wanted her to respond to Mr. Preston. Joanne and Bob indicated they would be seeing him on Thursday. Nancy noted it was up to the Board as to when they wanted to discuss this item. Joanne knew many companies are not willing to do pre-buys this year.

D. MH's in Kingstowne MHP

Joanne noted this was already covered, she has sent an e-mail to Attorney Soltani about a meeting with the ZBA and Board so everyone is on board.

E. List of Unlicensed Dogs

Keith noted no action is needed on this item, it was previously reviewed.

F. Request for Planning Board Fee Increase

Joanne read the request. Keith noted the Planning Board is looking to adjust its fees due to the additional charges by the Registry of Deeds. The Planning Board approved the additional fees, noting Dan McGuire was present and in opposition to the additional charges.

Dan McGuire requested the Selectmen turn down this request. He said the money is going to pay for things like the Meetinghouse to benefit everyone in town. He feels everyone should pay the fee, feeling it seems strange to pay for LCHIP on the backs of a few people.

Discussion ensued. Keith explained if the Board did not pass the additional fees the \$25.00 would be coming from the taxes. The Planning Board has recommended the applicant to fund the cost.

Dan noted the Legislature was charging the fee as it was an easy way to fund LCHIP. Joanne saw Dan's point, noting the town did not have control over the fee. Either the applicant has to pay it or the town's people.

Keith said the fee should be passed on to the applicants who seek to expand their land use and that directly benefit from this. The Boards establish fees coming in to meet the expenses going out, he feels this is critical in a default budget to be maintained.

Joanne noted although there may be funds in a particular department's budget, it is a bottom line budget and money may have to be allocated to other departments for fuel and other lines. She felt the fee should be passed on to the person who will benefit.

Keith noted the same philosophy; the applicant pays the fees associated with the action. He would like to see other methods of funding LCHIP by the State's Legislature and respects Dan's opinion.

Joanne made a motion to accept the recommended increases from the Planning Board for the Mylar recording, lot merger recording and recording of deeds, easements and other recorded documents with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

MINUTES FOR REVIEW AND DISCUSSION

Final Non-Public Minutes of June 9, 2008

Joanne made a motion to accept the final non-public minutes of June 9, 2008 with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Final Minutes of May 27, 2008

Joanne made a motion to accept the final minutes of May 27, 2008 with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Final Minutes of June 2, 2008

Joanne made a motion to accept the final minutes of June 2, 2008 with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

Draft Minutes of June 9, 2008

The Board reviewed and amended these minutes.

In amending these minutes it was noted the motion on Page 5 should read:
“Joanne made a motion to go into non-public session per RSA 165:28 for discussion of Welfare with Keith seconding the motion.”

Joanne made a motion to accept the draft minutes of June 9, 2008 as amended with Keith seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed with two yeases and Bob abstaining.

LIAISON REPORTS

Keith noted he has e-mailed Steve Couture indicating the town would take up his offer to set up the meeting with the other towns and legislative representatives to discussion the river study. Epsom could host the meeting. It appears NHDES is reviewing funding sources to assist in the repairs.

The Planning Board nominated Betsy Bosiak and Chris Porter to the Full Commission for the Central Regional Planning Commission, the Board needs to approve these nominations.

Joanne noted the Website Committee met with Scott Temple. He explained how the current site has been developed. Joanne requested Betsy e-mail the final approved minutes to her for uploading to the Website. A new site will be developed by Norm Gentry and James Bowen. The Budget Committee presented a packet of what they would like on their section.

Barbara has sent the agreement for Old Home Day to Kevin Reeves. She asked if the Board wanted a copy with Keith feeling they should have one.

Joanne noted the Suncook Valley Regional town Association would be meeting Thursday.

Joanne will revise the Bid Policy to include the revisions.

Keith made a motion to close the meeting with Joanne seconding the motion.

Bob asked if there was any discussion on the motion. There being no discussion on the motion, Bob called for a vote. The motion passed unanimously.

Bob adjourned the meeting at 9:43 P.M.

Respectfully submitted,

Betsy Bosiak
Recording Secretary