

**Town of Epsom  
Board of Selectmen Meeting Minutes  
March 18, 2024 at 6:00 PM**

Cheryl Gilpatrick, Chair  
Virginia Drew, Vice Chair  
Meadow Wysocki

Approved: Drew/Wysocki  
Vote: In favor, 3-0

**Call to Order:**

Ms. Gilpatrick called the meeting to order at 6:00 PM.

Ms. Novotney led the Pledge of Allegiance.

Staff Present: Andrea Novotney, Administrative Assistant to the Select Board; Deb Sullivan, Finance Administrator; Stewart Yeaton, Fire Chief, Scott Elliott Road Agent; Brian Michael, Police Chief

Others Presents: Deb Sargent, Daniel Carignan, Kenneth White, George Preciado, Tom Bosiak, Susan Bosiak, Jessica Fife-Leveillee, Samuel Leveillee, Tom Baumeister, Gordon Ellis, William Clark, and representatives of Manchester Paving

**Review and Accept or Amend the Agenda**

Ms. Gilpatrick added the Town complex paving project for discussion. Ms. Wysocki added an Emergency Management notification system for discussion and requested that it also be placed on the agenda for the next meeting.

**Motion by:** Ms. Drew to accept the agenda as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

**Town Complex Paving Project**

Ryan and Bob from Manchester Paving informed the Board there was an issue with the plans for the paving project not being correctly drawn to scale. They noted they believed the requested number of parking spaces could still be met but they would need to design as they go. The Road Agent stated he feels comfortable with proceeding with this process. The Board requested that Manchester Paving provide them with updates on any cost overages that arise due to the design change. It was the consensus of the Board to have Manchester Paving proceed with the paving project.

**Scheduled Appointments:**

**Fire Chief**

The Chief introduced Dan Carignan and George Preciado, two new volunteer firefighters. The Chief also introduced to the Board full-time hire Ken White. Mr. White detailed for the Board his twenty years' experience in the fire service. Mr. White is a firefighter / paramedic and was also a medic in the military and has many years of fire service training experience.

### **Finance Administrator**

Ms. Sullivan stated the LCHIP funds in the amount of \$325 had been received.

**Motion by:** Ms. Drew to approve the acceptance of the LCHIP funds in the amount of \$325 to the Meetinghouse Historic Trust Fund. **Second by:** Ms. Wysocki. **Motion approved unanimously:** 3-0.

Ms. Sullivan noted she has been working on getting the new Treasurer (Hugh Curley) access to the bank accounts and provided the Board with the required document to sign. Ms. Novotney provided the Board with a copy of Mr. Curley's Trustee of the Trust Funds resignation letter to review. Ms. Drew asked her to research the Trustees of the Trust Funds RSAs to see how an appointment should be handled. It was the consensus of the Board to have Ms. Novotney provide Mr. Curley with a door code into the Town Office. Ms. Sullivan provided the Board with a Trustee of the Trust Funds balance report.

### **Thomas Baumeister**

Ms. Gilpatrick stated that Mr. Baumeister has requested to be on the agenda this evening to discuss his complaints regarding the Class VI road on which he owns a land-only parcel. Ms. Gilpatrick noted the Board also extended an invitation to Tom and Sue Bosiak, and Jessica Fife-Leveillee, as their properties are both mentioned in Mr. Baumeister's complaint. The initial complaint from Mr. Baumeister was received on 1/8/24, the Select Board sent their response on 3/4/24, and Mr. Baumeister responded again on 3/7/24. Ms. Gilpatrick stated that should Mr. Baumeister bring any new evidence forward tonight that the Board wished to investigate further, they will do so and may not have a resolution this evening. Otherwise, it's the Board's hope that this evening will be the final visit of this issue.

Mr. Baumeister stated he believes no one person has a right to impact the use of the road and noted he believes he was informed after purchasing his property that it was Mr. Fife's responsibility to maintain the road up to Mr. Fife's property. Mr. Baumeister stated he had approached Mr. Fife and had entered into an agreement with financial arrangements concerning the maintenance of the road and the Fife driveway that he believes Mr. Fife did not uphold this agreement. Ms. Drew asked if this was a written agreement and Mr. Baumeister stated it was a verbal agreement. Mr. Baumeister reiterated his statements made in his initial complaint concerning the Bosiaks' driveway, the condition of the road, and the Fife property. William Clark, former Epsom Road Agent, presented a signed statement to the Board concerning the driveway permit he issued to the Bosiaks in 1986.

Ms. Gilpatrick discussed the RSAs that govern a Class VI road as well as the Board and the Road Agent's authority over Class VI roads. Ms. Gilpatrick stated she had driven the road, with the Road Agent, this past weekend and discussed her favorable view of the condition of the road. Ms. Drew noted the impact of heavy rains in recent years on the Class VI roads. Ms. Gilpatrick asked Mr. Baumeister if he had requested from the Board or the Road Agent permission to work on the Class VI road and Mr. Baumeister stated he had not. A question was brought up concerning ATV use on Class VI roads and Chief Michael confirmed that ATVs are not authorized on Class VI roads unless written land-owner permission has been granted.

Mr. Baumeister stated he believes he is being discriminated against and political favoritism is being shown and he will be selling the land. Mr. Baumeister left at this time. Ms. Bosiak stated that she has

driven down and back on the road today and the road is for everyone to travel on. Ms. Fife-Levillee discussed her father's work vehicle and noted that it was not in use for two of the months (January and February) that Mr. Baumeister has indicated due to her father's health concerns. Ms. Fife-Levillee detailed for the Board times when Mr. Baumeister has blocked travel on the road and provided the Board with pictures she has taken. Mr. Bosiak explained to the Board what he believes is the current condition of the road.

Ms. Gilpatrick stated the Board will be reviewing the statement given by Mr. Clark, the pictures provided by Ms. Fife-Levillee, and the comments made at tonight's meeting and will be drafting a response to Mr. Baumeister's most recent correspondence to the Board.

#### **Administrative Assistant**

Ms. Novotney stated she continues to work on projects for the Planning Board and website housekeeping as well as other small projects. The new First Aid kits have been delivered and are set up in the Town Office and the Meetinghouse with signs indicating their location.

#### **Discussion**

##### **Retirement Party Discussion**

The Road Agent has a subcontractor who is retiring after twenty-seven years, and Mr. Elliott would like to use his general supplies line to purchase food/drinks for a retirement party. The Board discussed how previous retirement parties have been paid for and if Town funds have been used or not. It was the consensus of the Board that while they appreciate the years of service provided by the subcontractor that Town funds should not be used. Ms. Novotney will inform the Road Agent.

##### **BCEP Appointments**

The Board reviewed the BCEP District Commission appointments that will be up for renewal. It was the consensus of the Board that Ms. Novotney post to the website and Town Facebook page the open positions (Citizen Representative, Alternate Citizen Representative, and Budget Committee Representative) with a submittal deadline for interested parties of March 29<sup>th</sup> for the Board to review at their April 1<sup>st</sup> meeting.

##### **Cemetery Trustee**

The Board reviewed the write-in candidates for the open Cemetery Trustee position. It was the consensus of the Board to have Ms. Scarbo contact the write-in candidates to determine their interest. Ms. Novotney will contact the two current Trustees about attending the April 1<sup>st</sup> meeting to discuss Cemetery business.

##### **Emergency Notification System**

Ms. Wysocki explained that the Emergency Management Director has been researching an emergency notification system and he will be coming before the Board at the next meeting to discuss his findings.

##### **Liaison Assignments**

The Board reviewed the current liaison assignments. No changes were made except to add the Heritage Commission with Ms. Drew as the liaison and the Hazard Mitigation Committee with Ms. Wysocki as the liaison.

### **Board Organization and Meeting Schedules**

It was the consensus of the Board to move the meeting dates that fall on the 2024 Monday holidays to the following Tuesday of those weeks. The Board discussed the Chair and Vice Chair roles and determined that Ms. Gilpatrick would remain Chair for the upcoming year with Ms. Drew resuming the Chair role the following year. Ms. Wysocki noted she did not have any interest in being the Chair or Vice Chair.

**Motion by:** Ms. Drew to appoint Ms. Gilpatrick as the Chair of the Select Board. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

**Motion by:** Ms. Wysocki to appoint Ms. Drew as the Vice Chair of the Select Board. **Second by:** Ms. Gilpatrick. **Motion passed unanimously:** 3-0.

### **Public Comment**

#### **Deb Sargent**

Ms. Sargent stated that while many people do not attend the Board meetings, she believes that people do care about what goes on during meetings and are aware of what happens during the meetings. She noted that she did attend the Village Water District's annual meeting and it lasted eight minutes. She did ask the Commissioners about sending out messages to system users and she was told they are looking into getting a website and being able to send out alert messages. She noted that voting happened very quickly, and she wasn't sure if she had cast a vote or not. She inquired about the Town complex paving project and if the Town needed an extended driveway permit. Ms. Drew stated the work being done was not to the existing driveways and was all internal to the parking lots. Ms. Sargent inquired about first amendment auditors and Ms. Novotney noted they have signs in the lobby indicating which areas are open to staff only.

### **Signature / Approval Items:**

- **Emergency Management Director Appointment**

**Motion by:** Ms. Drew to appoint W. Ted Virgin as the Emergency Management Director through April 1, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Boat Agent Appointment**

**Motion by:** Ms. Drew to appoint Peter MacCallum as Boat Agent through April 1, 2025. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Deputy Town Clerk/Tax Collector Appointment**

**Motion by:** Ms. Drew to appoint Dawn Armstrong as Deputy Tax Collector / Town Clerk through March 31, 2027. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **ZBA Member Appointment**

**Motion by:** Ms. Drew to appoint Gary Matteson as a full ZBA member through March 31, 2027. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

**Motion by:** Ms. Drew to appoint Jason Johnson as a full ZBA member through March 31, 2027. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

Ms. Drew noted that Ms. Boyjajian has accepted a new job and doesn't feel comfortable accepting an appointment as a full member but would like to continue as an alternate. Ms. Drew noted that regarding Mr. Kitson she was under the impression he would not be seeking reappointment and she had confirmed this with Chair Horner.

- **Land Use Change Tax Abatement Recommendation**

**Motion by:** Ms. Drew to approve the Assessor's recommendation for the Land Use Change Tax Abatement Recommendation for Tax Map and Lot R03-3. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

- **Property Tax Abatement Recommendation**

**Motion by:** Ms. Drew to approve the Assessor's recommendation for the Property Tax Abatement Recommendation for Tax Map and Lot R03-3. **Second by:** Ms. Wysocki. **Motion passed unanimously:** 3-0.

**FYI / Correspondence:**

**DRA Contract Assignment Correspondence** – Reviewed

**Select Board Reports**

**Ms. Wysocki**

**Conservation Commission:** The Commission will be meeting on the 21st and they are working on organizing Earth Day (April 19<sup>th</sup> through the 26<sup>th</sup>) and working on a scholarship fund for a conservation camp.

**Economic Development Committee:** The Committee met on the 7th. Mr. Pagano is still the Chair, Mr. Wysocki was elected the Vice Chair, and Ms. Kerman is still the Secretary. The Committee is working on a project punch list. They also discussed Community Power but will be doing more investigating and getting more community input. They will also be following up on the public outreach for the ERZ sign placements.

**Fire Department:** The Department continues to be very busy and they are excited for their new full-time firefighter/paramedic hire and new volunteers.

**Hazard Mitigation Committee:** The Committee will soon be receiving the updated plan from the Central NH Regional Planning commission.

**Welfare:** Ms. Wysocki continues to work with the Deputy Welfare Administrator Celeste Decker.

**Ms. Drew**

**Zoning Compliance:** Ms. Drew has reached out to the Zoning Compliance Officer but has not had an update from him this week.

**Zoning Board of Adjustment:** The Board has a public hearing tomorrow night.

**Library:** Ms. Novotney was instructed to get a quote from the landscaping company for cleaning up the area around the septic system behind the Library.

**BCEP:** Mr. Curley is looking at moving the March 28<sup>th</sup> meeting to the 27<sup>th</sup>.

**Police Department:** The Hickey investigation is still ongoing. The Department has dealt with multiple arrests over the last week. The hiring process has stalled. Officer Konig is halfway through the Academy. The fluorescent lights at the Police Station are being replaced with LED.

**Heritage Commission:** The Board has received a letter of interest from Megan Rheaume and Joyce Heck has also noted her interest. The Board requested that Ms. Novotney draft a posting regarding the Heritage Commission for the Board to review.

**Ms. Gilpatrick**

**Parks and Recreation Commission:** The Commission has set the date for the official opening of the park and has begun taking reservations. They will be coming to the Board with some recommended changes to the fee schedule, as well as an updated Webster Park Policy and one change to the ordinance regarding the hours the park and swimming area are open. They are also working on an idea for updating the kiosk to post events and will be setting a date in May to clean out the garage and start updating it for storage and better access.

**Highway Department:** The Road Agent reported that the new excavator arrived at the dealership on the 14<sup>th</sup>. The Town should have it by the end of the month. The Department continues to perform equipment and shop maintenance.

**Planning Board:** The Board welcomed Alan Quimby to the Board. There are currently no public hearings scheduled but a few inquiries have come in. The Planning Board members have all been given the final draft chapters of the Master Plan for the next meeting and it is still on track for a public hearing in April.

**Town Clerk:** The Clerk is trying to get the dog license reminders out to the public. She notes they are at almost 400, which is good for March. She will be sending out a few reminders that the deadline for party affiliation change is June 4<sup>th</sup>. She will encourage people to check their affiliation if they're unsure so it can be fixed if needed.

**Tax Collector:** The Tax Collector is sending out lien notices on Friday with the execution date of April 23<sup>rd</sup>. She doesn't have the exact dollar of delinquent taxes, but it's average, and the usual folks are included. She notes she has a training coming up in April and she will be gone that day and the Deputy will be in the office for coverage.

**Approval of Minutes**

**Non-public 3/1/24 and 3/2/24 (previously approved) - Signed**

**Motion by:** Ms. Drew to approve the 3/4/24 public minutes as amended. **Second by:** Ms. Wysocki.  
**Motion passed unanimously:** 3-0.

**Motion by:** Ms. Drew to approve the 3/4/24 non-public minutes as written. **Second by:** Gilpatrick.  
**Motion passed unanimously:** 3-0.

**Non-Public**

**Motion by:** Ms. Drew to enter into non-public under RSA 91-A:3 II(a) at 10:00: PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

**Motion by:** Ms. Drew to enter exit non-public at 10:07 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

A decision was made.

**Motion by:** Ms. Drew to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

**Motion by:** Ms. Drew to enter into non-public under RSA 91-A:3 II(c) at 10:08: PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

**Motion by:** Ms. Drew to enter exit non-public 10:45 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

A decision was made.

**Motion by:** Ms. Drew to seal the minutes. **Second by:** Ms. Wysocki. **Motion passed unanimously by Roll Call Vote:** Ms. Drew – Aye, Ms. Wysocki – Aye, Ms. Gilpatrick – Aye.

**Adjournment**

With no additional business to come before the Board at this time,

**Motion by:** Ms. Drew to adjourn the meeting at 10:46 PM. **Second by:** Ms. Wysocki. **Motion passed unanimously:**

Respectfully submitted,  
Andrea Novotney  
Administrative Assistant